



**Purchasing & Contract Management  
Compliance Calendar**

Revised date: September 28, 2020

Compliance partner: Tracy Nichols

<b>Due Date</b>	<b>Report Name</b>	<b>Previous Reporting Period</b>	<b>Previous Report Date</b>	<b>Next Report Due</b>
<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 greater than \$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 greater than \$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 greater than \$50,000	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 greater than \$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 online to HUB reporting web site.	9/1/2020—2/28/2021	March 15, 2020	March 15, 2021
<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 greater than \$50,000	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 greater than \$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 greater than \$50,000	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 greater than \$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	FY2019	April 1, 2020	April 1, 2021
<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 greater than \$50,000	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 greater than \$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 greater than \$50,000	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 greater than \$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 greater than \$50,000	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 greater than \$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>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 greater than \$50,000	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 greater than \$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
	General Appropriations Act, Art. IX, Sec. 17.10(f) requires each agency and institution of higher education that receives appropriations to provide a report that details the steps taken to ensure compliance with state procurement requirements to the LBB.	N/A – new	September 30, 2020	August 31, 2021
<b>September 15</b>	Annual Historically Underutilized Business (HUB) report. Posted on-line to HUB reporting web site.	FY 2020 Sept. 2019 – Aug 31. 2020	September 15, 2020	September 15, 2021
	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 greater than \$50,000	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 greater than \$50,000	No later than September 30, 2020.	Not available	Not available – Maybe September 30, 2022.
	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of greater than \$25,000	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
		Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
<b>November</b>	Internal Assessments on Utilization of Historically Underutilized Businesses to the Comptroller and Legislative Budget Board (every other year)	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>	Comptroller Public Accounts Vendor Performance Reporting All Contracts with a value of greater than \$25,000	FY2017-FY2018	November 30, 2019	November 30, 2021
	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 greater than \$50,000	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>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 greater than \$50,000	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 greater than \$25,000	Ongoing after contract completion	Ongoing after contract completion	Ongoing after contract completion
	State Agency Progress Reports <i>Texas Government Code</i> , Title 10, Subtitle D, Section 2161.124	FY2018-FY2019	December 31, 2019	December 31, 2020