By: Zaffirini, et al.

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COMMITTEE SUBSTITUTE FOR S.B. No. 12 1-6 By: Zaffirini

1 - 7A BILL TO BE ENTITLED 1-8 AN ACT

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1-62 1-63 relating to contracting and ethics issues of state agencies; providing a civil penalty.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

ARTICLE 1. CHANGES TO LAW ON STATEWIDE CONTRACT MANAGEMENT

SECTION 1.01. Section 2262.001, Government Code, is amended by amending Subdivision (3) and adding Subdivision (3-a) to read as follows:

- "Contract manager" means a person who:
 - (A) is employed by a state agency; and
- (B) has significant contract management duties for the state agency[, as determined by the agency in consultation with the state auditor].

(3-a) "Executive director" means the administrative head of a state agency.

SECTION 1.02. Subchapter A, Chapter 2262, Government Code, is amended by adding Section 2262.0015 to read as follows:

Sec. 2262.0015. APPLICABILITY TO CERTAIN CONTRACTS. commission by rule shall establish threshold requirements that exclude small or routine contracts, including purchase orders, from the application of this chapter.

SECTION 1.03. The heading to Section 2262.053, Government Code, is amended to read as follows:

Sec. 2262.053. TRAINING FOR CONTRACT MANAGERS.

SECTION 1.04. Section 2262.053, Government Code, is amended by amending Subsections (a) and (d) and adding Subsections (e) and (f) to read as follows:

- (a) In coordination with the comptroller, Department of Information Resources, [and] state auditor, and Health and Human <u>Services Commission</u>, the commission shall develop [or administer] a training program for contract managers.
- (d) The <u>commission</u> [Texas Building and Procurement Commission] shall administer the training program under this section.
- (e) The commission shall certify contract managers who have completed the contract management training required under this section and keep a list of those contract managers.

 (f) The program developed under this section must include a

separate class on ethics and contracting.

SECTION 1.05. Subchapter B, Chapter 2262, Government Code, is amended by adding Section 2262.0535 and Sections 2262.055 through 2262.066 to read as follows:

Sec. 2262.0535. TRAINING FOR GOVERNING BODIES. commission shall adapt the program developed under Section 2262.053 to develop an abbreviated program for training the members of the governing bodies of state agencies. The training may be provided together with other required training for members of state agency governing bodies.

(b) All members of the governing body of a state agency shall complete at least one course of the training developed under this section. This subsection does not apply to a state agency that does not enter into any contracts.

Sec. 2262.055. FEES FOR TRAINING. The commission shall set and collect a fee from state agencies that receive training under this subchapter in an amount that recovers the commission's costs for the training.

Sec. 2262.056. STATE AGENCY REPOSITORY. Each state agency shall maintain in a central location all contracts for that agency.

Sec. 2262.057. CONTRACTS DATABASE. (a) The commission shall store in a database information on contracts provided by state agencies under this section.

- (b) Each state agency shall periodically provide to the commission information regarding contracts entered into by the agency, including:
 - (1) the name of the contractor;
 - (2) the contract value;
 - (3) the beginning date and end date of the contract;
 - (4) a description of any amendments made to the

contract;

