Jerry McGinty

Director Legislative Budget Board

Robert E. Johnson Bldg., 5th Floor

1501 N. Congress

Austin, Texas 78701-1200

Dear Mr. McGinty:

Pursuant to Article IX, Section 7.11, of the General Appropriations Act (2022-2023 biennium), The Texas A&M University System notifies the Legislative Budget Board (LBB) that The Texas A&M University System intends to or has entered into the following contract.

**A. Contract Information.**

Attached is a summary of the purpose of and major deliverables for the following contract:

1. Vendor’s name, address, and phone number;
2. Contract Identification number;
3. Maximum amount of the contract;
4. Scheduled payment date(s); and
5. Term of the contract.

**B. Executive Director Certification**

1. I certify that the process used to award this contract complies with or is consistent with the following:
	1. The Texas A&M University System Contract Management Guide;
	2. The Texas A&M University System Procurement Manual; and
	3. All applicable statutes, rules, policies, and procedures related to procurement and contracting of goods and services, including compliance with conflict of interest disclosure requirements.
2. I certify that the agency or institution has an effective process and adequate management controls to:
	1. Verify vendor performance and deliverables for this contract;
	2. Only pay for goods and services that are within the scope of the contract or procurement; and
	3. Calculate and collect any liquidated damages associated with vendor performance; and
	4. When, why, or how to apply corrective action plans for continuing poor vendor performance.
3. I certify that the agency or institution will comply with the requirement to provide information to the Vendor Performance Tracking System in accordance with Section 2155.089 of the Government Code, as amended by Senate Bill 799, Eighty-seventh Legislature, 2021. **Not Applicable per Government Code 2155.089.c.3.C**

**C. Risk Statement**

I believe that the goods or services being procured via this contract are/are not necessary to provide mission critical functions of this agency or institution[[1]](#footnote-1). The attached describes the importance of the goods and services and risk to the agency or institution if the parameters of the contract are not met within the specified time frames.

**D. Continuing Duty to Report**

I acknowledge a continuing duty to provide any information or documentation regarding this contract upon request by the LBB and to report any changes to the information provided as well as any later discovered errors or inconsistencies to the LBB.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mr. Billy Hamilton

 Deputy Chancellor & CFO

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**Date**  **Date**

1. Goods and services that the agency relies on to execute basic functions essential to the mission of the agency should be considered mission critical. This may include direct services to constituents or indirect support services for critical agency systems. [↑](#footnote-ref-1)