

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 Chief Financial Officer as set out in this section. The protest shall be submitted in writing to the Chief Financial Officer within seven (7) business 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 Decisions of the Chief Financial Officer may be appealed to the Superintendent within seven (7) business days following receipt. Appeals shall be in writing and shall identify the specific provisions of District policy, procedure, or state law allegedly violated. A written decision regarding the alleged violation shall be rendered within 30 days after the protest is filed.
- 3.0 In the event one of the criteria below is met, the protest request shall bypass the Chief Financial Officer and shall be forwarded directly to the Superintendent for review and decision:
 - 3.1 The Chief Financial officer is out of the office for four (4) or more business days when a bid protest is pending;
 - 3.2 The Chief Financial Officer may have a real or perceived conflict of interest with the vendor submitting the request or another vendor who participated in the solicitation process; or,
 - 3.3 The Chief Financial Officer is participating in and/or has participated in the evaluation of the solicitation and/or contract in question.