

## Item 7:

### Adoption of Review of 19 TAC Chapter 250, Administration

#### DISCUSSION AND ACTION

**SUMMARY:** Texas Government Code, §2001.039, establishes a four-year rule review cycle for all state agency rules, including State Board for Educator Certification (SBEC) rules. This item presents for SBEC approval the adoption of review of 19 Texas Administrative Code (TAC) Chapter 250, Administration. The rules being reviewed establish procedures for SBEC purchasing and for handling petitions for the adoption of rules that the SBEC receives.

**STATUTORY AUTHORITY:** Statutory authority for the rule review is Texas Government Code (TGC), §2001.039. The statutory authority for 19 TAC Chapter 250 is the Texas Education Code (TEC), §§21.035(b), 21.040(6), and 21.041(a) and (b)(1), and TGC, §§2155.076, 2161.003, and 2260.052(c), for Subchapter A; and the TEC, §21.035(b) and §21.041(a) and (b)(1), and TGC, §2001.021, for Subchapter B.

**PREVIOUS BOARD ACTION:** At the December 10, 2021 meeting, the SBEC voted to publish the proposed review of 19 TAC Chapter 250, Administration, in the *Texas Register*.

**BACKGROUND INFORMATION AND JUSTIFICATION:** The SBEC rules in 19 TAC Chapter 250 are currently organized as follows: Subchapter A, Purchasing, and Subchapter B, Rulemaking Procedures. These subchapters provide for rules that establish procedures for SBEC purchasing in §250.1, Historically Underutilized Business (HUB) Program, and §250.3, Procedures for Protests, Dispute Resolution, and Appeals Relating to Purchasing and Contract Issues, and for SBEC petition for rulemaking in §250.20, Petition for Adoption of Rules or Rule Changes. The rules currently in effect in 19 TAC Chapter 250 are shown in Attachment II.

If authorized by the SBEC, the notice of adopted review stating the reasons for adoption continue to exist will be filed with the *Texas Register* following the February 2022 SBEC meeting.

**ANTICIPATED REVISIONS TO RULES:** Texas Education Agency (TEA) staff will present proposed changes to 19 TAC Chapter 250 for discussion and action at this meeting to amend §250.20. The proposed amendment would update the SBEC's petition procedures, including the petition form included as Figure: 19 TAC §250.20(a), to improve efficiency by ensuring that an interested person can submit the petition for rulemaking electronically. In addition, the proposed amendment to Figure: 19 TAC §250.20(a) would specify one TEA division as the collection point for all petitions submitted to the SBEC. This would ensure timely acknowledgement and review of a petition by TEA staff for consideration by the SBEC at a future meeting.

**PUBLIC COMMENTS:** The Texas Education Agency filed the notice of proposed review of 19 TAC Chapter 250 with the *Texas Register* following the December 2021 SBEC meeting. The public comment period on the proposed rule review began December 31, 2021, and ended January 31, 2022. Any comments received will be provided to the SBEC under separate cover prior to the February 11, 2022 meeting. The SBEC will take registered oral and written

comments on this item at the February 11, 2022 meeting in accordance with the SBEC board operating policies and procedures.

**ASSOCIATE COMMISSIONER'S RECOMMENDATION:**

Adopt the review of 19 TAC Chapter 250, Administration.

**Staff Members Responsible:**

Christie Pogue, Director, SBEC Policy Development and Support  
Jenna Mattingly, Director, Contracts and Purchasing  
Cristina De La Fuente-Valadez, Director, Rulemaking  
Lynette Smith, Program Specialist, Rulemaking

**Attachments:**

- I. Statutory Citations
- II. Text of 19 TAC Chapter 250, Administration (including figure)

**ATTACHMENT I****Statutory Citations Relating to Review of 19 TAC Chapter 250, Administration****Rule Review****Texas Government Code, §2001.039, Agency Review of Existing Rules:**

- (a) A state agency shall review and consider for readoption each of its rules in accordance with this section.
- (b) A state agency shall review a rule not later than the fourth anniversary of the date on which the rule takes effect and every four years after that date. The adoption of an amendment to an existing rule does not affect the dates on which the rule must be reviewed except that the effective date of an amendment is considered to be the effective date of the rule if the agency formally conducts a review of the rule in accordance with this section as part of the process of adopting the amendment.
- (c) The state agency shall readopt, readopt with amendments, or repeal a rule as the result of reviewing the rule under this section.
- (d) The procedures of this subchapter relating to the original adoption of a rule apply to the review of a rule and to the resulting repeal, readoption, or readoption with amendments of the rule, except as provided by this subsection. Publishing the Texas Administrative Code citation to a rule under review satisfies the requirements of this subchapter relating to publishing the text of the rule unless the agency readopts the rule with amendments as a result of the review.
- (e) A state agency's review of a rule must include an assessment of whether the reasons for initially adopting the rule continue to exist.

**19 TAC Chapter 250, Administration****Texas Education Code, §21.035, Delegation Authority; Administration by Agency (excerpt):**

- (b) The agency shall provide the board's administrative functions and services.

**Texas Education Code, §21.040, General Powers and Duties of Board (excerpt):**

The board shall:

- (4) develop and implement policies that clearly define the respective responsibilities of the board and the board's staff; and

**Texas Education Code, §21.041, Rules; Fees (excerpts):**

- (a) The board may adopt rules as necessary for its own procedures.
- (b) The board shall propose rules that:
  - (1) provide for the regulation of educators and the general administration of this subchapter in a manner consistent with this subchapter;

**Texas Government Code, §2001.021, Petition for Adoption of Rules:**

- (a) An interested person by petition to a state agency may request the adoption of a rule.

- (b) A state agency by rule shall prescribe the form for a petition under this section and the procedure for its submission, consideration, and disposition. If a state agency requires signatures for a petition under this section, at least 51 percent of the total number of signatures required must be of residents of this state.
- (c) Not later than the 60th day after the date of submission of a petition under this section, a state agency shall:
  - (1) deny the petition in writing, stating its reasons for the denial; or
  - (2) initiate a rulemaking proceeding under this subchapter.
- (d) For the purposes of this section, an interested person must be:
  - (1) a resident of this state;
  - (2) a business entity located in this state;
  - (3) a governmental subdivision located in this state; or
  - (4) a public or private organization located in this state that is not a state agency.

**Texas Government Code, §2155.076, Protest Procedures:**

- (a) The comptroller and each state agency by rule shall develop and adopt protest procedures for resolving vendor protests relating to purchasing issues. An agency's rules must be consistent with the comptroller's rules. The rules must include standards for maintaining documentation about the purchasing process to be used in the event of a protest.
- (b) A state agency that is not subject to Chapter 2001 shall provide public notice of its proposed and adopted protest rules and provide a procedure for public comment on the proposed rules.

**Texas Government Code, §2161.003, Agency Rules:**

A state agency, including an institution of higher education, shall adopt the comptroller's rules under Section 2161.002 as the agency's or institution's own rules. Those rules apply to the agency's construction projects and purchases of goods and services paid for with appropriated money without regard to whether a project or purchase is otherwise subject to this subtitle.

**Texas Government Code, §2260.052, Negotiation (excerpt):**

- (c) Each unit of state government with rulemaking authority shall develop rules to govern the negotiation and mediation of a claim under this section. If a unit of state government does not have rulemaking authority, that unit shall follow the rules adopted by the attorney general. A model rule for negotiation and mediation under this chapter shall be provided for voluntary adoption by units of state government through the coordinated efforts of the State Office of Administrative Hearings and the office of the attorney general.

**ATTACHMENT II**  
**Text of 19 TAC**

**Chapter 250. Administration**

**Subchapter A. Purchasing**

*Statutory Authority: The provisions of this Subchapter A issued under the Texas Education Code, §§21.035, 21.040(6), and 21.041(a) and (b)(1), and Texas Government Code, §2155.076, §2161.003, and Chapter 2260.*

**§250.1. Historically Underutilized Business (HUB) Program.**

In accordance with the Texas Government Code, §2161.003, the State Board for Educator Certification adopts by reference the rules of the Comptroller of Public Accounts, found at Title 34 Texas Administrative Code, §§20.281-20.298, concerning the Historically Underutilized Business (HUB) Program.

