



January 2025

Government  
Procurement  
Services

### UPCOMING CLASSES:

#### [Understanding Small Purchases](#)

(Virtual - 3 Hr.)

[January 22, 2025](#)

#### [Using Request for Proposals](#)

(Virtual - 8 Hr.)

[January 30, 2025](#)

#### [Contract Administration](#)

(Arlington, TX. - 8 Hr.)

[February 5, 2025](#)



### Texas 89th Legislative Session



The Texas Legislative Session begins next week.

To help you better understand the legislative process, I am including some terms you will encounter as

### Training Schedule



you navigate through the legislative session.

**AMENDMENT**—Any proposed alteration to a bill or resolution as it moves through the legislative process. Amendments to a measure may be proposed by members in their assigned committees or any chamber member during that chamber’s second or third reading.

**AUTHOR**—The legislator who files a bill and guides it through the legislative process (also called the primary author).

**BILL**— A bill is the primary means to create and change Texas state laws. A bill becomes law on its effective date if both legislative chambers pass it and the governor does not veto it.

**BILL ANALYSIS**—A document prepared for bills and joint resolutions reported out of committee. A bill analysis may include background information on the measure, a statement of purpose or intent, and an analysis of the measure's content.

**BILL NUMBER**—A unique number assigned to each filed bill. A bill's number remains the same throughout the legislative process in a given session.

**CALENDAR**—A list of bills or resolutions scheduled or eligible for consideration by the chamber members on a specified date.

**CHAMBER**—The place where the Senate or House of Representatives meets—a generic way to refer to a house of the legislature.

**COMMITTEE**—A group of legislators appointed by the presiding officer of the house or the senate to which proposed

## Group Discounts Available

**CONTRACT ADMINISTRATION**  
February 5, 2025  
March 6, 2025  
September 25, 2025  
October 2, 2025

**ESSENTIALS OF CONTRACT MANAGEMENT**  
May 19-20, 2025  
November 5-6, 2025

**ETHICS AND FRAUD IN CONTRACTING**  
May 6, 2025  
September 17, 2025  
October 28, 2025

**FUNDAMENTALS OF PUBLIC PURCHASING**  
March 26-27, 2025  
July 9-10, 2025  
December 3-4, 2025

**NEGOTIATION SKILLS**  
May 22, 2025  
October 8, 2025

**PROCUREMENT MANAGEMENT ACADEMY**  
February 26-27, 2025  
April 15, 2025  
August 19-20, 2025  
November 4, 2025

legislation is referred or assigned a specific task.

**COMPANION BILL**—A bill filed in one chamber that is identical or very similar to a bill filed in the opposite chamber. Companion bills are used to expedite passage, as they provide a means for committee consideration of a measure to occur in both chambers simultaneously. A companion bill passed in one chamber can then be substituted for the companion bill in the opposite chamber.

**ENGROSSMENT**—The stage in a bill’s legislative progress when it has been passed by the chamber in which it was filed and all amendments to the bill have been incorporated into the bill’s text, which is then forwarded to the opposite chamber for consideration.

**ENROLLMENT**—The stage in a bill’s legislative progress when both chambers of the legislature have passed it in identical form and has been prepared for signature by the presiding officers of both chambers. After the presiding officers sign the bill, it is forwarded to the governor’s office.

**FILED** - Refers to a bill or resolution introduced into the legislative process and given a number.

**HOUSE OF REPRESENTATIVES**—The lower chamber of the Texas Legislature, consisting of 150 members, all of whom are elected every two years for two-year terms from districts of roughly equal population.

**LEGISLATURE**—The lawmaking body of the State of Texas, which consists of two chambers, the House of Representatives and the Senate.

## **PURCHASING 101 FOR EVERYONE**

**February 11, 2025**

**April 9, 2025**

**June 10, 2025**

**October 15, 2025**

**October 23, 2025**

**November 13, 2025**

## **SPECIFICATION WRITING**

**February 13, 2025**

**June 4, 2025**

**November 18, 2025**

## **UNDERSTANDING SMALL PURCHASES**

**January 22, 2025**

**April 24, 2025**

**July 23, 2025**

**September 30, 2025**

**December 5, 2025**

## **USING REQUEST FOR PROPOSALS**

**January 30, 2025**

**May 13, 2025**

**June 3, 2025**

**September 11, 2025**

## **WRITING STATEMENTS OF WORK**

**March 4, 2025**

**October 7, 2025**

**October 21, 2025**

**READING**—The presentation of a bill before either chamber by the recital of the bill. The Texas Constitution requires that every bill be read in each chamber on three separate days. Until a bill is finally passed, it will be in the process of a first, second, or third reading. The **first reading** of a bill is when the bill is referred to a committee by the appropriate presiding officer. The **second reading** of a bill is the first point when the entire chamber membership can debate it and amend it by majority vote. The **third reading** of a bill provides a final opportunity for the entire chamber membership to debate a bill and offer amendments.

**SENATE**—The upper chamber of the Texas Legislature, consisting of 31 members serving four-year terms, half of whom are elected every two years from districts of roughly equal population.

**SESSION**—The period during which the legislature meets. The regular session convenes every odd-numbered year and may last no more than 140 days. A called session, commonly referred to as a special session, is so designated because the governor must call it. A called or special session may last no more than 30 days.

**VETO**—The authority of the governor to reject an enrolled bill or concurrent resolution.

**Source: Texas Legislature Online. View the complete glossary at [Legislative Glossary](#)**

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**QUESTION OF THE MONTH**

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**Question:**

"I recently attended your **Specification Writing** class. You recommended using the Electronic State Business Daily (ESBD) to find specification examples. I tried it, and now I use the ESBD all the time. It is very helpful in finding current specifications. Thanks for the recommendation!"

**Answer:**

You are welcome. For those unfamiliar with the ESBD, it is operated by the Comptroller of Public Accounts, Statewide Procurement Division. Its primary use is to advertise solicitations for state agencies. However, it is an excellent resource for finding current examples of specifications.

Here is the link to the ESBD.

<https://www.txsmartbuy.gov/esbd>

I hope you find it valuable and add it to your procurement toolbox!

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**Legislative Watch**

GPS is tracking procurement and contract-related bills during the 89th Legislative Session.

**Legislative  
Watch**

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