

Texas Procurement and Contract Management Guide, Version 3.0 Crosswalk Document

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Revision to Table: Procurement Roles. Purchasing definition revised.	Professional Certification and Training Program	Non-substantive clarification	3	N/A	34 § TAC 20.133(b) (2)	Change: Purchasing. The receipt and processing of requisitions, development of specifications, development of statement of work, the issuance of purchase orders against existing statewide, cooperative or agency contracts, and the verification of the inspection of merchandise or receipt of services by the agency. The term does not include the development of solicitations and contract awards that must be posted to the Electronic State Business Daily (ESBD) or in the Texas Register.	3
Revision: SPD and DIR each operate independent statewide centralized purchasing programs. Both agencies leverage the State's buying power in order to maximize competition to provide cost-effective products and services to agencies and other eligible public sector customers. SPD and DIR serve on two interagency oversight teams — the Contract Advisory Team (CAT) and Quality Assurance Team (QAT) — which seek to improve agency procurement and contract management practices.	SPD, DIR, SAO, Oversight Teams, and Planning Documents	Non-substantive clarification	10	N/A	N/A	Removal: ... as well as the Procurement Coordination Committee. The Procurement Coordination Committee was created by the Legislature in 2013 and is charged with reviewing DIR and SPD procurement functions to identify areas of overlap, mutually beneficial contracting methodologies, data management, customer relations, and consolidation opportunities; developing standard data collection and cost savings methodologies; and reporting findings to the Sunset Advisory Committee.	10
Revision: The State Auditor's Office (SAO) assigns contract monitoring ratings to each of Texas' twenty-five (25) largest state agencies as determined by the Legislative Budget Board (LBB) based on the total contracting dollar amount of the agency.	SPD, DIR, SAO, Oversight Teams, and Planning Documents	Non-substantive clarification	11	N/A	N/A	Change: The State Auditor's Office (SAO) assigns contract monitoring ratings to each of Texas' twenty-five (25) largest state agencies as determined by the Legislative Budget Board (LBB).	11

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Addition: TxDOT added as a member of CAT.	SPD, DIR, SAO, Oversight Teams, and Planning Documents	Non-substantive clarification	11	N/A	N/A	Change: CAT consists of members from each of the following agencies: CPA, DIR, Health and Human Services Commission, Office of the Governor, TFC, and DPS as well as several representatives from institutions of higher education as identified in Texas Education Code § 55.165.	11
Addition: If TCI denies an agency's waiver request, the agency may send an appeal letter to SPD by emailing spd.policy@cpa.texas.gov. To expedite processing, the agency must provide a copy of the TCI waiver denial letter with the waiver identification number, along with all relevant supporting documentation. This includes correspondence requesting a price match or better offer from TCI and alternate vendor quotes. SPD will provide a written notice of the approval or denial of the agency's appeal.	TCI Waiver Process	Substantive revisions	19	N/A	N/A	Change: If TCI denies an agency's waiver request, the agency may send an appeal letter to SPD by emailing spd.policy@cpa.texas.gov. To expedite processing, the agency must provide the waiver identification number from the TCI waiver denial letter as well as any supporting documentation. SPD will provide a written notice of the approval or denial of the agency's appeal.	19
Addition: Agencies must purchase products and services offered through WorkQuest that meet the applicable specifications of the agency and that are available within the time specified. Competitive bidding is not required for purchases from WorkQuest. WorkQuest purchases must be made through Texas SmartBuy except in emergency situations. Any time the quality of a WorkQuest product or service is deemed unacceptable or failed to meet agency specifications, this information should be reported to WorkQuest and a vendor performance report must be filed with SPD.	The State Use Program	Non-substantive clarification	19	N/A	N/A	Change: Agencies must purchase products and services offered through WorkQuest that meet the applicable specifications of the agency and that are available within the time specified. Competitive bidding is not required for purchases from WorkQuest. Any time the quality of a WorkQuest product or service is deemed unacceptable or failed to meet agency specifications, this information should be reported to WorkQuest and a vendor performance report must be filed with SPD.	19

