

STATE OF TEXAS                   §  
   §  
 COUNTY OF FORT BEND         §

**ORDER ADOPTING PROCEDURES FOR RECEIPT  
 OF ELECTRONIC SUBMISSION OF BIDS AND PROPOSALS**

On this day there came to be considered the Commissioners Court of Fort Bend County, Texas, the matter of the adoption of procedures by the Fort Bend County Purchasing Agent to receive the electronic submission of bids and proposals.

WHEREAS, pursuant to Section 262.011(o) of the Texas Local Government Code, the Commissioners Court of a county shall approve rules and procedures adopted by the County Purchasing Agent that are necessary to implement the agent's duties; and

WHEREAS, pursuant to Section 262.0235 of the Texas Local Government Code, the County Purchasing Agent shall adopt rules in conformance with Section 262.011(o), before receiving electronic bids or proposals, to ensure the identification, security, and confidentiality of electronic bids or proposals; and

WHEREAS, notwithstanding the adoption of procedures to receive bids or proposal through electronic submission, the County Purchasing Agent shall continue to accept any bids or proposals submitted in hard-copy format; and

WHEREAS, the proposed rules and procedures have been presented to and reviewed by the Fort Bend County Commissioner's Court;

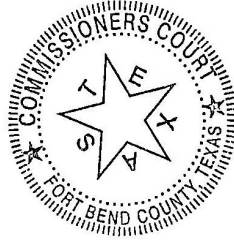
NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT:


1. The new rules and procedures for the electronic submission of bids and proposals, attached to this Order as Exhibit A, and incorporated by reference, are hereby adopted and shall take effect as of January 1, 2026.
2. Any previous rules or procedures regarding the electronic submission of bids and proposals is hereby repealed and superseded by the new rules and procedures.
3. The Fort Bend County Purchasing Agent and any other necessary personnel are directed to implement the new rules and procedures and make the necessary changes to the County Purchasing Manual, forms and other related documents without any further action needed by the Fort Bend County Commissioner's Court.

IN WITNESS WHEREOF, Approved by the Commissioners Court of Fort Bend County, Texas, this 24 day of November, 2025.

ATTEST:

  
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Laura Richard, County Clerk



  
\_\_\_\_\_  
KP George, County Judge

# **EXHIBIT A**

## **FORT BEND COUNTY PURCHASING AGENT**

### **RULES GOVERNING RECEIPT OF**

### **ELECTRONIC SUBMISSION OF BIDS AND PROPOSALS**

Pursuant to Texas Local Government Code 262.011(o) and 262.0235, "Procedures Adopted by County Purchasing Agents for Electronic Bids or Proposals", the Fort Bend County Commissioners' Court adopted the following rules on November 20, 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:

- A. Purchasing personnel, who are authorized users of the system, will have a unique log-in username and password.
- B. Bids and proposals are identified by a bid and or proposal # which is assigned by the Purchasing Department to a particular project.
- C. 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.
- D. 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.
- E. All proponent data is sealed until bid/proposal close date and time, preventing Fort Bend County personnel from accessing it until the defined due date.
- F. 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.
- G. 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.
- H. Public release of contents shall be in accordance with Texas Government law.