

UNIVERSITY OF CENTRAL MISSOURI
BID/PROPOSAL PROTEST PROCEDURES

Right to Protest

Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a contract may protest to the Director of Procurement & Materials Management.

Process for Protest Filing

Formal protests shall be submitted in writing within 48 (forty-eight) hours after such aggrieved person becomes aware of the issue and must be made prior to bid award. Protests filed after bid award will not be considered. The protest letter shall identify the exact bid solicitation number and/or award of a contract, specific issues that are being protested and the facts that the protestor believes supports their claim. (It is the protestor's responsibility to establish their case.) When a protest has been filed before an award has been made, the university shall make no award of the contract until the protest has been settled unless, after consultation with the using department, the author determines that the award of the contract without delay is necessary to protect substantial interests of the University. The Director of Procurement & Materials Management may request additional information from the protestor who shall submit the information within the time period established.

Review of Protest

The Director of Procurement & Materials Management shall have the authority to resolve a protest with an aggrieved bidder concerning the solicitation or award of the contract. This

Finality of Decision

A decision under this Article shall be considered final. In the event of a timely appeal, the decision of the University's Vice President for Finance and Administration, Controller or designee, shall be considered final and not subject to appeal or further consideration.

Stay of Procurements During Protest(s)

In the event of a timely protest, the University of Central Missouri shall not proceed with the solicitation or with the award of the contract until the Director of Procurement & Materials Management issues a decision or until the University's Vice President for Finance and Administration, or designee, renders a decision on appeal, or until the Director of Procurement & Materials Management, after consulting with the University's Vice President for Finance and
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