



Vendor Protest Procedure

Any party who believes they are aggrieved in connection with a procurement action may protest to the Executive Director of Financial Operations. The protest shall be submitted in writing and in a timely manner (within five (5) business days after the facts or occurrence giving rise to the complaint).

The responsible office shall not proceed further with the procurement unless the Executive Director of Financial Operations makes a determination that the award of the contract is necessary to protect substantial interests of the District.

The Executive Director of Financial Operations will name Hearing Committee members. Members of the committee may not be from the end user department nor the Purchasing department. The Executive Director of Financial Operations will coordinate with the end user department and the Purchasing department to provide documents showing how the bids were evaluated and the justification for the selection of the chosen vendor.

1. The committee is convened. The following parties will be required to attend:
 - a. All committee members
 - b. Protesting vendor. (Protesting vendor will be informed to bring all documents that vendor wished to submit to support the protest).
2. The hearing committee will hear the protest and issue a determination relating to the protest. An attorney representing Denton ISD may be invited to address any legal questions that may arise. If the committee members desire clarification or additional information, they may ask to speak to other individuals or departments as necessary.

The Hearing Committee will communicate to the Executive Director of Financial Operations the results of the protest hearing.

The Executive Director shall promptly issue a determination relating to the protest to the aggrieved party.

The determination shall:

1. State the reasons for the action taken, if any; and
 2. Inform the protesting party of the right to appeal the determination to the Board of Trustees in accordance with Board policy GF(LOCAL).
-