



Certified Texas Contract Manager: Course Outline

Training and Policy Development Team

Statewide Procurement Division

Texas Comptroller of Public Accounts

Day 1 AM:

Introduction to Public Procurement Principles

Calculating Contract Value

Getting to Know the Statewide Procurement Division (SPD): Five Teams to Support Public Procurement

Applications Supported by SPD

- Texas SmartBuy
- Electronic State Business Daily (ESBD)
- Centralized Master Bidder's List (CMBL)
- Vendor Performance Tracking System (VPTS)

Required Agency Submissions to SPD

- Agency Procurement Plan
- Agency Contract Management Handbook

Ethics in Public Procurement

- State Ethics Policy
- Conflicts of Interest
- Nepotism
- Appearance of Impropriety
- Bribery
- Post Employment Restrictions
- Required Disclosure Statements for Public Procurement Personnel
- Suspected Fraud, Waste, or Abuse
- Agency-Vendor Communication

Overview of Contract Development Phases 1-4

- Purchasing Steps
- Delegation of Purchasing Authority
- Best Value
- Solicitation Types
- Vendor selection
- Contract Formation and Award

Day 1 PM

Transition from the Contract Developer to the Contract Manager

- Post Award Internal Conferences
- Post Award Contractor Conference

Contract Manager Responsibilities

Understanding Scope of Work

- Deliverables
- Milestones

Planning and Risk Assessment Tools

- Acquisition Plan
- QAP
- Risk Matrix

Monitoring Methods

- Site Visit
- Desk Review
- Enhanced Contract and Performance Monitoring

Inspection, Testing, and Acceptance

Invoice Review and Payment

- CPA Invoice Standards
- Red Flags That May Indicate Fraud
- Reimbursement Methodologies
- Withholding Payment

Day 2 AM

Department of Information Resources- Contract Management Topics

Contract Functions

- Change Control
- Contract Amendments
- Assignment
- Extensions and Renewals
- Force Majeure
- Remedies
- Dispute Resolution
- Termination

Day 2 PM

Contract Issues Review Activity

Contract Closeout

The Vendor Performance Tracking System

- Reporting Requirements
- Interpreting Vendor Scores
- Scoring a Vendor using VPTS Performance Factors
- VPTS Process

Records Retention

The Contract File Checklist

Post Payment Audits

Contract Overview Activity