



## Purchasing & Contract Management Compliance Calendar

Revised date: March 21, 2017

Compliance partner: Stephen Shelley

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>January</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>February</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>March 15</b>	Semi-annual Historically Underutilized Business (HUB) report. Posted on-line to HUB reporting web site.	9/1/15— 2/28/16	March 15, 2016	March 15, 2017
<b>March</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion

<b>Due Date</b>	<b>Report Name</b>	<b>Previous Reporting Period</b>	<b>Previous Report Date</b>	<b>Next Report Due</b>
<b>April</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>April 1</b>	Legislative Appropriations Request Historically Underutilized Business Report for last FY to MSU budget management	FY2015	April 1, 2016	April 1, 2017
<b>May</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>June</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>July</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion

<b>Due Date</b>	<b>Report Name</b>	<b>Previous Reporting Period</b>	<b>Previous Report Date</b>	<b>Next Report Due</b>
<b>August</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>September 15</b>	Annual Historically Underutilized Business (HUB) report. Posted on-line to HUB reporting web site.	September 15, 2016	September 15, 2016	September 15, 2017
	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
<b>October</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>November</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
<b>November 30</b>	Internal Assessments on Utilization of Historically Underutilized Businesses to the Comptroller and Legislative Budget Board— send to <a href="mailto:hub.riders@cpa.texas.gov">hub.riders@cpa.texas.gov</a> and <a href="mailto:hub.reports@lbb.state.tx.us">hub.reports@lbb.state.tx.us</a>	FY 2016	November 30, 2016	November 30, 2017
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>December</b>	Legislative Budget Board Contract Reporting Major Information Systems exceeding \$100,000 Construction Projects exceeding \$14,000 Professional or Consulting Services exceeding \$14,000 Purchases or Sales >\$50k	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract	Not later than the 10 <sup>th</sup> day after the date entered into contract
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of >\$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion