

# Texas Real Estate Commission

## FY26 Procurement Plan

Submit to [procurement.plans@cpa.texas.gov](mailto:procurement.plans@cpa.texas.gov) by November 30, 2025

### General Information

Agency Name: Texas Real Estate Commission  
Agency Number: 329

### Procurement Contact Information

#### Financial Services Director

Name: Ranada Williams  
Phone Number: 1-512-936-0102  
E-mail Address: [ranada.williams@trec.texas.gov](mailto:ranada.williams@trec.texas.gov)

#### Purchasing Manager Contact Information

Name: Regina B. Durden  
Phone Number: 1-512-936-3190  
E-mail Address: [regina.durden@trec.texas.gov](mailto:regina.durden@trec.texas.gov)

### Purchasing Capacity Assessment

Dollar value of agency-delegated purchases for FY25: \$123,010.36  
Number of purchasing FTEs: 5  
Automated purchasing tools used by the agency (if applicable): CAPPS

### Purchasing and Contract Management Procedures

Attached is the agency's Internal Purchasing Procedures, including:

- Section 7. Payment Card Program, pages 47-49
- Section 9. Vendor Protest Procedures, pages 57-59

### Audit Links for FY 25-FY 26.

- SAO audits of purchasing and contract management functions—None
- Comptroller Post Payment or Procurement Audits - None

**Certified Procurement Professionals**

- Number of certified purchasing FTEs: 5
- Number of certified contract management FTEs: 3

**Purchasing and Contract Management FTEs:**

Certified Texas Contract Developer/Certified Texas Contract Manager (CTCD/CTCM)

Type	Name	Title	Certification Number
Purchasing	Regina B. Durden	Purchasing Manager	1900022191
Purchasing	Sandy Jones	Purchaser	1900016950
Purchasing	Kimberly Donnelly	Purchaser	1900026350

Certified Texas Contract Developer (CTCD)

Type	Name	Title	Certification Number
Purchasing	Keyarria Wilson	Purchaser	1900052495
Purchasing	Joaquin Reyes	Inventory Specialist	1900052315

**Training Projections for the Fiscal Year**

- Number of seats needed for CTCD certification courses for FY26: 0
- Number of seats needed for CTCM certification courses for FY26: 1

**Proprietary Justification Delegated Signature Authority**

- Signature Authority: Chelsea Buchholtz - Executive Director
- Delegated Authority: Vanessa Burgess - Deputy Executive Director

**Delegated Purchasing Assessment**

*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 FY26:*

Delegated Purchase	Anticipated Value for FY26	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)
NONE*				

**\*The agency anticipates all purchases can be made through pre-established CPA or DIR contracts.**