

CAREER TECHNOLOGY CENTER OF LACKAWANNA COUNTY

VENDOR PROTEST PROCEDURES

This procedure outlines the process for a vendor to protest an invitation to bid or a request for proposal. Any questions regarding the procedures should be directed to the Chief Financial Officer (570)346-8471 Ext. 194

I. Eligible Party

- a. Any bidder, proposer, or prospective bidder/proposer who is aggrieved in connection with an Invitation for Bid (IFB), Request for Proposal (RFP), or the award of a contract resulting from an IFB or RFP may file a protest

A bidder or proposer is a person or entity that submits a bid or proposal in response to an Invitation for Bid (IFB) or Request for Proposal (RFP).

A prospective bidder or proposer is a person or entity that has not submitted a bid or proposal but is interested in responding to the IFB or RFP.

II. Filing Timeline

- a. The bidder or proposer must file a written protest with the Chief Financial Officer within five (5) working days after receipt of notification of the contract award.
- b. The district will disregard any untimely filed protests.
- c. A bidder's or proposer's failure to file the protest documents within the given time period will constitute a waiver of their right to protest the solicitation or award.

III. Form of Protest

- a. A protest must be in writing and filed with the Chief Financial Officer at:
Career Technology Center of Lackawanna County
3201 Rockwell Avenue
Scranton, PA 18508
- b. A protest must state all grounds upon which the protesting party asserts that the solicitation or award was improper. Issues not raised by the protesting party in the protest are deemed waived and may not be raised on appeal.
- c. The protesting party may submit with the protest any documents or information deemed relevant.

IV. Notice of Protest

- a. The Chief Financial Officer will review the protest and supporting documents and render a written decision within five (5) working days. The Chief Financial Officer may arrange a meeting with the protester to attempt to resolve the issue.
- b. The bidder or proposer may submit a written appeal of the Chief Financial Officer's decision to the Joint Operating Committee Board of Directors. The Board will provide reasonable notice to the bidder or proposer regarding the timeline for consideration of the appeal.
- c. If an appeal is not received by the Business Administrator within five (5) working days of the date of the Chief Financial Officer's written decision, the bidder's protest shall be deemed waived.
- d. The Board's decision will be final.

V. Stay of Procurement

- a. The Chief Financial Officer may immediately decide, upon receipt of the protest, whether or not the award shall be stayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The district may not proceed further with the invitation to bid (IFB) or request for proposal (RFP) or with the award of the contract and shall suspend performance until the contract is awarded, unless the Chief Financial Officer makes a determination that the protest is clearly without merit or that award of the contract/purchase order without delay is necessary to protect the substantial interests of the district.