



STAFF REPORT
City of Dripping Springs
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Dripping Springs, TX 78620

Submitted By: Aniz Alani, City Attorney

Council Meeting Date: February 3, 2026

Agenda Item Wording: Discussion and possible action on a Resolution of the City of Dripping Springs amending the City's Purchasing Policy to clarify and expand requirements for soliciting competitive bids and proposals.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: The City of Dripping Springs maintains a Purchasing Policy to ensure all officials and employees adhere to fiscal procedures that protect the public trust. This item presents an update to the Purchasing Policy, specifically focusing on the clarification of Competitive Procurement procedures to ensure consistency and transparency in the solicitation process.

Key Updates and Provisions:

The updated policy updates the “Procurement” section to establish clearer protocols for Formal Solicitation Procedures.

Specifically, before a formal solicitation process is published:

1. The City Attorney reviews the purchasing requirements and advises on the recommended method of procurement (e.g., tender/bid, request for expressions of interest (RFEI), request for proposals, (RFP), request for qualifications (RFQ), etc.)
2. A solicitation package will be prepared or reviewed by the City Attorney for consistency with this Policy.
3. The solicitation package must be approved by the City Administrator before it can be published. At the City Administrator’s discretion, the proposed procurement strategy and solicitation documents may be submitted to City Council for approval before publication.

The proposed update also elaborates on requirements for publication, issuance of clarifications and addenda, the evaluation process, and storage of response records.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Approve updated policy.

Attachments:

Draft resolution.

Draft policy.