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Revision: 1. For mail equipment or private entity service contracts \$10,000 and under, an agency must submit a written justification to SPD stating why the equipment or service is needed and what benefits are expected to be received.	Mail and Messenger Services Contracts	Substantive revisions	24	N/A	34 TEX. ADMIN. CODE § 20.381(f)(1)	Change: 1. For mail equipment or private entity service contracts under \$10,000, an agency must submit a written justification to SPD stating why the equipment or service is needed and what benefits are expected to be received.	24
Addition: For the non-delegated purchase of services with an estimated contract value of more than \$100,000, the agency must submit its delegation request and its solicitation through the Procurement Oversight & Delegation portal. Once an agency has submitted a solicitation for review, the procurement is analyzed from a contract management and business perspective. If the delegation request is denied, SPD will procure the services on behalf of the agency. Refer to SPD-Administered Agency-Specific Procurements. Agencies should not divide the procurement to avoid OMR or POD submission. If it is foreseeable that the spend will exceed the delegated threshold, an OMR or POD request should be submitted for review even if multiple purchases are involved.	Delegation Request for Services Exceeding \$100,000	Non-substantive clarification	32	N/A	N/A	Change: For the non-delegated purchase of services with an estimated contract value of more than \$100,000, the agency must submit its delegation request and its solicitation through the Procurement Oversight & Delegation portal. Once an agency has submitted a solicitation for review, the procurement is analyzed from a contract management and business perspective. If the delegation request is denied, SPD will procure the services on behalf of the agency. Refer to SPD Administered Agency-Specific Procurements.	32
Addition: Under DIR's statewide procurement authority, DIR establishes and manages contracts under the following program areas for use by eligible customers: (1) Cooperative Contracts program; (2) Shared Technology Services (STS) (e.g., Private Cloud, Public Cloud, Print/Mail/ Digitization); Subject to TAC 215.43, customers in the data center must procure software, Software as a Service (SaaS), and Platform as a Service (PaaS) through the program. DIR has established the STS commodities process to accomplish this. (3) Telecommunications. DIR may consider strategic sourcing and other methodologies to select the vendor offering the best value on IT commodity items.	DIR Contracts	Non-substantive clarification	36	N/A	N/A	Change: Under DIR's statewide procurement authority, DIR establishes and manages contracts under the following program areas for use by eligible customers: (1) Cooperative Contracts program, (2) Shared Technology Services (e.g., Private Cloud, Public Cloud, Print/Mail/ Digitization), (3) Telecommunications. DIR may consider strategic sourcing and other methodologies to select the vendor offering the best value on IT commodity items.	36

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Addition: IT commodity items are a subset of AIS. IT commodity items refer to commercial software, hardware, or technology services, other than telecommunications services, that are generally available to businesses or the public and for which DIR determines that a reasonable demand exists from an eligible DIR Customer . The term includes seat management, through which a customer transfers its personal computer equipment and service responsibilities to a private vendor to manage the personal computing needs for each desktop of the customer, including all necessary hardware, software, and support services	IT Commodity Items	Substantive revisions	36	HB 4553 (88th Legislature, R.S.)	N/A	Change: IT commodity items are a subset of AIS. IT commodity items refer to commercial software, hardware, or technology services, other than telecommunications services, that are generally available to businesses or the public and for which DIR determines that a reasonable demand exists from two or more eligible DIR Customers. The term includes seat management, through which a customer transfers its personal computer equipment and service responsibilities to a private vendor to manage the personal computing needs for each desktop of the customer, including all necessary hardware, software, and support services.	35-36
<p>Revision: 3. For a contract with a value of more than \$1 million but not more than \$5 million, the agency must submit a request for pricing to at least six vendors or resellers included in the category to which the contract relates or all vendors or resellers in the category if the category has fewer than six vendors or resellers.</p> <p>Revision and Addition: 4. For a contract with a value of more than \$5 million but not more than \$10 million, if an agency utilizes DIR Cooperative Contracts, the agency must submit a request for pricing to at least six vendors or resellers included in the category to which the contract relates or all vendors or resellers in the category if the category has fewer than six vendors or resellers. Statements of Work for DIR cooperative contracts do not require CAT review regardless of estimated dollar value.</p>	Monetary Thresholds for Competitive Actions	Substantive revisions	37	N/A	TEX. GOV'T CODE § 2157.068(e-1)	<p>Change: 3. For a contract with a value of more than \$1 million but not more than \$5 million, the agency must submit a request for pricing to at least six vendors included in the category to which the contract relates or all vendors in the category if the category has fewer than six vendors.</p> <p>Change: 4. For a contract with a value of more than \$5 million but not more than \$10 million, if an agency utilizes DIR Cooperative Contracts, the agency must submit a request for pricing to at least six vendors included in the category to which the contract relates or all vendors in the category if the category has fewer than six vendors.</p>	37

