



Forney Independent School District
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Purchasing Protest Procedures

Right to Protest

Any bidder/offeror, who is aggrieved in connection with a procurement, may protest to the Director of Purchasing or designee. The protest shall be submitted in writing within 10 business days after the purchase has been awarded to a vendor. The written protest must contain a list of every statutory and regulatory provision that is alleged to have been violated, a precise statement of every issue of law and fact that the protesting party contends must be resolved, and the requested remedy.

Procurement after Protest

In the event of a timely protest, the purchasing office shall not proceed further with the procurement unless the Director of Purchasing or designee makes a determination that the award of the contract is necessary to protect substantial interests in the district.

Protest Determination

The Director of Purchasing or designee shall issue a determination in writing within 5 business days after the procurement protest has been received. The response shall state the reasons for the action taken and inform the protestor of the right to appeal the determination to the Associate Superintendent of Business & Finance.

Appeal to Associate Superintendent of Business & Finance

Request for appeals must be made within 5 business days of receipt of the protest determination. If an appeal to the Associate Superintendent of Business & Finance is received, a determination will be issued in writing within 5 business days after receipt of the appeal. The determination shall state the reasons for the action taken and inform the protestor of the right to appeal the determination to the Superintendent.

Appeal to the Superintendent of Schools

Request for appeals must be made within 5 business days of receipt of the protest determination. If an appeal to the Superintendent is received, a determination will be issued in writing within 5 business days after receipt of the appeal. The determination shall state the reasons for the action taken and inform the protestor of the right to appeal the determination to the Board of Trustees.