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## MEMORANDUM

**TO:** Mayor Kyriacou and Members of the  
City Council of the City of Beacon

**FROM:** Keane & Beane, P.C.

**RE:** Accepting Bids in Electronic Format

**DATE:** April 1, 2020

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Bids and offers submitted in connection with purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law, may be accepted in electronic format. The governing board of the political subdivision or district must first adopt a resolution to authorize the receipt of bids and offers in electronic format.

Accepting bids or offers electronically can increase competition, as well as convenience, especially during the COVID-19 pandemic. The advertisement for bids or offers must designate how the electronic bid or offer will be received, such as designating the website or email address where the bid or offer should be sent.

With the exception of technology contracts, the submission of bids or offers in electronic format may not be required as the sole method, and paper bids or offers must still be accepted. All other minimum requirements of the competitive bidding or competitive offering process remain the same (e.g., advertising in the official newspaper). Any method used to receive electronic bids or offers must, at a minimum:

- Document the time and date of receipt of the bids or offers received electronically;
- Authenticate the identity of the sender;
- Ensure the security of the information transmitted; and
- Ensure the confidentiality of the bid or offer until the time and date established for the opening of bids or offers. Electronic submissions should be marked confidential. Care should be taken to ensure that such bids are not released before the bid opening date.

The authorization for electronic bids or offers is scheduled to sunset and expires on June 1, 2023.