

**PRAIRIE VIEW A&M UNIVERSITY**  
**PROCUREMENT PROCEDURES**

---

**Bid Protest**

Any bidder (actual or prospective) may formally protest the solicitation of a bid or award of a contract. To do so, the following process must be adhered to.

The protest must be submitted to the Procurement Supervisor in writing within seven calendar days of the action giving rise to the protest.

The written protest must contain:

- A statement of the facts relating to the protest;
- Reference to the statute or procedures allegedly violated; and
- An affidavit stating that the information is true and correct.

Upon receipt of the protest, the Procurement Supervisor will halt the solicitation/award process until the protest is resolved. If, however, it is determined that it would be detrimental to the University to delay the contract, the Vice President for Business Affairs can approve to continue with the contract award.

The Procurement Supervisor will promptly review the protest and make a written determination based upon the facts obtained and verified. If, however, the Procurement Supervisor was involved in the bid process being protested, the protest will be handled by the Director.

If it is determined that no purchasing violation occurred, the Procurement Supervisor will resume the bid solicitation/award process immediately. If, however, it is determined that a purchasing violation did occur, the Procurement Supervisor will recommend the appropriate action to the Director for approval.

The final determination and corrective actions will be communicated by the Procurement Supervisor to all interested parties.

The bidder may appeal the Procurement Supervisor's ruling to the Director within five business days of receipt of the ruling.

The Director will review all documentation regarding bid protests and issue a final ruling on behalf of the University. When deemed necessary, he/she will seek Advice from the Sr. Vice President of Business Affairs.