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 Carrollton-Farmers Branch Independent School District establishes the following procedures to be followed
when bids and proposals are submitted electronically:

1. Bids or proposals will be submitted electronically through the electronic bidding system
currently in use by the District during the open bid period.

2. Electronic bidder’s responses will be submitted in a format that identifies the specific bid or
proposal number and title.

3. The electronic bid or proposal must contain the bidder’s or proposer’s full name, address, phone
number, and e-mail address.

4. Bidders will be unable to submit an electronic bid or proposal after the established deadline for
each bid or proposal.

5. When bids or proposals are submitted electronically, the Purchasing Department will be
automatically notified by a system-generated e-mail, immediately upon receipt. This e-mail will
be anonymous so as not to identify the vendor.

6. Notices sent out from the electronic bidding system will be sent from a designated e-mail
address, identified as follows: bids@cfbisd.edu.

7. All electronic bids or proposals will be electronically date and time stamped upon receipt by the
bidding system currently in use by the District.

8. Electronically submitted bids and proposals will remain unopened by the District until the
scheduled date and time for opening all bids. Electronically submitted proposals that are not
required to be sealed will be available for review by the District immediately upon submission.

9. An e-mail notification confirming receipt of the bid or proposal will be sent by the District’s
electronic bidding system to the bidder’s or proposer’s designated e-mail.

10. The District will not be responsible for any delay of delivery, including delays related to e-mail
programs, servers, or acts of nature.

Adopted this 15th day of March, 2018, by the Carrollton-Farmers Branch Independent School District
Board of Trustees.

John Matthews
President, Board of Trustees

Guillermo Ramos
Secretary, Board of Trustees