



# Transparency Stars

## CONTRACTS AND PROCUREMENT CHECKLIST

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

Required Elements	Self Check
<p><b>Dedicated Webpage or Section of Website</b></p> <ul style="list-style-type: none"> <li>• General narrative overview of the transparency area</li> <li>• 3 clicks or less from the homepage</li> </ul>	
<p><b>Contracts and Procurement Summary</b></p> <ul style="list-style-type: none"> <li>• Spending on procurement and contracting activities expressed as total and per capita or per student amounts</li> <li>• Total number of publicly posted bidding and contracting opportunities opened (invitation for bids or requests for proposal)</li> <li>• Total number of closed bids/solicitations or awarded contracts</li> <li>• Total dollar amount of bids received from invitations for bids or requests for proposals</li> <li>• Total dollar amount awarded from contracts</li> </ul>	
<p><b>Visualizations</b></p> <ul style="list-style-type: none"> <li>• Time trend showing authorizations versus actual procurement expenditures for past five years</li> <li>• 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.</li> </ul>	
<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Post the following documents separately from audits and annual financial reports:               <ul style="list-style-type: none"> <li>• Bid documents</li> <li>• Intent to award documents</li> <li>• Awarded, competitively bid contracts</li> <li>• Vendor registration forms and/or guide</li> <li>• Procurement manual or written purchasing procedures document</li> <li>• Glossary of procurement terms</li> </ul> </li> </ul>	
<p><b>Downloadable Data</b></p> <ul style="list-style-type: none"> <li>• Vendor check register dataset (date, type of transaction, amount, purpose, etc.) for the past 36 months</li> <li>• Dataset on open contracting and bidding opportunities and closed solicitations for the past 36 months</li> </ul>	
<p><b>Other Information</b></p> <ul style="list-style-type: none"> <li>• Links to contracting and procurement statutes such as Local Government Code 252.021-.0436, 262.021-.030 and 271.021-.029, Texas Government Code 2669.101-411 and Texas Education Code 44.031.</li> <li>• Links to applicable GASB statements or other reference resources.</li> <li>• Local contact information of procurement/purchasing officer (i.e., email and phone number)</li> </ul>	

