



## **Bid/RFP Protest Procedure**

DIVISION: Finance & Administration TITLE: Vendor Protest

DATE: February 22, 2016

Authorized by: Barry Poynter, VP of Finance & Administration

Issued by: Department of Purchasing

### I. Purpose and Scope

To provide bidders who believe their bid or proposal was unfairly evaluated an opportunity to appeal the decision and request a review of the selection process.

### II. Policy

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract by Eastern Kentucky University, may file a protest with the Executive Director of University Business Services within two calendar weeks after such aggrieved person knew or should have known the facts giving rise thereto.

(KRS45A.285; KRS164A.555 to 164A.630)

### III. Procedure

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract by Eastern Kentucky University, may file Protest via Certified Mail with the Executive Director of University Business within two calendar weeks after such aggrieved person knows or should have known the facts giving rise thereto. All protests must be in writing and must use the phrase "Bid Protest" in the letter. The Executive Director of University Business Services shall review all facts presented and render a determination in writing promptly to the aggrieved person.

The aggrieved person may appeal the determination in writing via Certified Mail within four calendar days to the Vice President of Finance and Administration who shall promptly issue a ruling in writing. A copy of such appeal must also be sent via certified mail to the Director of Purchasing. The ruling of the Vice President of Finance and Administration shall be the final action on behalf of the University.