

**Texas Comptroller of Public Accounts
Statewide Procurement Division
FY23 Agency Procurement Plan Template**

Instructions:

Please complete the information below and submit it with the requested attachments to procurement.plans@cpa.texas.gov by November 30, 2023.

General Information

Agency Name: Twelfth Court of Appeals

Agency Number: 232

Procurement Director Contact Information

Name: Katrina McClenny

Phone Number: (903) 593-8471

E-mail Address: Katrina.mcclenny@txcourts.gov

Purchasing Capacity Assessment

Dollar value of agency delegated purchases for FY23: 43,588.57

Number of purchasing FTEs: 1.0

Automated purchasing tools used by the agency (if applicable): USAS

Please attach the following:

- Copy of agency's purchasing and contract management procedures which include protest procedures developed by the agency.
- Credit card procedures regarding the issuance and security of payment cards and the use of those cards by the agency's employees.
- Attach or provide links to any SAO audits of purchasing and contract management functions for FY23-FY24 –
- Attach or provide links to any Comptroller post payment or procurement audits for FY23-FY24 -

Certified Procurement Professionals

Number of certified purchasing FTEs:

Number of certified contract management FTEs:

Please attach the following:

- Name, title and certification number for each purchasing FTE
- Name, title and certification number for each contract management FTE

Training Projections for the Fiscal Year

Number of seats needed for CTCD certification courses for FY23: 0

Number of seats needed for CTCM certification courses for FY23: 0

Delegated Purchasing Assessment

Please list the names of personnel with delegated signature authority for proprietary justifications:

Please complete the table below with the requested information on your agency's five delegated purchases anticipated to have the highest expenditure for commodities or services (excluding professional services) not available on an existing contract through CPA or DIR for FY24:

Delegated Purchase	Anticipated Value for FY24	Previous FY Value for same/similar purchase:	Name of current vendor:	Has the agency looked for the item on CPA or DIR contract? (Y/N)
Legal Research resources, bound volumes and printed supplements for Texas codes, cases, rules, statutes, etc not available from any other source	48,585.75	47,557.39	Thomson Reuters-West	Yes – only the online legal research option is available from DIR with a contract from Thomson Reuters West.