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Addition: Some DIR contracts for IT commodity items require a state agency to develop and execute a Statement of Work (SOW) to initiate services under the contract. Before submitting an SOW to the vendor, the agency is required to submit it to DIR for approval. DIR reviews these SOWs for compliance with master contracts and to ensure they contain clearly established deliverables. Agencies are responsible for complying with statute and rule. This must occur prior to soliciting and upon award. This review is required for certain services that exceed \$50,000 and includes, but is not limited to, the following technology categories:	DIR Review and Signature Approval of Certain Statements of Work	Non-substantive clarification	37	N/A	TEX. GOV'T CODE § 2157.0685	Change: Some DIR contracts for IT commodity items require a state agency to develop and execute a Statement of Work (SOW) to initiate services under the contract. Before submitting a SOW to the vendor, the agency is required to submit it to DIR for approval. This must occur prior to soliciting and upon award. This review is required for certain services that exceed \$50,000 and includes, but is not limited to, the following technology categories:	37
Revision and Addition: Footnote 299: This requirement does not apply to contracts for services necessary to respond to a natural disaster. TEX. GOV'T CODE § 2262.051(j); 34 TEX. ADMIN. CODE § 20.214(c)	Procurement Lead Time	Non-substantive clarification	48	N/A	TEX. GOV'T CODE § 2262.051(j); 34 TEX. ADMIN. CODE § 20.214(c).	Change: Footnote 301: TEX. GOV'T CODE § 2262.051(j); 34 TEX. ADMIN. CODE § 20.214(c).	48
Revision: Agencies are required to pay the state motor fuels tax on gasoline and diesel fuel. However, agencies holding either a Dyed Diesel Fuel Bonded User permit or Dyed Diesel Fuel Signed Statement registration are not required to pay the state motor fuel tax on dyed diesel fuel bought to use in off-highway equipment. Agencies may request a refund of state motor fuels taxes paid on gasoline and diesel fuel used in off-highway equipment. Agencies should contact Fuels & IFTA Tax for information on obtaining a diesel fuel permit or requesting a refund.	State Motor Fuels Tax	Non-substantive clarification	58	N/A	N/A	Change: Agencies are required to pay the state motor fuels tax on gasoline and diesel fuel. However, agencies holding either a Dyed Diesel Fuel Bonded User permit or Dyed Diesel Fuel Signed Statement registration are not required to pay the state motor fuel tax on dyed diesel fuel bought to use in off-highway equipment. Agencies may request a refund of state motor fuels taxes paid on gasoline and diesel fuel used in off-highway equipment. Agencies should contact SPD for information on obtaining a diesel fuel permit or requesting a refund.	58

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Revision: If electronic submission of responses is permitted, the solicitation should contain instructions that state how the agency will treat an email or fax submission that is not timely received. For example, the agency may state that if all or any portion of a response submitted by email or fax is received late, is illegible, corrupted , or is otherwise nonresponsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, the agency must not be liable for equipment failure or operator error.	Electronic Submission and Signatures	Non-substantive clarification	64	N/A	N/A	Change: If electronic submission of responses is permitted, the solicitation should contain instructions that state how the agency will treat an email or fax submission that is not timely received. For example, the agency may state that if all or any portion of a response submitted by email or fax is received late, is illegible, or is otherwise nonresponsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, the agency must not be liable for equipment failure or operator error.	64
Addition: Best value standards include, but are not limited to, the following: Sections 2155.074, 2156.007, 2157.003, 2254.003, and 2254.027 of the Texas Government Code. For public construction contracts, a solicitation, offer, or agreement collateral may not require a contractor to have a specified worker's compensation experience modifier. (TEX. GOV'T CODE § 2252.909)	Evaluation Criteria for Award	Substantive revisions	65	HB 2518 (88th Legislature, R.S.)	TEX. GOV'T CODE § 2252.909	Change: Best value standards include, but are not limited to, the following: Sections 2155.074, 2156.007, 2157.003, 2254.003, and 2254.027 of the Texas Government Code.	65
Removal: See column TxPCMG 2.1 Content/Language.	CAT - Review of Solicitations With a Value of \$5 Million or More	Substantive revisions	N/A	N/A	N/A	Removal: As a general guideline, grant agreements where the recipients eligible for award are governmental entities or non-profit business entities are not subject to a CAT review. CAT will review grants when the recipients eligible for award are for-profit business entities because these contracts provide public funds to entities that could profit from the award. RFAs based solely on federal funding are not subject to CAT review.	66

