

25.07.03.E0.02 Vendor Protest Procedures

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Supplements System Regulation 25.07.03, TEES Standard Administrative Procedure 25.07.03.E0.01

Standard Administrative Procedure Statement

The Texas Engineering Experiment Station (TEES) has a process in which a vendor may challenge a purchase award made by the Procurement Office.

Reason for Standard Administrative Procedure

This Standard Administrative Procedure (SAP) details the steps necessary for a vendor to challenge a purchase award.

Procedures and Responsibilities

1. PROCEDURES

- 1.1 Any vendor wishing to challenge a purchase award made by the Texas Engineering Experiment Station (TEES) Procurement Office must make a written request to the Purchasing Manager to review the transaction. The request for review must be made within three working days of the notification of award.
- 1.2 The Purchasing Manager will review the award and provide a written explanation of the decision to the vendor making the request within 10 working days after receipt of a written protest. In the event that the Purchasing Manager's review discovers any significant deviation from the rules, the award may be changed at the discretion of the Purchasing Manager.
- 1.3 A vendor may appeal the decision identified in 1.2 above, within three working days, to the TEES Controller. The Controller will render a decision within 5 working days of receipt of the appeal defined in 1.3 of this Standard Administrative Procedure (SAP). This decision will be final.

Related Statutes, Policies, or Requirements

[Regulation 25.07.03, Acquisition of Goods and/or Services](#)

[TEES SAP 25.07.03.E0.01, Purchasing Procedures](#)

Contact Office

Fiscal Office

(979) 458-7430