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Memo to File
Loading Attachments to Contract and Purchase Order Submissions to the LBB

To Whom It May Concern:

TRS contracts are paid for with non-appropriated funds. According to the attached LBB document, titled LBB Contracts Database – Data Guide, Section #27, Attachments, on page 5, TRS is not required to upload contract documents. Based on this guidance and to ensure timely reporting, TRS will not be uploading additional contract documents.

However, if you would like to view a contract or purchase order, please be advised that the Teacher Retirement System of Texas (TRS) has a formal process for submitting an open records request by fax or email. Below are instructions on how to submit your request:

Under Section 552.301(c) of the Texas Public Information Act (the Act) (ch. 552, Texas Government Code), TRS's Officer for Public Information has designated the Public Information Coordinator as the TRS person authorized to receive written requests for information by fax or email. The Public Information Coordinator's fax number is 512-542-6426 and the email address is PublicInformation@trs.texas.gov. Please refer to the document "TRS Public Information Act & Policy" posted on TRS's website at

https://www.trs.texas.gov/TRS%20Documents/public_info_act_and_policy.pdf.

To be considered, all faxed or emailed requests must comply with the Act and related TRS policy. See Tex. Gov't Code § 552.223, concerning uniform treatment of requests for information.

If you have any questions or would like any other information, you may contact LaTresa Stroud, Director of Procurement and Contracts at latresa.stroud@trs.texas.gov or 512-542-6307.

Thanks,
LaTresa Stroud
Director of Procurements and Contract
Teacher Retirement System of Texas

Attachment: LBB Contracts Database – Data Guide

LBB CONTRACTS DATABASE – DATA GUIDE

# / Field Name	Entry Restrictions	Possible Values	Description
1. Code	Pre-populated for all agencies and institutions	3 Numbers	Each agency in the state of Texas has a three-number code assigned to it. Find a list of state agency codes here: https://www.tsl.texas.gov/slr/rscs/agencycodes.html
2. Agency	Must be credentialed with the LBB to enter contracts	Alpha numbers and/or numbers	The Agency name identifies which state entity the contract is associated with. This can also include courts and institutions of higher education.
3. Contract	Must be a unique number for each contract entered	Alpha numerals and/or numbers	The Contract number is assigned by an agency or institution for internal record keeping. Each Contract ID# must be unique relative to other such numbers issued by a particular agency or institution. It is needed to maintain accurate, duplicate-free records of all contract entries.
4. Subject	Maximum 50 characters	Alpha numerals, numbers, and some symbols	The Subject provides a description of the contract's general purpose. This field is required to allow for an agency or institution's internal processing of contract entries.
5. Purchase Requisition#	Maximum 50 characters	Alpha numerals, numbers, and some symbols	The Purchase Requisition number entered into this field must be the same as the official requisition number used internally by an agency or institution. It is needed to track the internal procurement approval process within an agency or institution.
6. Agency Approval Date	Month, date, and year must be separated by forward slashes	MM/DD/YYYY	The Agency Approval Date specifies the date on which final approval (i.e. the last internal approval required before contract planning and development resources can be utilized) was given to proceed with contracting for the purchase or sale of goods and/or services. The Agency Approval Date cannot be later than the Solicitation Post Date or the Award Date.

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# / Field Name	Entry Restrictions	Possible Values	Description
7. Solicitation Post Date	Month, date, and year must be separated by forward slashes	MM/DD/YYYY	The Solicitation Post Date is when a contract was posted for public bidding. Some procurements and interagency contracts do not have a solicitation date. This field may be used to determine whether a contract was competitively awarded.
8. Award Date	Month, date, and year must be separated by forward slashes	MM/DD/YYYY	The Award Date is the date an agency or institution executed the contract. It is needed to track the overall life of the contract, and the pace of the approval process.
9. Requisition Date	Month, date, and year must be separated by forward slashes	MM/DD/YYYY	This field specifies the date on which the first purchase requisition was issued. The purchase requisition is a document generated by an agency or institution to notify the purchasing department of items it needs to order, their quantity, and the time frame for completing the order.
10. Completion Date	Month, date, and year must be separated by forward slashes	MM/DD/YYYY	The Completion Date specifies the date by which a vendor must complete its performance pursuant to the terms of the contract, including amendments, and exercised renewals or extensions. Some contracts do not have a set completion date, but instead rely on other benchmarks. This information is needed to track the overall life of the contract, and the relationship between payments and performance.
11. Current Contract Value (Excludes Options not Exercised)	Numbers only, rounded to the nearest dollar. No dollar signs or commas	Values equal to or greater than \$0	The Current Contract Value includes the value of the contract, any amendments, and <i>any exercised</i> extensions or renewals; i.e. the total contract amount currently obligated to date. Current Contract Value can be distinguished from the Maximum Contract Value (used for determining whether a contract meets a reporting threshold), which includes the value of the contract, amendments, and all extensions or renewals, i.e. the total amount both currently and potentially obligated.

