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

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