



Transparency Stars

CONTRACTS AND PROCUREMENT CHECKLIST

(see [guidelines](#) for further details)

Required Elements	Self Check
<p>Dedicated Webpage or Section of Website</p> <ul style="list-style-type: none"> • General narrative overview of the transparency area; and • Three (3) clicks or less from the homepage. 	
<p>Contracts and Procurement Summary</p> <ul style="list-style-type: none"> • Spending on procurement and contracting activities expressed as total and per capita or per student amounts; • Total number of publicly posted bidding and contracting opportunities opened (invitation for bids or requests for proposal); • Total number of closed bids/solicitations or awarded contracts; • Total dollar amount of bids received from invitations for bids or requests for proposals; and • Total dollar amount awarded from contracts. 	
<p>Visualizations</p> <ul style="list-style-type: none"> • Time trend showing authorizations versus actual procurement expenditures for past five fiscal years; and • Total contracts broken down by business sector (i.e., construction, non-construction, etc.) or other meaningful categories or subcategories for the last completed fiscal year. 	
<p>Documents</p> <ul style="list-style-type: none"> • Post the following documents separately from audits and annual financial reports: • Bid documents; • Intent to award documents; • Awarded, competitively bid contracts; • Vendor registration forms and/or guide; • Procurement manual or written purchasing procedures document; and • Glossary of procurement terms. 	
<p>Downloadable Data</p> <ul style="list-style-type: none"> • Vendor check register dataset (date, type of transaction, amount, purpose description, payee, etc.) for the past three complete fiscal years; and • Dataset on open contracting and bidding opportunities and closed solicitations for the past three complete fiscal years. 	
<p>Other Information</p> <ul style="list-style-type: none"> • Links to contracting and procurement statutes Local Government Code §§252.021-.0436, 262.021-.030 and 271.021-.029, Texas Government Code §§2269.101-.411 and Texas Education Code §44.031; • Links to applicable GASB statements or other reference resources; and • Local contact information of procurement/purchasing officer (i.e., email or phone number). 	

