



The Reliable One®

Bid Protest Procedure
SCM-RFX-P-01

Version: 1.0
Effective Date: 10/21/19
Owner: Director of Supply Chain Management

1 SCOPE

It is OUC's policy and intent to promote fair, open and competitive bidding for the procurement of goods and services consistent with applicable laws, policies and procedures. OUC's method for affecting this practice is to give fair and timely evaluation to any qualified prospective bidder, proposer, supplier or contractor applying for consideration via the competitive bidding process.

In awarding contracts, OUC shall have the discretion to utilize its business judgment to determine the most responsive and responsible offer consistent with its procurement policies and procedures regarding bidding, proposals, negotiating and awarding contracts.

All bid award and non-award notifications are provided in writing to the respective parties.

2 BID PROTEST STEPS

In the event that a bidder wishes to dispute a bid award and issue a bid protest they must follow the guidelines as defined steps below:

Step 1.) Any bidder who submitted a bid or proposal and wishes to dispute a bid award must e-mail the buyer of record within 72 hours after the intent to award notification is issued by OUC and, within five (5) business days from the date the intent to award notification was issued file, by e-mail or hard copy letter, a formal written protest which must include a detailed description of the underlying reasons for the protest. Any grounds not included in the formal written protest are deemed waived.

Step 2.) Upon receipt of the formal written protest in Step 1, the buyer of record and their manager shall meet with the challenging bidder within 10 business days and may request additional information on the grounds expressly set forth in Step 1. The buyer, manager and bidder shall work together to try to resolve the dispute at this step.

Step 3.) If the subject of the protest is not resolved by mutual agreement at or after the meeting as set forth in Step 2, a challenging bidder may request a hearing before the Bid Protest Committee. The Bid Protest Committee shall consist of the Chief Financial Officer, and the Director of Supply Chain Management, a Legal Department representative and a technical representative (if requested by either party) from the issuing business unit. The hearing will be based solely on the information contained in the formal written protest from Step 1 as may have been clarified in Step 1. Within 2 weeks of the meeting this committee shall issue a decision. The decision of this committee will be final.

Document Revision History

Version	Date	Revision Comments	Author
1.0	10/21/19	Initial release (PSC approval 10/17/2019)	Bob Brunner