



SUB-TOPIC

PROTEST PROCEDURE

PURPOSE: The Vendor Protest Procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive invitation to bid or request for proposal solicitation. It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.

APPEAL PROCEDURE: An unsuccessful proposer/bidder, as defined above, believing that a purchase order or contract awarded to another proposer/bidder should legally have been awarded to such unsuccessful proposer/bidder may appeal such award in writing not later than 10 working days after the date of purchase order or contract. The appeal will be reviewed as follows:

If the protest is not resolved by mutual agreement, the Director of Procurement Management will issue a written determination on the protest.

0. If the Director of Procurement Management determines that no violation of rules or statutes has occurred, he/she shall so inform the protesting party and other interested parties by letter which sets forth the reasons for the determination.
0. If the Director of Procurement Management determines that a violation of the rules or statutes has occurred, he/she shall so inform the protesting party and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial action.

The determination by the Director of Procurement Management on a protest may be appealed by the protesting party to the Chief Business Officer (Vice President for Business Affairs). An appeal of the Director of Procurement Management's determination must be in writing and must be received in the Office of the Vice President for Business Affairs no later than 10 working days after the date of the Director of Procurement Management's determination. The appeal shall be limited to review of the Director of Procurement Management's determination.

The decision issued by the Vice President for Business Affairs shall be considered the final administrative action.