

STANDARD ADMINISTRATIVE PROCEDURE

25.99.02.M1.01 Vendor Protest Procedures

Approved July 18, 1997
Revised January 7, 2002
Revised May 22, 2007
Revised June 15, 2009
Next Scheduled Review: June 18, 2012

Standard Administrative Procedure Statement

This Standard Administrative Procedure (SAP) details the steps necessary for a vendor to challenge a purchase award or dispute an action taken by Procurement Services.

Official SAP/Responsibilities/Process

1. PROCEDURES

- 1.1 Any vendor wishing to challenge a purchase award or dispute an action taken by the Department of Procurement Services, must submit a written request to the Associate Director, Department of Procurement Services, Texas A&M University, P.O. Box 30013, College Station, TX 77842-3013, outlining the issues in need of review.

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 Associate Director within 10 working days of such occurrence. A formal letter of protest must contain the following:

- 1.1.1 Identification of the action/transaction alleged to have caused the protest (i.e., IFB, RFP, P.O., etc.)
 - 1.1.2 The identification of the statutory or regulatory provision(s) the action taken is alleged to have violated;
 - 1.1.3 A detailed statement of all relevant facts surrounding the actions taken and the alleged violations of such actions; and
 - 1.1.4 An identification of the issue(s) to be resolved.
- 1.2 The Associate Director will review the stated issues to be resolved and provide a written assessment and explanation of the decision to the vendor making the request. In the event that the Associate Director's review

discovers any significant deviation from the rules, the Associate Director has the authority to settle and resolve the dispute.

- 1.3 A vendor may appeal the decision, within three working days, to the Executive Director of Procurement Services. The Executive Director will render a decision within 10 days of the appeal.
- 1.4 If the vendor does not agree with the decision of the Executive Director of Procurement Services, the vendor may appeal to the Associate Vice President for Finance, whose decision will be final.

Contact Office

OFFICE OF RESPONSIBILITY: [Department of Procurement Services](#) (979) 845-4570
ext. 246