

## Section 1.3

### Reports and Notifications

Reports required by the Comptroller of Public Accounts (TPASS) rules, or other statutory authority:

<b>REPORTS</b>			
<b>No.</b>	<b>Report</b>	<b>Due to TPASS</b>	<b>Reference</b> TAC – Texas Administrative Code PM – Procurement Manual
1.	<b>State Use Exceptions</b> List of all items/services purchased as exceptions	<b>15th working day of each month through TPASS portal</b>	<ul style="list-style-type: none"> <li>• <b>Human Resources Code §122.016</b></li> <li>• <b>Government Code §2155.138(a)</b></li> <li>• <b>PM Section 2.5</b></li> </ul>
2.	<b>Historically Underutilized Businesses</b>	<b>March 15th and September 15<sup>th</sup></b>	<ul style="list-style-type: none"> <li>• <b>Government Code §§2161.121(b), 2161.122, 2161.124</b></li> <li>• <b>PM Section 2.28</b></li> </ul>
3.	<b>Procurement Plan</b>	<b>November 30<sup>th</sup></b> <b>Submit updates and Changes as they occur</b>	<ul style="list-style-type: none"> <li>• <b>34 TAC, §20.41(h)</b></li> <li>• <b>PM Section 1.3</b></li> </ul>
TAC 20.41(h) State agencies shall formulate an agency procurement plan that identifies an agency's management controls and purchasing oversight authority in accordance with the policy guidance contained in the CPA's Procurement Manual. An agency must submit a copy of the procurement plan during the CPA's audit of the agency's purchasing documents or upon request by the CPA.			
4.	<b>Purchasing Activity under Delegated Authority</b>	<b>May 1 of each year</b>	<ul style="list-style-type: none"> <li>• <b>TAC 20.41(j)</b></li> </ul>
TAC 20.41(j) -- Reporting Purchasing Activity under Delegated Authority. State agencies will report to the CPA, not later than May 1 of each year regarding the previous six-month period and on November 1 of each year regarding the preceding fiscal year, information related to delegated purchasing activity for goods and services in the form prescribed by the CPA.			
5.	<b>Vendor Performance</b>	<b>Ad Hoc - Required for purchases over \$25,000 but recommended for all purchases and all contracts upon closure</b>	<ul style="list-style-type: none"> <li>• <b>Government Code §2155.077</b></li> <li>• <b>34 TAC §20.108</b></li> <li>• <b>PM Section 2.36</b></li> </ul>
TAC 20.108(b) -- State agencies shall report a vendor's performance on any purchase of \$25,000 or more from contracts administered by the CPA or any other purchase made through an agency's delegated authority or a purchase made pursuant to the authority in Government Code, Title 10, Subtitle D or a purchase exempt from CPA's procurement rules and procedures.			
6.	<b>Print Shop Data</b>	<b>Quarterly and Annually</b>	<b>TAC 20.261(c)</b>
TAC 20.261 (c) -- (re: CCG state print shops) Each print shop shall provide quarterly data to the CPA, which will summarize this information in quarterly and annual reports.			
7.	<b>Travel Related Purchases outside of</b>	<b>Monthly before the 28<sup>th</sup> day following the</b>	<b>TAC §§20.306(e) and 20.308(a)</b>

	<b>Travel Credit Card</b>	<b>reporting month</b>	
	<p>TAC 20-306(e) Monthly reporting. The reports required by this subsection are for those travel services not charged to a state travel credit card.</p> <p>(1) State agencies shall report the expenditures, as the total dollars spent, and activities, as the total number of trips and days of rental or lodging, relating to travel services as follows:</p> <p>(A) Air, bus and rail travel: total dollar spend and total number of trips;</p> <p>(B) Rental car: total dollar spend, total number of trips, and total rental days;</p> <p>(C) Hotel/lodging: total dollar spend, total lodging trips; total number of nights;</p> <p>(D) Travel reservation and booking fees: total dollar spend and total number of reservations.</p> <p>TAC 20.308(a) Contract and non-contract travel services for lodging, rental vehicles and other necessary travel expenses shall be charged to state travel credit cards, when feasible; purchases by other methods shall be reported monthly pursuant to §125.6(e).</p>		
<b>8.</b>	<b>OVFM Fleet (Vehicles)</b>	<b>Monthly</b>	<b>Government Code §2203.001 34 TAC §20.349</b>
	<p>TAC 20.349 -- The Vehicle Use Report shall show the purpose for which the vehicle was used, the miles traveled, the amount of fuel and oil consumed, passengers carried and other information deemed necessary by the CPA.</p>		

<b>NOTIFICATIONS</b>		
<b>Solicitations</b> For commodities or services with expected value of \$25,000 or more	Electronic State Business Daily (ESBD)	<ul style="list-style-type: none"> <li>• Government Code Title 10, Subtitle D</li> <li>• Government Code §2155.083</li> <li>• 34 TAC §20.212.</li> </ul>
<b>Major State Contract</b> Expected value of \$5,000,000 or more	Electronic State Business Daily (ESBD)	<ul style="list-style-type: none"> <li>• Government Code §2177.052</li> </ul>

# Procurement Plan (Due November 30th)

In accordance with Texas law, the TPASS requires each agency to formulate an agency procurement plan that identifies an agency's management controls and purchasing oversight authority in accordance with the policy guidelines contained in the State of Texas Procurement Manual. Agencies shall submit their procurement plans electronically to the Comptroller's Office by November 30<sup>th</sup> annually.

## Contents of the procurement plan

1. Organizational chart of purchasing division/office.
2. Credit card internal procedures if participating in the Procurement Card Program.
3. Protest procedures.
4. List and sample of signatures authorized to approve or sign a proprietary justification letter.
5. List and sample of signatures authorized to approve agency membership fees.
6. The training and certification status of the purchasing employees.
7. List of purchasers authorized to purchase on behalf of the State.
8. Invitation for Bid (IFB) form.
9. Internal purchasing procedures for agency.
10. Conflict of interest statement(s) (statement signed annually for each purchaser or a memo stating that one is in the purchaser's personnel file).
11. Internal purchasing procedures for EPLS (Excluded Parties List System).
12. The three (3) highest priority purchases the agency expects to make in each fiscal year that are not available through a term contract (this is a new requirement).

Questions regarding the Procurement Plan should be directed to the CATRAD Team Lead, at 512-463-8169.

## Legal References:

Texas Government Code §[2155.132](#)

34 Texas Administrative Code §[20.41](#)(h)