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Addition to Graphic: (6) the name, business mailing address, business email address , and business telephone number of the agency employee a person may contact to inquire about all necessary information related to making a response for the procurement contract.	ESBD Posting Timelines	Substantive revisions	68	HB 4012 (88th Legislature, R.S.)	TEX GOV'T CODE § 2155.083(g)-(i); 34 TEX. ADMIN. CODE §§ 20.214, 20.215	Change: If not posting the entire solicitation package to the ESBD, then notice must be posted that includes all information necessary to make a successful response for the procurement contract, including at a minimum the following information: (1) a brief description of the goods or services to be procured and any applicable state product or service codes for the goods and services; (2) the last date on which responses will be accepted; (3) the estimated quantity of goods or services to be procured; (4) if applicable, the previous price paid by the agency for the same or similar goods or services; (5) the estimated date on which the goods or services to be procured will be needed; and (6) the name, business mailing address, and business telephone number of the agency employee a person may contact to inquire about all necessary information related to making a response for the procurement contract.	68
Addition: Single or No Response. Before evaluation begins, the Contract Developer may investigate why the agency received only one response or no responses to a competitive solicitation by:	Administrative Review of Responses	Non-substantive clarification	74	N/A	N/A	Change: Single Response (title) Before evaluation begins, the Contract Developer may investigate why the agency received only one response to a competitive solicitation by:	74
Revision: The following, as applicable, should be included on the bid tabulation:	Evaluation - Bid Tabulation Process	Non-substantive clarification	75	N/A	N/A	Change: The following, as applicable, must be included on the bid tabulation:	75

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Revision: ...agency policy. For procurements with an expected value of \$1 million or more, SAO has provided the SAO Nepotism Disclosure Statement for Purchasing Personnel for agencies to use. Any actual or potential conflicts of interest must be reported promptly to agency legal counsel.	Non-Disclosure Agreements and Conflict of Interest Disclosures	Non-substantive clarification	76	N/A	N/A	Change: ...agency policy. For procurements with an expected value of \$1 million or more, the SAO Nepotism Disclosure Statement for Purchasing Personnel must also be utilized. Any actual or potential conflicts of interest must be reported promptly to agency legal counsel.	76
Addition: For contracts that are valued at \$1 million or more, all purchasing personnel working on the contract must disclose the relationship (if any) with the selected vendor (or any employee, partner, major stockholder, paid consultant with a contract with the business entity the value of which exceeds \$25,000, or owner of the business) to the administrative head of the agency. SAO has provided a form for agencies to use. The SAO Disclosure Statement for Purchasing Personnel is located on the SAO website. Each agency must develop a process for collecting and retaining disclosures. To ensure that the disclosure statement is accurate, the agency should ensure that it is signed and acknowledged reasonably close to the award of the contract. For example, an agency could specify that a new disclosure must be submitted after one year.	SAO Nepotism Disclosure Statement for Purchasing Personnel	Substantive revisions	90	N/A	TEX. GOV'T CODE § 2262.004	Change: For contracts that are valued at \$1 million or more, all purchasing personnel working on the contract must disclose the relationship (if any) with the selected vendor (or any employee, partner, major stockholder, paid consultant with a contract with the business entity the value of which exceeds \$25,000, or owner of the business) to the administrative head of the agency on a form prescribed by SAO. The SAO Disclosure Statement for Purchasing Personnel is located on the SAO website.	90

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
<p>Addition: Agencies must require vendors to complete the Form 1295 Certificate of Interested Parties which is located on the TEC website for certain contracts with a value of \$1 million or more, that require an action or vote by a governing body, or are for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code. Before contract award, the vendor must submit to the agency a completed and signed form with the certificate number and date. The Contract Developer then acknowledges the Form 1295 at the TEC website. It is best practice to include a reference to Form 1295 in the solicitation in order to allow the vendor to gather the pertinent information early in the process. The contract can be voided for failure to provide Form 1295 only if:</p> <ol style="list-style-type: none"> 1) The agency notifies the vendor in writing of the failure, and; 2) The vendor then fails to submit Form 1295 on or before the 10th business day after receipt of the notification. 	TEC Disclosure of Interested Parties (Form 1295)	Substantive revisions	90	N/A	TEX. GOV'T CODE § 2252.908	<p>Change: Vendors are required to complete the Form 1295 Certificate of Interested Parties which is located on the TEC website for certain contracts with a value of \$1 million or more, that require an action or vote by a governing body, or are for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code. Before contract award, the vendor must submit to the agency a completed and signed form with the certificate of filing number and date. The Contract Developer then acknowledges the Form 1295 at the TEC website. It is best practice to include a reference to Form 1295 in the solicitation in order to allow the vendor to gather the pertinent information early in the process.</p>	90

