**Texas Comptroller of Public Accounts**

**Statewide Procurement Division**

**FY26 Agency Procurement Plan Template**

*Instructions:*

Please complete the information below. Submit it with the requested attachments to procurement.plans@cpa.texas.gov by November 30, 2025.

**General Information**

Agency Name:

Agency Number:

**Procurement Director Contact Information**

Name:

Phone Number:

E-mail Address:

**Purchasing Capacity Assessment**

Dollar value of agency delegated purchases for FY25:

Number of purchasing FTEs:

Automated purchasing tools used by the agency (if applicable):

*Please attach the following:*

* Copy of agency’s purchasing and contract management procedures which include protest procedures developed by the agency.
* Credit card procedures regarding the issuance and security of payment cards and the use of those cards by the agency’s employees.
* Attach or provide links to any SAO audits of purchasing and contract management functions for FY25-FY26 –
* Attach or provide links to any Comptroller post payment or procurement audits for FY25-FY26 -

**Certified Procurement Professionals**

Number of certified purchasing FTEs:

Number of certified contract management FTEs:

*Please attach the following:*

* Name, title and certification number for each purchasing FTE
* Name, title and certification number for each contract management FTE

**Training Projections for the Fiscal Year**

Number of seats needed for CTCD certification courses for FY26:

Number of seats needed for CTCM certification courses for FY26:

**Delegated Purchasing Assessment**

Please list the names of personnel with delegated signature authority for proprietary justifications:

*Please complete the table below with the requested information on your agency’s five delegated purchases anticipated to have the highest expenditure for commodities or services (excluding professional services) not available on an existing contract through CPA or DIR for FY26:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delegated Purchase** | **Anticipated Value for FY26** | **Previous FY Value for same/similar purchase:** | **Name of current vendor:** | **Has the agency looked for the item on CPA or DIR contract? (Y/N)** |
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