*Source: The provisions of this §250.1 adopted to be effective March 14, 1999, 24 TexReg 1617; amended to be effective March 30, 2005, 30 TexReg 1771; amended to be effective August 19, 2010, 35 Tex Reg 7067; amended to be effective October 21, 2018, 43 TexReg 6843.*

**§250.3. Procedures for Protests, Dispute Resolution, and Appeals Relating to Purchasing and Contract Issues.**

- (a) Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation, evaluation, or award of a contract under the jurisdiction of the State Board for Educator Certification (SBEC) may formally protest to the director of the Texas Education Agency (TEA) division responsible for purchasing and contracts. Such protests must be in writing and received in the purchasing and contracts director's office within ten working days after such aggrieved person knows, or reasonably should have known, of the occurrence of the action which is protested, unless the director finds that good cause for delay is shown or determines that a protest or appeal raises issues significant to the TEA's procurement practices or procedures.
- (b) Formal protests must conform to the requirements of this subsection and subsection (d) of this section, and shall be resolved in accordance with the procedure set forth in subsections (e)-(f) of this section. Copies of the protest must be mailed or delivered by the protesting party to the TEA and to the other interested parties. For the purposes of this section, "interested parties" means all respondents who have submitted bids, proposals, or offers for the contract involved. Names and addresses of all interested parties may be obtained by sending a written request for this information to the purchasing and contracts director.
- (c) In the event of a timely protest or appeal under this section, the TEA shall not proceed further with the solicitation or with the award of the contract unless the commissioner of education or the commissioner's designee, in consultation with the purchasing and contracts director, makes a written determination that the expeditious award of the contract is necessary to protect substantial interests of the state. A copy of this determination shall be mailed to the protesting party.
- (d) A formal protest petition must be sworn and must contain:
  - (1) a specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;
  - (2) a specific description of each act alleged to have violated the statutory or regulatory provision(s) identified in paragraph (1) of this subsection;
  - (3) a precise statement of the relevant facts;
  - (4) an identification of the issue or issues to be resolved;
  - (5) argument and authorities in support of the protest; and
  - (6) a statement that copies of the protest have been mailed or delivered to the TEA and other identifiable interested parties.

- (e) The purchasing and contracts director shall have the authority to settle and resolve the dispute concerning the solicitation or award of a contract. The director may solicit written responses to the protest petition from other interested parties, and if he or she makes such a request, the protesting party shall be given notice of the director's request and of any written responses to the request that the director receives. The director may consult with the TEA office of legal services concerning the dispute.
- (f) If the protest is not resolved by mutual agreement, the purchasing and contracts director will issue a written determination on the protest.
  - (1) If the director determines that no violation of rules or statutes has occurred, he or she shall so inform the protesting party and other interested parties by a letter which sets forth the reasons for the determination.
  - (2) If the director determines that a violation of rules or statutes has occurred in a case where a contract has not been awarded, he or she shall so inform the protesting party and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial action.
  - (3) If the director determines that a violation of rules or statutes has occurred in a case where a contract has been awarded, he or she shall so inform the protesting party and other interested parties by a letter which sets forth the reasons for the determination. In such a case, the director has the authority to declare the contract void. If he or she declares the contract void, this fact shall be included in the determination letter.
- (g) The purchasing and contracts director's determination on a protest may be appealed by the protesting party to the commissioner of education or the commissioner's designee. An appeal of the director's determination must be in writing and must be received in the commissioner's office no later than ten working days after the date of the director's determination. An appeal of the determination shall be limited to those issues raised in the protest petition and the determination letter. Copies of the appeal must be mailed or delivered by the appealing party to the TEA and other interested parties and must contain a sworn statement that such copies have been provided.
- (h) The commissioner or the commissioner's designee shall review the protest petition, the purchasing and contracts director's requests for written responses to the protest petition, any written responses received from other interested parties, the determination, and the appeal.
- (i) The commissioner or the commissioner's designee may, in his or her discretion, issue a written decision on the protest or refer the matter to the SBEC for consideration at a regularly scheduled open meeting.
- (j) A decision issued either by the SBEC in an open meeting or in writing by the commissioner or the commissioner's designee shall be the final administrative action of the TEA.

