

Vendor Protest Procedure

- A. Any vendor who believes they are aggrieved in connection with a procurement action, except the District's right to reject a bid/proposal, may protest to the Director of Purchasing. The protest shall be submitted in writing within ten (10) District business days after the facts or occurrence giving rise to the complaint.
- B. In the event of a timely protest, the District shall not proceed further with the procurement unless the Director of Purchasing determines that the award of the contract is necessary to protect the substantial interests of the District.
- C. The Director of Purchasing shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved vendor concerning a procurement. If protest cannot be resolved, The Director of Purchasing will forward the protest to the Chief Financial Officer.
- D. The Chief Financial Officer shall review the protest documentation and promptly issue a determination regarding the protest. The determination shall:
 - 1. State the reasons for the action taken, if any.
 - 2. Inform the protesting party of the right to appeal the determination to the board within fifteen (15) District business days of the receipt of the notice of determination and proceed to the Superintendent of Schools and/ or the Board of Trustees.
 - 3. Evaluator's scores are not able to be protested.
- E. A copy of the determination shall be transmitted or mailed immediately to the protesting party and the other vendors involved in the procurement. A copy of the protest and determination may also be placed in the procurement file.