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<p>Revision: Texas Government Code Section 2252.903, requires state agencies, including institutions of higher education, to verify a vendor's warrant hold status no earlier than the seventh day before and no later than the day of contract execution for:</p> <ol style="list-style-type: none"> 1. Payments made with local funds (funds held outside the Treasury) 2. Payment card purchases over \$500 <p>Verification of warrant hold status within seven days of contract execution is not required if a contract will be paid using funds held in the Treasury.</p> <p>Agencies and institutions must not proceed with purchases made with local funds or payment card purchases over \$500 until the warrant hold has been released, unless the contract requires the agency's payments under the contract to be applied directly toward eliminating the person's debt or delinquency, regardless of when it arises.</p> <p>Verifications of warrant hold status within seven days of contract execution is not required if a contract will be paid using funds held in the Treasury.</p> <p>Payments made through the Uniform Statewide Accounting System (USAS) are automatically checked for holds and the system identifies payments issued to persons with outstanding state debt.</p>	Warrant/ Payment Hold Check	Substantive revisions	91	N/A	TEX. GOV'T CODE § 2252.903	<p>Change: The Contract Developer (purchaser) must check warrant hold status of the vendor in the following circumstances: (1) transaction involves a written contract, (2) payment is made with local funds, or (3) payment card purchase is over \$500. The agency cannot proceed with a purchase made with local funds or a payment card purchase over \$500 until the warrant hold has been released.</p> <p>For transactions involving a written contract, the warrant hold check must be performed not earlier than the seventh day before and not later than the date of contract execution. If the vendor is on warrant hold, the agency may not enter into a written contract with the person unless:</p> <ol style="list-style-type: none"> 1. the contract requires the agency's payments under the contract to be applied directly toward eliminating the person's debt or delinquency, and 2. the requirement described in paragraph (1) specifically applies to any debt or delinquency, regardless of when it arises. <p>Payments made through the Uniform Statewide Accounting System (USAS) are automatically checked for holds and the system identifies payments issued to persons with outstanding state debt.</p>	91

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Addition: The HUB Subcontracting Plan (HSP) is monitored throughout the contract. Vendors must amend their HSPs if there is any change in subcontracting during the performance of the contract from what was proposed in the HSP by submitting a written justification to the contract manager. If the contract manager approves the change, the agency must amend the contract and ensure that a good faith effort has been made for any subcontracting changes that the prime contractor proposes. Vendors are required to submit Prime Contractor Progress Assessment Reports (PARs) to the contracting agency with each invoice. The PAR is used to verify the vendor's compliance with the HSP, and the contract manager must review each PAR for compliance with the HSP.	HUB Subcontracting Plan (HSP) Compliance and Updates	Substantive revisions	101	N/A	N/A	Addition: New Section	101
Revision: 4. Dated ESBD posting printouts for the Notice of Intent to Procure (for purchases over \$20 million, if applicable), the solicitation, including addenda, and the Notice of Award, if purchase is over \$25,000.00;	Post-Payment Audits	Non-substantive clarification	115	N/A	N/A	Change: 4. Dated ESBD posting printouts for the Notice of Intent to Procure (if the purchase is over \$20 million), the solicitation, including addenda, and the Notice of Award, if purchase is over \$25,000.00;	115

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Disclosure of Interested Parties - Texas Ethics Commission Form 1295. Revision and Addition: Agencies must require vendors to complete the Form 1295 Certificate of Interested Parties which is located on the TEC website for certain contracts with a value of \$1 million or more, that require an action or vote by a governing body, or are for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code. Before contract award, the vendor must submit to the agency a completed and signed form with the certificate of filing number and date. The Contract Developer then acknowledges the Form 1295 at the TEC website. It is best practice to include a reference to Form 1295 in the solicitation in order to allow the vendor to gather the pertinent information early in the process. The contract can be voided for failure to provide Form 1295 only if: 1) The agency notifies the vendor in writing of the failure, and; 2) The vendor then fails to submit Form 1295 on or before the 10th business day after receipt of the notification.	Appendix 4	Substantive revisions	APP4	N/A	TEX. GOV'T CODE §§ 2252.908(d)-(e); TEX. GOV'T CODE § 2252.908(f-1)	Change: For contracts subject to this disclosure requirement, the business entity must submit the disclosure of interested parties on the form prescribed by the Texas Ethics Commission to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Form 1295 Certificate of Interested Parties is located on the Texas Ethics Commission website. Not later than the 30th day after the date the governmental entity or state agency receives a disclosure of interested parties from the business entity, the governmental entity or state agency must log into the Texas Ethics Commission website to acknowledge receipt of the applicable business entity's disclosure statement.	Appendix 4
Revision: Year	Appendix 5	Non-substantive clarification	APP5	N/A	N/A	Change: Year	Appendix 5
Revision: Statewide Procurement Policy and Outreach. Added Electronic State Business Daily	Appendix 6	Non-substantive clarification	APP6	N/A	N/A	Change: Statewide Procurement Policy and Outreach.	Appendix 6
Revision: (Lowest Price / Price of Response Being Evaluated) x Maximum No. of Available Points* = Weighted Price	Appendix 14	Substantive revisions	APP14	N/A	N/A	Change: Price of Response Being Evaluated x Maximum No. of Available Points* = Weighted Price Score**	Appendix 14