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- (5) payments made or outstanding under the contract;
- (6) key contract terms that have not yet been performed; and
- (7) any other information that the commission considers necessary for the database created under this section.
- (c) The commission shall set appropriate criteria to determine when and what information should be updated.
- (d) The commission shall make the database available to state agencies and searchable by:
 - (1) contractor;
 - (2) contract value;
 - (3) state agency; and
- (4) date, including both the beginning date and the end date of the contract.
- Sec. 2262.058. REPORTING CONTRACTOR PERFORMANCE. (a) After a contract is completed or otherwise terminated, each state agency shall review the contractor's performance under the contract.
- (b) Using the forms developed by the team under Sections 2262.104 and 2262.105, the state agency shall report to the commission on the results of the review regarding the contractor's performance under the contract.
- Sec. 2262.059. CONTRACTOR PERFORMANCE DATABASE. (a) The commission shall store in a database contractor performance reviews as provided by this section.
- (b) The commission shall evaluate the contractor's performance based on the information reported under Section 2262.058 and criteria established by the commission.
- (c) The commission shall develop a database that incorporates the performance reviews and aggregates the reviews for each contractor.
- (d) A state agency may use the performance review database to determine whether to award a contract to a contractor reviewed in the database.
- Sec. 2262.060. EXCLUDING CONTRACTOR FROM SOLICITATION PROCESS. Based on its own contractor performance reviews and on information in the database developed under Section 2262.059, a state agency may exclude a contractor from the solicitation process for a contract if the agency determines the contractor has performed poorly on a previous state contract without regard to whether the contractor has been barred under Section 2155.077.
- Sec. 2262.061. PERFORMANCE MEASURES; REPORTS. (a) Each state agency shall develop a plan for incorporating performance measures into all contracts entered into by the agency.
- (b) This includes ensuring that performance measures are written into each contract prior to execution.
- (c) Not later than March 1 of each year, each state agency shall report to the team, governor, lieutenant governor, and speaker of the house of representatives regarding performance measures in the agency's contracts. The report must describe the agency's efforts to include performance-based provisions in the agency's contracts.
- (d) The state agency shall make the report accessible to the public on the agency's website.
- Sec. 2262.062. CONTRACT MANAGERS. (a) Each state agency that enters into contracts other than interagency contracts shall

C.S.S.B. No. 12 establish a career ladder program for contract management in the agency. (b)

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- An employee hired as a contract manager shall oversee and may, as appropriate, engage in procurement planning, contract solicitation, contract formation, price establishment, and other contract activities.
- (c) Each state agency shall determine, in consultation with the state auditor, the amount and significance of contract management duties sufficient for an employee to be considered a management duties surficient contract manager under this chapter.

 Contract manager under this chapter.

 Contract Manager under this chapter.

 Contracts.

<u>(a)</u> Each<u>state</u> agency shall establish formal guidelines regarding who may approve a contract for the agency.

- (b) The guidelines must require that at least two persons approve the contract, including a supervisor and a contract manager certified under Section 2262.053. This subsection applies both to contracts that agency staff is authorized to enter into without further approval by the governing body and to contracts that must be
- approved by the governing body.

 (c) For state agency contracts valued in excess of \$1 million the agency executive director must authorize a contract amendment in writing.
- (d) Each state agency shall annually report to commission a list of each person authorized to approve contracts at the agency. The list must include the person's name, position, and supervisory responsibility, if any.

 Sec. 2262.064. NEGOTIATION OF CONTRACT BY SINGLE EMPLOYEE

PROHIBITED. A state agency may not negotiate a contract with only

one employee engaging in the negotiation.

Sec. 2262.065. CONSISTENT PRICING BY CONTRACTORS. (a) The commission shall solicit a contract for the creation of a mechanism for tracking and comparing prices that state agencies pay for similar products or services.

(b) On behalf of the state, a contractor awarded a contract under Subsection (a) may renegotiate state agency contracts for products or services to obtain the best value for the state when the tracking and comparing mechanism shows a disparity in the price paid for similar products or services. A contract under Subsection (a) may allow the selected contractor to keep a percentage of the savings obtained in the renegotiated contracts.

(c) A state agency shall give a contractor selected under Subsection (a) the information the contractor requires for the purpose of tracking and comparing prices that state agencies pay for similar products and services.

(d) A contractor selected under Subsection (a) may not sell information it receives under Subsection (c) or otherwise make use of the information for a purpose other than performing its contract with the state.

Sec. 2262.066. EXCEPTION TO RENEGOTIATION REQUIREMENT.

(a) A state agency may exclude a contract from the application of Section 2262.065 if it determines that renegotiation of the contract under that section will affect the state negatively. The state agency must notify the commission, lieutenant governor, and speaker of the house of representatives regarding this determination and explain why renegotiation of the contract contrary to the state's overall interest.

(b) The commission may overrule the determination. commission must notify the lieutenant governor and speaker of the house of representatives if it overrules the determination.

