



City of Galveston

FINANCE DEPARTMENT STAFF REPORT

April 30, 2020

To: Brian Maxwell, City Manager
Hon. Mayor and City Council

From: Michael W. Loftin, Assistant City Manager - Finance

RE: Consider approving a Resolution authorizing the City of Galveston to adopt rules to ensure the identification, security and confidentiality of electronic solicitations and providing an effective date, utilizing the City's current document management system.

Background:

The City of Galveston currently accepts only paper responses to solicitations. The responses must be delivered via courier (USPS, FedEx, UPS) or hand delivery. The bids/proposals are then date and time stamped by Purchasing staff. The current process has faced some challenges as a result of the world's unprecedented situation relating to COVID-19.

In response to the obstacles presented by the COVID-19 pandemic, City staff has identified electronic submittals of solicitation responses as a way to overcome those challenges as well as improve the efficiency of the solicitation process. Electronically processing solicitations would reduce the time and cost of resources required to the process the paper solicitation responses.

To provide an electronic means of receiving and securing solicitations, state law requires the City of Galveston to adopt rules for the electronic solicitation process.

Local Government Code Chapter 252.0415 states, "***A municipality may receive bids or proposals under this chapter through electronic transmission if the governing body adopt 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.***"

Currently:

The City of Galveston has not adopted rules to accept electronic solicitation submittals from vendors for advertised solicitations.

The staff developed an option that can serve the City's purpose until further research has been performed to select a third-party vendor for the service, if the City decides to pursue that direction.





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The City of Galveston can accept electronic submittals via a form that is located on the City's website using Secure Socket Layer (SSL) protocols. Upon submittal, the bid would be stored in a secured location and remain locked until the Bid Closing date and time have arrived. At that time, the bid would be moved to Purchasing folders in the city's document management solution. Purchasing will then be notified via email that the bid is ready to be opened and viewed.

Alternatives:

Approve the Resolution authorizing the City of Galveston to adopt rules to ensure the identification, security and confidentiality of electronic solicitations and providing an effective date, utilizing the City's document management system.

Do not approve the Resolution or the utilization of the City's document management system.

Issues:

Cost – No monetary cost to the City. The workflow required to implement the electronic solicitation process has been developed using in-house information technology resources and fully vetted in the test environment.

Timing – Current Fiscal Year – Electronic Bidding prototype has already been developed and staff is ready to rollout implementation immediately upon approval of City Council.

Recommendation:

Approve the Resolution authorizing the City of Galveston to adopt rules to ensure the identification, security and confidentiality of electronic solicitations and providing an effective date, utilizing the City's document management system.

Fiscal Impact Report:

Requested by:

Michael W. Loftin

Assistant City Manager – Finance

Funding Source:

Not Applicable

Estimated Total Cost:

None