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Revision: Replaces terminology of “mental retardation” with “intellectual disability”	Appendix 23	Non-substantive clarification	APP23	HB 446 (88th Legislative Session, R.S.)	TEX. GOV'T CODE § 2155.441	<p>Change: List of Preferences. PREFERENCE FOR PRODUCTS OF PERSONS WITH MENTAL RETARDATION (Title)</p> <p>Change: (a) The products of workshops, organizations, or corporations whose primary purpose is training and employing individuals having mental retardation an intellectual or a physical disability shall be given preference if they meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.</p>	Appendix 23

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<p>Addition: Texas Required Contract Clauses. In accordance with Section 2262.051(d)(1) of the Texas Government Code, this document identifies the model contract clauses for the essential provisions that an agency must include in a contract to protect the interests of the State. Except as otherwise specifically noted as an “EXCEPTION” in this document, the Texas Required Contract Clauses are required to be included in both solicitations and contracts awarded after the underlying legal authority has taken effect. It is recommended that public procurement professionals seek assistance from agency legal counsel as needed to determine whether and when these clauses should be added to contracts that were awarded before the effective date of the underlying legal authority.</p> <p>Revision: Child Support Obligation Affirmation. In situations where Responses are submitted to the agency via unencrypted email, Responses should only contain the last four digits of the SSN to avoid the notification requirements of Section 2054.1125 of the Texas Government Code.</p>	Appendix 24	<p>Substantive revisions</p> <p>Non-substantive clarification</p>	APP24	N/A	TEX FAM CODE §§ 231.006, 231.302	<p>Change: In accordance with Section 2262.051(d)(1) of the Texas Government Code, this document identifies the model contract clauses for the essential provisions that an agency must include in a contract to protect the interests of the State. Except as otherwise specifically noted as an “EXCEPTION” in this document, the Texas Required Contract Clauses are required to be included in both solicitations and contracts.</p> <p>Change: In situations where Responses are submitted to the agency via unencrypted email, Responses should only contain the last four digits of the SSN in order to comply with the sensitive personal information acquisition requirements of Section 2054.1125 of the Texas Government Code.</p>	Appendix 24
Revision: Year	Appendix 29	Non-substantive clarification	APP29	N/A	N/A	Change: Year	Appendix 29
Revision: PCC D, PCC E, PCC F, PCC K, PCC L, PCC M, PCC N, PCC P, PCC Q, PCC S, PCC T	Appendix 32	Non-substantive clarification	APP32	N/A	TEX. GOV'T CODE § 2252.903	Change: PCC D, PCC E, PCC F, PCC K, PCC L, PCC M, PCC N, PCC P, PCC Q, PCC S, PCC T	Appendix 32

Revised Content in Version 3.0	Topic	Nature of Revision	TxPCMG 3.0 Page Location	Impacting Legislation	Statute/Rule	TxPCMG 2.1 Content/Language	TxPCMG 2.1 Page Location
Removal and Revision: Exemptions List (Document Type 9)	Appendix 33	Substantive revisions	APP33	N/A	TEX. GOV'T CODE § 2155.1441; TEX. GOV'T CODE § 2167.002; TEX. GOV'T CODE § 2151.002; TEX. GOV'T CODE § 2155.203; TEX. GOV'T CODE § 2155.139; TEX. GOV'T CODE § 2155.140; TEX. GOV'T CODE § 2155.441; TEX. GOV'T CODE § 2155.001	Change: Exemptions List (Document Type 9)	Appendix 33