(c) The commission shall adopt rules and procedures to document this process, including a requirement that the executive directors of the commission and the state agency making the determination formally approve the determination by signature or other appropriate method.

SECTION 1.06. Subchapter C, Chapter 2262, Government Code, is amended by adding Sections 2262.104 and 2262.105 to read as follows:

. 2262.104. UNIFORM DEFINITIONS AND FORMS. Sec team shall develop and publish a uniform set of definitions for use as applicable in state contracts.

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(b) The team shall develop and publish a uniform and automated set of forms that a state agency may use in the different stages of the contracting process.

Sec. 2262.105. FORMS FOR REPORTING CONTRACTOR PERFORMANCE. the uniform forms published under Section 2262.104, the team shall develop forms for use by state agencies in reporting a

contractor's performance under Section 2262.058.

SECTION 1.07. Chapter 2262, Government Code, is amended by adding Subchapters D, E, and F to read as follows:

SUBCHAPTER D. CONTRACT PROVISIONS

2262.151. USE OF UNIFORM FORMS. A state agency may use the forms developed under Section 2262.104 as templates, guides, or samples for contracts entered into by the agency.

COMMPACT TERMS RELATING TO NONCOMPLIANCE.

Sec. 2262.152. CONTRACT TERMS RELATING TO NONCOMPLIANCE. The team shall develop recommendations for contract terms regarding penalties for contractors who do not comply with a contract, including penalties for contractors who do not disclose conflicts of interest under Section 2262.201. The team may develop recommended contract terms that are generally applicable to state contracts and terms that are applicable to important types of state contracts.

(b) A state agency may include applicable recommended terms

in a contract entered into by the agency.

Sec. 2262.153. REQUIRED PROVISION RELATING TO SUBCONTRACTOR COMPLIANCE. Each state agency contract must require that each contractor provide a list of all subcontractors and include a provision that:

(1) holds the contractor responsible for the conduct of all subcontractors in complying with the contractor's contract with the state agency; and

(2) requires each subcontractor to disclose all conflicts of interest to the state agency, according to guidelines developed under Section 2262.201(b), when the subcontractor contracts with or is otherwise hired by contractor.

Sec. 2262.154. REQUIRED CONTRACTOR DISCLOSURE STATEMENT; STATE AGENCY EMPLOYEES. (a) The team shall develop a standard contract provision requiring a contractor and subcontractor to disclose each employee:

(1) who was employed by:

(A) the state at any time during the two years before the date of the disclosure and is now employed by the contractor; and

(B) the contractor at any time during the year before the date of the disclosure and is now employed by the state; and

(2) who is:

(A) materially involved in the development of the contract terms or the management of the contract; or

(B) employed at the executive level with the

contractor.

(b) A state agency shall include the provision in a contract entered into by the agency.

Sec. 2262.155. REQUIRED CONTRACTOR DISCLOSURE STATEMENT; OUTSOURCING. (a) Each contract entered into by a state agency must include a provision requiring disclosure of any services materially necessary to fulfill the contract, including services performed by a subcontractor, that will be or are performed in a country other than the United States. This section does not apply to services that are incidental to fulfilling the contract.

(b) The contract must include a provision allowing the state agency to terminate the contract and solicit a new contract if:

the (1) the contractor or a subcontractor of contractor performs a service materially necessary to fulfill the contract in a country other than the United States; and

(2) the contractor did not disclose in the contract at the time the contract was originally entered into that the service would be performed in a country other than the United States.

(c) A state agency that decides not to solicit a new contract under circumstances in which the agency is authorized to do so under a contract provision required by Subsection (b) shall report this decision to:

(1)the governor;

the lieutenant governor; the speaker of the house of representatives; and

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[Sections 2262.157-2262.200 reserved for expansion]

SUBCHAPTER E. ETHICS; CONFLICT OF INTEREST 2262.201. CONTRACTOR CONFLICTS OF INTEREST. Each contractor who responds to a state agency's contract solicitation shall disclose in its response all potential conflicts of interest to the agency.

