

**PROPOSED PROCEDURE FOR RECEIPT OF ELECTRONIC SUBMISSION OF
BIDS AND PROPOSALS:**

- A. Pursuant to Texas Local Government Code 262.011(o) and 262.0235, “Procedures Adopted by County Purchasing Agents for Electronic Bids or Proposals”, Fort Bend County Commissioners’ Court adopted the following rules on _____, 2025, to ensure the identification, security and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain unopened until the bid opening due date and time.
- B. Purchasing personnel, who are authorized users of the system, will have a unique log-in username and password.
- C. Bids and proposals are identified by a bid and or proposal # which is assigned by the Purchasing dept. to a particular project.
- D. Access to the system by authorized users is logged and tracked in order to record when any user has accessed the system, and what data the user has accessed.
- E. All data is encrypted during transmission (via 256-bit SSL encrypted connections). The data is also stored in an encrypted state upon arrival to the server.
- F. All proponent data is sealed until bid/proposal close date and time, preventing County personnel from accessing it until the defined due date.
- G. System clocks are synchronized via the NTP protocol with two or more atomic clocks to ensure exact recording of the due date and time, and the receipt of date and time, of each submission.
- H. Only the Purchasing Agent, or the agent’s designee, with login username and password, may open a bid/proposal and only at the established due date and time.
- I. Public release of contents shall be in accordance with Texas Government law.