

Contract Advisory Team

Pursuant to Texas Government Code, Section 2262.101, the Contract Advisory Team (CAT) is created to assist state agencies in improving contract management practices by reviewing the solicitation of major contracts. Major contracts are defined in Texas Government Code, Section 2262.001 as any contract having the monetary value of at least \$1 million dollars during the original term of the contract, not including any renewal periods.

Texas Government Code, Section 2262.102 of the Texas Government Code lists the following members for the CAT:

- one member from the Office of the Attorney General (OAG);
- one member from the Comptroller of Public Accounts (CPA);
- one member from the Department of Information Resources (DIR); and
- one member from the Office of the Governor

The Legislative Budget Board (LBB) and the State Auditor's Office (SAO) serve as technical advisors to the CAT.

CAT Review of Major Contracts

A. General

To facilitate the process of major contract solicitation review by CAT, state agencies must submit their:

- Solicitation document(s) - A solicitation document can be but is not limited to a Request for Proposal (RFP), Invitation for Bid (IFB), Request for Application (RFA), Request for Offer (RFO), or Request for Qualifications (RFQ); and
- Any other documents that are related to the solicitation or incorporated by reference into or are part of the solicitation.

The CAT will review the solicitation document(s) from a contract management and best practices perspective. In the course of the review, the CAT provides recommendations, identifies risks and offers risk mitigations/strategies within ***20 business days*** of receipt. If the agency does not receive a response from the

B. Exceptions to CAT Review

Per Texas Government Code, Section 2262.002, institutions of higher education as defined by Texas Education Code, Section 61.003 of the Education Code are exempt, as are contracts of the Texas Department of Transportation (TXDOT) that relate specifically to highway construction, highway engineering, or contracts subject to Texas Transportation Code, Section 201.112.

Determination of Contract Value

A major contract is one with a value of at least \$1 million dollars during the original term of the contract, not including any renewal periods. An agency should base its determination of the proposed length of and compensation during the original term and the renewal periods of the contract on best business practices, state fiscal standards and applicable law, procedures and regulations. Agencies should not artificially split any of these factors to avoid the \$1 million dollar threshold during the original term of the contract and therefore submission of the solicitation to CAT for review.

The method of payment and source of funds are not factors in determining whether the estimated total value shall exceed \$1 million dollars. The soliciting agency shall make a good faith determination as to the estimated total value at the time the solicitation is submitted to CAT and shall advise CAT prior to issuance of any changes in this estimated amount that would impact CAT review.