



**TEXAS A&M ENGINEERING
EXPERIMENT STATION**



TDEM
TEXAS DIVISION OF
EMERGENCY MANAGEMENT

Vendor Protest Procedures

Procedures and Responsibilities

1. PROCEDURES

- 1.1 Any vendor wishing to challenge a purchase award made by the Agency Procurement Office must submit a written request outlining the issues in need of review to the TEES Purchasing Director, Texas A&M Engineering Experiment Station, 3124 TAMU, College Station, TX 77843.

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 Procurement 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, PO, 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 In the event of a timely protest, the Purchasing Director 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 after receipt of a written protest. In the event the Purchasing Director's review discovers any significant deviation from the rules, the Purchasing Director has the authority to settle and resolve the dispute.
- 1.3 A vendor may appeal the decision within three working days, to the specific Agency's Chief Financial Officer (CFO). The CFO will render a decision within 10 working days of receipt of the appeal. This decision will be final.