*Source: The provisions of this §250.3 adopted to be effective August 19, 2010, 35 TexReg 7067.*

## **Subchapter B. Rulemaking Procedures**

### **§250.20. Petition for Adoption of Rules or Rule Changes.**

- (a) Any interested person, as defined in Texas Government Code, §2001.021, may petition for the adoption, amendment, or repeal of a rule of the State Board for Educator Certification (SBEC) by filing a petition on a form provided in this subsection. The petition shall be signed and submitted to the designated Texas Education Agency (TEA) office. The TEA staff shall evaluate the merits of the proposal to determine whether to recommend that rulemaking proceedings be initiated or that the petition be denied.

Figure: 19 TAC §250.20(a)
- (b) In accordance with the Texas Government Code, §2001.021, the TEA staff must respond to the petitioner within 60 calendar days of receipt of the petition.
  - (1) Where possible, the recommendation concerning the petition shall be placed on the SBEC agenda, and the SBEC shall act on the petition within the 60-calendar-day time limit.

- (2) Where the time required to review the petition or the scheduling of SBEC meetings will not permit the SBEC to act on the petition within the required 60 calendar days, the TEA staff shall respond to the petitioner within the required 60 calendar days, notifying the petitioner of the date of the SBEC meeting at which the recommendation will be presented to the SBEC for action.
- (c) The SBEC will review the petition and the recommendation and will either direct the TEA staff to begin the rulemaking process or deny the petition, giving reasons for the denial. The TEA staff will notify the petitioner of the SBEC's action related to the petition.
- (d) Without limitation to the reasons for denial in this subsection, the SBEC may deny a petition on the following grounds:
  - (1) the SBEC does not have jurisdiction or authority to propose or to adopt the petitioned rule;
  - (2) the petitioned rule conflicts with a statute, court decision, another rule proposed or adopted by the SBEC, or other law;
  - (3) the SBEC determines that a different proceeding, procedure, or act more appropriately addresses the subject matter of the petition than initiating a rulemaking proceeding; or
  - (4) the petitioner is inappropriately using the opportunity to file a rulemaking petition under this section, as evidenced by filing a petition:
    - (A) before the fourth anniversary of the SBEC's having previously considered and rejected a similar rule on the same subject matter; or
    - (B) to amend a rule proposed or adopted by the SBEC that has not yet become effective.
- (e) If the SBEC initiates rulemaking procedures in response to a petition, the rule text which the SBEC proposes may differ from the rule text proposed by the petitioner.

*Statutory Authority: The provisions of this §250.20 issued under the Texas Education Code, §21.035(b) and §21.041(a) and (b)(1), and the Texas Government Code, §2001.021.*

*Source: The provisions of this §250.20 adopted to be effective August 19, 2010, 35 TexReg 7067; amended to be effective October 27, 2014, 39 TexReg 8403; amended to be effective October 21, 2018, 43 TexReg 6843.*

Figure: 19 TAC §250.20(a)

**STATE BOARD FOR EDUCATOR CERTIFICATION**  
**Petition for Adoption of a Rule**

The Texas Government Code, §2001.021, provides that any interested person may petition an agency requesting the adoption of a rule.

Petitions should be signed and submitted to:

Office of Educator Leadership and Quality  
Texas Education Agency, 1701 North Congress Avenue, Austin, Texas 78701-1494

Name:

Affiliation/Organization (if applicable):

Address:

Telephone:

Date:

Texas Government Code, §2001.021, specifies that an interested person must meet one of the following criteria. Please check all of the following that apply to you.

- resident of Texas
- business entity located in Texas
- governmental subdivision located in Texas
- public or private organization located in Texas that is not a state agency

Proposed rule text (indicate words to be added or deleted from the current text):

Statutory authority for the proposed rule action:

Why is this rule action necessary or desirable?

(If more space is required, attach additional sheets.)

\_\_\_\_\_  
Petitioner's Signature