

Vendor Protest Procedure

Right to Protest

Any bidder/offeror, who is aggrieved in connection with a procurement, may protest to the Director of Purchasing or designee. The protest shall be submitted in writing within ten calendar days after the facts or occurrences giving rise thereto.

Procurement after Protest

In the event of a timely protest, the purchasing office shall not proceed further with the procurement unless the Director of Purchasing or designee makes a determination, that the award of the contract is necessary to protect substantial interests of the District.

Authority to Resolve Protests

The Director of Purchasing or designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved bidder/offeror concerning a procurement.

Protest Determination

The Director of Purchasing or designee shall promptly issue a determination relating to the protest. The determination shall:

1. State the reasons for the action taken; and
2. Inform the protester of the right to appeal the determination to the Assistant Superintendent for Business.

Appeal to Assistant Superintendent for Business

If an appeal is requested, the Assistant Superintendent for Business shall promptly issue a determination relating to the protest. The determination shall:

1. State the reasons for the action taken; and
2. Inform the protester of the right to appeal the determination to the Superintendent of Schools.

Appeal to the Superintendent of Schools

If an appeal to the Superintendent is requested, the Superintendent shall promptly issue a determination relating to the protest. The determination shall:

1. State the reasons for the action taken; and
2. Inform the protester of the right to appeal the determination to the Board of Trustees.

Notice of Determination

A copy of the determination issued shall be sent to the protester and other bidders or offerors involved in the procurement.