

City of Lancaster

**RULES FOR THE
ELECTRONIC RECEIPT OF BIDS OR PROPOSALS**

Pursuant to the Texas Local Government Code, Chapter 252, Section 252.0415 “Procedures for Electronic Bids or Proposals,” the City of Lancaster adopts the following 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.

1. Users of the system shall be assigned a unique user name and password.
2. Access to the system by authorized users shall be logged and tracked in order to record when any user has accessed the system, and what data the user accessed.
3. Transmittal of data through the internet shall be encrypted using SSL technology. All sensitive data within the system shall be encrypted using the Advanced Encryption Standard algorithm (AES), or better.
4. All data shall be encrypted using a time-sensitive mechanism that allows the data to be decrypted only after the due date and time.
5. The system shall be synchronized to 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.
6. Neither vendor identities nor the contents of submissions are available during the bidding process.
7. The City’s Purchasing Agent or the agent’s designee, with an authorized password, and only at the established due date and time, can request that the bid/proposal be opened.
8. The City will determine when and what information is released to the public pursuant to Texas Law.

The Purchasing Agent is responsible for ensuring that any system used for the electronic receipt of bids or proposals with an estimated value of more than \$50,000, or as defined by current State law, complies with the aforementioned rules.