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# / Field Name	Entry Restrictions	Possible Values	Description
12. Maximum Contract Value	Numbers only, rounded to the nearest dollar. No dollar signs or commas	Values equal to or greater than \$14,000	The Maximum Contract Value field should include the value of the contract, amendments, and <i>all potential</i> extensions or renewals, i.e. the total amount both currently and potentially obligated. The maximum contract value should be used for determining whether a contract meets a reporting threshold, and can be distinguished from Current Contract Value, which includes the value of the contract, any amendments, and any exercised extensions or renewals, i.e. the total amount currently obligated.
13. Competitive/ Non-Competitive	At least one selection is required	Out of multiple preset categories, at least one must be chosen	This field is used to differentiate between competitively and non-competitively procured contracts. For non-competitively procured contracts, database users must specify the type of non-competitive procurement: • Non-emergency Sole Source Procurements (made without competition) • Emergency Procurements (made under emergency authority) • Inter-agency Agreements (made between governmental entities) • Provider Enrollments (made with healthcare providers) Note: competitively procured contracts may include contracts for which solicitation documents were not publicly posted. Contracts made under cooperative or master contracts are considered competitively procured.
14. Revenue Generating	“Yes” or “No” options only	Check “Yes” when applicable, leave on default “No” when not	This field is used to differentiate between revenue generating (any contract resulting in a net financial gain for the agency) and non-revenue generating contracts. Users can check "Yes" this is a revenue generating contract, or "No" this is not a revenue generating contract. The "No" option is selected by default.

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# / Field Name	Entry Restrictions	Possible Values	Description
15. PCC Codes	At least one selection is required	Out of multiple preset categories, at least one must be chosen	PCCs are codes used to document the purchase method, commodity type, and dollar category of purchase. Institutions of higher education do not need to report these codes for contracts paid for with non-appropriated funds. Find more information on PCC Codes here: http://comptroller.texas.gov/procurement/pub/manual/2-47.pdf
16. Report Requirement Codes	At least one selection is required	Checked for those that apply, blank for those that do not apply	Reporting codes describe which reporting requirement(s) apply to a contract. There are statutory and General Appropriations Act codes, and more than one code may apply to a contract. This information is needed to ensure an agency or institution's compliance with contract reporting laws.
17. Vendor	At least three characters of the vendor name must be included to conduct a search	At least 3 alpha numerals or numbers	The Vendor name identified the specific vendor associated with the contract entry. This information reflects the Texas Comptroller's Centralized Master Bidders List of vendors, which can be searched here: https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp
18. Address1	Required information	Alpha numerals, numbers, and some symbols	Address1 lists the primary mailing address of the vendor associated with the contract.
19. Address2	Supplemental information	Alpha numerals, numbers, and some symbols	Address2 lists other address information, such as suite number or PO Box number.
20. Address3	Supplemental information	Alpha numerals, numbers, and some symbols	Address3 lists additional address information for the vendor associated with the contract.

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# / Field Name	Entry Restrictions	Possible Values	Description
21. Address4	Supplemental information	Alpha numerals, numbers, and some symbols	Address4 lists additional address information for the vendor associated with the contract.
22. City	Required information	Alpha numerals, numbers, and some symbols	The City field lists the city or town in which the vendor associated with the contract is based.
23. State	Two letter postal abbreviation	Two letter list of states and provinces	The State identifies the postal abbreviation for the state in which a vendor is located.
24. Postal Code	Numbers only	5 Numbers	The 5 digit postal code for the vendor's mailing address. You can use the following link to verify a vendor's postal code: https://www.usps.com/zip4/
25. Area Code	Numbers only	3 Numbers	Area Code lists the 3 digit prefix for a vendor's primary phone contact.
26. Phone Number	Numbers only	7 Numbers	Phone Number lists the remaining 7 digits for a vendor's primary phone contact.
27. Attachments	Each attachment has a 52,400 KB maximum size. Attachments should be searchable PDF format. There is no limit to the number of attachments that may be added.	A number greater than or equal to 1	Attachments include PDF documents associated with a contract entry., these can include contracts, amendments, renewals, extensions, Attestation Forms, and solicitation documents. Some institutions and agencies are required by law to include certain attachments with their submissions to the LBB Contracts Database. Some contracts, such as reported by Texas Department of Transportation, Health and Human Service Agencies, Institutions of Higher Education and System Offices, as well as those paid for with non-appropriated funds, are not required to have contracts or solicitation documents attached. If reporting under GAA Article IX Section 7.12, all entities must attach an Attestation Form to their contract entry.