

Decatur ISD
Administrative Recommendations for Electronic Submissions for Competitive Procurement
June 2026

Board Policy CH Legal and CH Local states bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Sec. 44.031. PURCHASING CONTRACTS: Except as provided by this subchapter, all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$100,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district:

- (1) competitive bidding for services other than construction services;
- (2) competitive sealed proposals for services other than construction services;
- (3) a request for proposals, for services other than construction services;
- (4) an interlocal contract;
- (5) a method provided by Chapter 2269, Government Code, for construction services;
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or

Electronic submissions may be accepted according to the Board adopted rules under the following conditions:

- (1) competitive bidding for services other than construction services;

RULES:

Electronic submission for this type of procurement is not recommended unless the Administration believes that electronic submission would inhibit the procurement process and or reduce the potential quality of bids to be received. If this method is used, a specific common district email address shall be used and the submission must be emailed password protected with a password to remain with vendor until after opening date. Passwords may be texted to the District within a predetermined time after the time of procurement opening. Electronic bid openings shall take place where vendors may be present at the time of opening. Technology department shall insure that electronic communications related to the procurement are maintained for as long as required under the Texas Open Records Act. The Administration should combine all procurement data into a paper form file for audit. The district may negotiate electronically in this category.

- (2) competitive sealed proposals for services other than construction services;

RULES:

Electronic submission for this type of procurement is not recommended unless the Administration believes that restricting electronic submission would inhibit the procurement process and or reduce the potential quality of bids to be received. If this method is used, a specific common district email address shall be used and the submission must be emailed password protected with a password to remain with vendor until after opening date. Passwords may be texted to the District within a predetermined time after the time of procurement opening. Electronic bid openings shall take place where vendors may be present at the time of opening. Technology department shall insure that electronic communications related to the procurement are maintained for as long as required under the Texas Open Records Act. The Administration should combine all procurement data into a paper form file for audit. The district may negotiate electronically in this category.

- (3) a request for proposals, for services other than construction services, professional services, and any request for qualifications (RFQ) A request for proposals is not required by law to be sealed. That is, a district may begin negotiating with a proposer upon receipt of the proposal, rather than waiting until the opening time specified in a competitive sealed proposal solicitation. An RFP may be used where a district's requirements are less narrowly defined.

RULES:

Submissions for these categories may be accepted electronically when specified in the proposal specifications to also include place and time of final proposals due. Negotiations started as needed. The name of any submitted vendors should be read at the proposal deadline time of opening and the opening time and place should be detailed in the proposal specifications. Proposal negotiations may be completed electronically as long as data is secure and does not impede the ability for vendors to have an equal chance to respond. Data should be combined and maintained in an aggregate file. All data should be printed or maintained in a USB drive or similar format for audit. These rules apply to seeking professional service and any request for qualifications. In some cases, the District may work with or contract with external entities to help the District with these types of procurement in areas requiring expertise beyond the scope of District employees. Unless prohibited by law or regulations, any contractors procuring for the District may accept and negotiate through electronic procurement according to these rules whereas all data shall be turned over to the ISD after the procurement is completed.

- (4) an interlocal contract: The District may accept or attain quotations or prices electronically.
- (5) a method provided by Chapter 2269, Government Code, for construction services: No specific recommendation at this time.
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or: This is electronic by the nature of the process.