



Certified Texas Contract Developer: Course Outline

Training and Policy Development Team

Statewide Procurement Division

Texas Comptroller of Public Accounts

Day 1 AM:

Getting to Know the Statewide Procurement Division (SPD): Five Teams to Support Public Procurement

Required Agency Submissions to SPD

- Agency Procurement Plan
- Agency Contract Management Handbook

Applications Supported by SPD

- Texas SmartBuy
- Electronic State Business Daily (ESBD)
- Centralized Master Bidder's List (CMBL)
- Vendor Performance Tracking System (VPTS)

Ethics in Public Procurement

- State Ethics Policy
- Conflicts of Interest
- Nepotism
- Appearance of Impropriety
- Bribery
- Post Employment Restrictions
- Required Disclosure Statements for Public Procurement Personnel
- Suspected Fraud, Waste, or Abuse
- Agency-Vendor Communication

Introduction to the Procurement Cycle

Calculating Contract Value

Procurement Cycle Phase 1: Procurement Planning

- Needs Assessment
- Cost Estimate
- Acquisition Plan
- Procurement File Checklist

Day 1 PM	Procurement Cycle Phase 2: Procurement Method Determination <ul style="list-style-type: none"> • Using Texas Smartbuy • Procurement Method Identification Process • SPD Review and Delegation of Purchasing Authority
Day 2 AM	Procurement Cycle Phase 2: Procurement Method Determination (cont.) <ul style="list-style-type: none"> • Solicitation Drafting • Review and Approval • Advertising Requirements
Day 2 PM	Department of Information Resources and IT Procurements Procurement Cycle Phase 2: Procurement Method Determination (cont.) <ul style="list-style-type: none"> • Agency Communication with Potential Respondents • Receipt and Control of Responses
Day 3 AM	Procurement Cycle Phase 3: Vendor Selection <ul style="list-style-type: none"> • Administrative Review of Responses • Bid Tabulation Process • Evaluation Committee Process • Preferences
Day 3 PM	Procurement Cycle Phase 4: Contract Formation and Award <ul style="list-style-type: none"> • Negotiations • Contract Formation • Checklists • Contract Award • Contract Notifications Review Activities