(b) The team shall develop guidelines to aid contractors and state agencies in identifying potential conflicts of interest.

Sec. 2262.202. EXECUTIVE DIRECTORS; ETHICS IN CONTRACTING Each executive director of a state agency shall annually complete the ethics and contracting class developed under Section 2262.053. This section does not apply to a state agency that does not enter into any contracts.

[Sections 2262.203-2262.250 reserved for expansion] SUBCHAPTER F. CHANGES TO CONTRACTS

Sec. 2262.251. CONTRACT AMENDMENTS AND CHANGE ORDERS.

(a) An amendment to a contract, including a change order, is subject to the same approval processes as the original contract.

(b) A state agency may not amend a contract unless: (1) the agency complies with the same approval processes for the amendment as required for the original contract;

contract manager for the agency states in writing why the amendment is necessary.

(c) This section does not require a new solicitation for a

new contract.

Sec. 2262.252. LARGE CHANGE IN CONTRACT VALUE. If a proposed contract amendment or extension changes the monetary value of a contract by more than 10 percent, the state agency must obtain

review and approval from the team and the agency's executive director before the agency amends or extends the contract.

SECTION 1.08. Section 2262.003, Government Code, is transferred to Subchapter D, Chapter 2262, Government Code, as added by this Act, is redesignated as Section 2262.156, Government Code, and is amended to read as follows:

Sec. $\underline{2262.156}$ [$\underline{2262.003}$]. REQUIRED [$\underline{CONTRACT}$] PROVISION RELATING TO AUDITING. (a) Each state agency shall include in each PROVISION of its contracts a term that provides that:

(1) the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract; and

acceptance of funds directly under the contract or (2)indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds.

(b) The state auditor shall provide assistance to a state agency in developing the contract provisions.

SECTION 1.09. (a) Section 2262.064, Government Code, as added by this article, applies only to a contract for which a state agency first advertises or otherwise solicits bids, proposals, offers, or qualifications on or after the effective date of this Act.

Subsection (a), Section 2262.201, Government Code, as (b) added by this article, applies only in relation to a contract for which a state agency first solicits bids, proposals, offers, or qualifications on or after the date that the Contract Advisory Team's guidelines regarding potential conflicts of interest take effect.

SECTION 1.10. Not later than March 1, 2006, the Texas

Building and Procurement Commission shall develop the training program, including the ethics and contracting class, required by Section 2262.053, Government Code, as amended by this article, and Section 2262.0535, Government Code, as added by this article.

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6-68 6-69 SECTION 1.11. A member of a governing body of a state agency is not required to complete the training developed under Section 2262.0535, Government Code, as added by this article, until September 1, 2007.

SECTION 1.12. An executive director of a state agency is not required to comply with Section 2262.202, Government Code, as added by this article, until September 1, 2007.

SECTION 1.13. A contract manager is not required to be certified under Chapter 2262, Government Code, as amended by this

article, until September 1, 2007.

SECTION 1.14. (a) As soon as practicable, and not later than March 1, 2006, the Contract Advisory Team shall develop the forms, criteria, recommendations, and provisions required by this article, including Sections 2262.104, 2262.105, 2262.152, and 2262.154 and Subsection (b), Section 2262.201, Government Code, as added by this article.

(b) A state agency is not required to comply with Sections 2262.056 through 2262.063 and Sections 2262.153, 2262.154, and 2262.155, Government Code, as added by this article, until September 1, 2007. A state agency may comply earlier if the forms, electronic requirements, database, or other items are available before that date.

ARTICLE 2. CHANGES TO LAW ON PERSONAL FINANCIAL DISCLOSURE, STANDARDS OF CONDUCT, AND CONFLICT OF INTEREST

SECTION 2.01. Subchapter C, Chapter 572, Government Code, is amended by adding Section 572.060 to read as follows:

572.060. CONFLICT OF INTEREST OF STATE OFFICER Sec. EMPLOYEE OR LEGISLATIVE CONSULTANT; CIVIL PENALTY. (a) In this section:

(1)"Legislative consultant" means:

(A) a person providing services under contract as a consultant to the senate, the house of representatives, or a member or committee of either house; or

(B) a person providing services under contract as a consultant to a state agency in connection with legislation or communications with members of the legislature or legislative employees.

