

### **Resolution of the Board Establishing Criteria for Accepting Electronic Bids or Proposals**

WHEREAS, Section 44.0313 of the Texas Education Code and the District’s CH(LOCAL) policy permit a school district to receive bids or proposals through electronic transmission if the Board adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Clear Creek Independent School District establishes the following procedures to be followed when bids and proposals are submitted electronically:

1. Bids or proposals will be submitted via the District’s electronic procurement system during the open bid period;
2. Bids or proposals sent by any other electronic means, other than the District’s electronic procurement system, will not be considered;
3. Both District users and vendors are required to access the system through a unique user account and password;
4. Individual user passwords shall be stored in a manner that cannot be accessed by any other user. The District system administrator will only have the ability to reset the password through a system-generated program based on a user request to reset a password;
5. All data transmitted between the District and vendors will be encrypted using standard security technology;
6. The system shall limit inactivity by expiring a session based on a preset period of time;
7. All actions within the system can be audited for actions taken by any user;
8. The system shall retain electronic copies of the vendors’ responses for the minimum period of time required by the State of Texas records retention schedule, or for an extended period of time if required by the District;
9. All actions within the system shall be electronically sealed in an electronic lockbox and not accessible to any user, other than the initiating vendor, until the closing date and time;
10. The solicitation documentation shall include the date and time each bid, or proposal, was received by the system;
11. The system shall not allow for any late bids, or proposals, after the closing date and time;
12. The system will only allow for bids, or proposals, to be electronically unsealed after the closing date and time; and
13. The District will not be responsible for any delay of delivery, including delays related to servers, software, or acts of nature.

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Clear Creek Independent School District Board of Trustees.

Presiding officer: \_\_\_\_\_

Secretary: \_\_\_\_\_