

RFP PROTEST PROCEDURES

- 1) Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may file a protest and shall deliver its written notice of protest to the Buyer immediately, but no later than two (2) working days after proposal opening or after recommendation of award, if not to the apparent low Proposer, or as set forth in paragraph 8 infra, which will initiate the 48-hour notice requirement. The written protest with documentation shall be delivered to the Buyer no later than 2 p.m. on the 4th calendar day immediately following the proposal opening or receipt of notice of intent to award recommendation as is appropriate. Protests shall be presented with specificity, and every issue shall be fully documented.
- 2) The legal basis for any relief sought must be clearly identified and explained in the written notice of protest.
- 3) The Buyer shall call a meeting and hear all protests and receive all evidence within a reasonable time. This does not preclude the Buyer from calling a special meeting or granting a continuance under extraordinary circumstances.
- 4) All Proposers or offerors shall receive notice of any protest hearing and a copy of the protest document. Attachments shall be available upon request.
- 5) The Florida Rules of Civil Procedure may be relaxed at the sole discretion of the Buyer presiding at any protest hearing.
- 6) The Buyer shall issue his/her decision within five (5) working days of the completion of the protest hearing.
- 7) The Buyer's decision shall result in a final order which may include findings and conclusions. The decision of the Buyer shall be final.
- 8) Any protest specification objection shall be generally treated as set forth in paragraph 1 supra. The operative date for the notice requirement shall be the date the specifications were obtained by the prospective Proposer or offeror but no later than 10 days prior to the date of proposal opening or proposal due date.