"Legislative employee" means a person employed by: (2)(A) the senate, the house of representatives, or a committee of either house; or

(B) a member of the legislature acting in the member's official capacity.

(3) "Member of the governor's executive staff" means a person employed by the governor acting in the governor's official

capacity whose regular job duties include:
(A) the formulation of of policy or testifying before and meeting with members of the legislature; or

employees (B) supervising other in governor's office whose regular job duties include those described

by Paragraph (A).

(4) "State agency legislative liaison" means an employee of a state agency who serves as a legislative liaison or government affairs officer or acts in a similar capacity or whose regular job duties include testifying before and meeting with

members of the legislature.
(5) "State agency procurement agent" means an employee state agency whose regular job duties include soliciting, evaluating, or awarding bids, proposals, or contracts for the procurement by the state agency of property or services.

(b) This section applies to an appointed officer, executive head of a state agency, member of the governor's executive staff, legislative employee, state agency legislative liaison, state agency procurement agent, or legislative consultant.

(c) For purposes of this section, a person to whom this section applies has a conflict of interest if the person has a

personal financial or other interest in the subject matter of a governmental decision or action that compromises or has the appearance of compromising the person's professional judgment or integrity.

(d) A person to whom this section applies who has a conflict interest with respect to a governmental decision or action shall:

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(1) disclose the conflict in writing delivered to the state officer or state agency employing or contracting with the person; and

further participation abstain from in the governmental decision or action.

A person who violates this section is liable for a civil penalty of not less than \$500 and not more than the value of a monetary gain the person receives because of the governmental decision or action.

(f) Subsection (e) does not prohibit:

(1) the imposition of a civil penalty under Chapter

571; or

(2) removal of an appointed officer under Section 572.058 for conduct that violates both this section and Section 572.058.

SECTION 2.02. Section 572.060, Government Code, as added by this article, applies only to participation in a governmental decision made or action taken on or after September 1, 2005. Participation in a governmental decision made or action taken before September 1, 2005, is governed by the law in effect on the date the decision is made or the action is taken, and the former law is continued in effect for that purpose.

ARTICLE 3. CHANGES RELATED TO STATE AUDIT CONTRACTS

SECTION 3.01. Subsection (a), Section 321.020, Government Code, is amended to read as follows:

- Notwithstanding any other law, a state agency, or a (a) corporation that is dedicated to the benefit of a state agency and that meets the criteria specified by Section B, Article 2.23B, Texas Non-Profit Corporation Act (Article 1396-2.23B, Vernon's Texas Civil Statutes), may employ a private auditor to audit the state agency or corporation only if:
- (1) the agency or corporation is authorized to the aprivate auditor [do so by law or] through a with a delegation of authority from the state auditor;
- (2) the scope of the proposed audit has been submitted to the state auditor for review and comment; and
- (3) the services of the private auditor are procured through a competitive selection process in a manner allowed by law.

SECTION 3.02. Subsection (a), Section 2113.102, Government Code, is amended to read as follows:

(a) A state agency may not use appropriated money to contract with a person to audit [$\frac{1}{2}$ of the agency except:

(1) as provided by [+

 $\frac{1}{1}$ Subsections (b), (c), and (d); and

(2) in accordance with Section 321. $\overline{020}$ [Chapter 466,

to the state lottery;

[(3) Chapter 2306, pertaining to the Texas Department Housing and Community Affairs; and

[(4) Chapter 361, Transportation Code, pertaining to Turnpike Authority division of the Texas Department of the Texas Transportation].

SECTION 3.03. Subsection (a), Section 321.020, Government Code, as amended by this article, applies only to a contract that is entered into, amended, extended, or renewed on or after the effective date of this Act.

ARTICLE 4. EFFECTIVE DATE

SECTION 4.01. This Act takes effect September 1, 2005.

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