

Vendor Protest Procedures

1.0 GENERAL

Any vendor wishing to challenge a purchase award made by the Texas A&M AgriLife Procurement Office must submit a written request outlining the issues in need of review to:

Director for Procurement
Texas A&M AgriLife

Mailing Address:
2147 TAMU
College Station, TX 77843

Physical Address:
578 John Kimbrough Blvd, Room 412
College Station, TX 77843

2.0 PROCEDURE

- 2.1 In the event any actual or potential bidder, offeror, or proposer feels they have been aggrieved in connection with a solicitation, evaluation, or award of an agreement, the aggrieved vendor must submit a written protest to the Director of Procurement within 10 working days of such occurrence. In addition to the vendor's name and contact information, a formal letter of protest must contain the following:
 - 2.1.1 Identification of the action/transaction alleged to have caused the protest (i.e., IFB, RFP, PO, etc.);
 - 2.1.2 The identification of the statutory or regulatory provision(s) the action taken is alleged to have violated;
 - 2.1.3 A detailed statement of all relevant facts surrounding the actions taken and the alleged violations of such actions; and
 - 2.1.4 An identification of the issue(s) to be resolved.
- 2.2 In the event of a timely protest, the Director of Procurement will review the stated issue(s) and provide a written assessment and explanation of the decision to the vendor making the request within 10 working days, or as soon thereafter as possible,

after receipt of a written protest. If the review discovers any significant deviation from the rules, the Director has the authority to settle and resolve the dispute.

- 2.3 A vendor may appeal the decision within three working days to the Texas A&M AgriLife Chief Financial Officer (CFO). The CFO will render a decision within 10 working days of receipt of the appeal. This decision will be final.