

VENDOR PROTEST PROCEDURES

1. PROTEST

A proposer protesting the RFP for any reason, including the RFP procedure, the district's objection to proposer, or a person or entity by the proposer, the award of the contract or any other aspect arising from or relating in any way to the RFP shall cause a written protest to be filed with the District within five (5) days of the event giving rise to the protest and in any event, no later than five (5) business days after the date upon which the bid is awarded and vendors are notified. The written protest shall include the name of the protesting bidder, a detailed description of the specific grounds for protest, copies of all supporting documents, and the specific relief requested. Protests shall be delivered to Chief Financial Officer, Pflugerville ISD, 1401 W Pecan, Pflugerville, TX 78660.

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A protest must be in writing and shall state all grounds upon which the protesting party asserts the RFP or contractor (vendor) selection was improper. The proposer protesting may submit any documents or information it deems relevant.

3. CONSIDERATION

Upon receipt of the written protest, the District will consider the protest. The District may, within five (5) business days of the receipt of the protest, provide any other affected proposer(s) the opportunity to respond in writing to the protest. A proposer protesting may respond to the District's reply within five (5) days of the District's response. If the protest is not resolved by mutual agreement of the District and the protesting proposer, the Superintendent of the District will review the issues and promptly furnish a final and binding written decision to the protesting proposer and any other affected proposer(s). within twenty (20) business days of the District's receipt of the protest. If more than one protest is filed, the District's decision will be provided within twenty (20) business days of the District's receipt of the last protest.

4. WAIVER

Failure to comply with these protest procedures will render a protest waived.