

EXHIBIT C

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 College Station School District establishes the following procedures to be followed when bids and proposals are submitted electronically:

1. Bids or proposals will be submitted online at <https://collegestationisd.ionwave.net> during the open bid period.
2. Bids or proposals sent to an e-mail address will not be considered.
3. Both District users and vendors are required to access the system through a unique user account and password;
4. Individual user passwords shall be stored in a manner that cannot be accessed by any other user, and the District system administrator will only be able to reset the password through a system-generated program based on a user request to reset a password;
5. All data transmitted between the District and vendors shall be encrypted using standard security technology;
6. The system shall limit inactivity by expiring a session based on a preset period-of-time;
7. All actions within the system can be audited for actions taken by any user;
8. All formal solicitations shall be electronically sealed in an electronic lockbox and not accessible to any user other than the initiating vendor;
9. The solicitation document includes, at a minimum, the date and time the bid was received by the system;
10. The system shall not allow for any late bids after the closing date and time;
11. The system shall only allow for bids to be electronically unsealed by authorized District staff; and
12. The system shall retain electronic copies of the vendors' responses for the minimum period-of-time required by the state of Texas records retention schedule or for an extended period-of-time if required by the District.
13. 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 21 (date) day of May (month), 2019 (year), by the Board of Trustees.

Presiding Officer

Secretary