

BID PROTEST POLICY

1.0 Any actual or prospective bidder, contractor, or vendor who is aggrieved in connection with the solicitation or award of a bid or contract may protest to the Director of Resource Operations as set out in this section. The protest shall be submitted in writing to the Director of Resource Operations within seven (7) working days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest shall provide a detailed description of the alleged impropriety in the District's solicitation or award of the bid or contract, including but not limited to the specific District policy, procedure, or state law allegedly violated.

2.0 Protests in connection with the solicitation or award of a contract or bid involving an amount not to exceed \$100,000 shall be decided by the Director of Resource Operations. Protests involving more than \$100,000 shall be determined by the Assistant Superintendent of Business Services. A written decision regarding the protest shall be rendered within (30) thirty working days after the protest is filed.

3.0 Decisions of the Director of Resource Operations may be appealed to the Assistant Superintendent of Business Services within seven (7) working days following receipt of the written decision. Decisions of the Assistant Superintendent of Business Services may be appealed to the Superintendent within seven (7) working days following receipt. Appeals shall be in writing and shall identify the specific provisions of District policy, procedure, or state law which would be violated if the decision on the bid protest is affirmed.