

	<b>VENDOR PROTESTS</b>	<b>Approval Date</b> 10/22/12
	<b>DIVISION AND POLICY NUMBER</b> <b>PURCHASING – 1075</b>	<b>Revision Date</b> N/A

**PURPOSE:**

To assure all submitting vendors have the right and ability to protest an award of a solicitation based on the protesting vendor’s view that the award was not fair or restrained open competition.

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED:** All

**POLICY:**

This Policy and procedure applies to all Invitation for Bids and Request for Proposals.

**EXCEPTIONS:**

A vendor may not protest when Adams County has exercised its right to single source a product or service as stated in [Policy #1080](#).

**PROCEDURE:**

1. Vendor protest submittal:
  - 1.1. The vendor must submit their protest in writing to the Adams County Manager or his designee within two (2) working days of the award by the BOCC
  - 1.2. The protest must include an explanation of how the award was unfair or restrained competition.
2. Adams County Manager, upon receipt of the protest, shall suspend any further action related to the bid or Request for Proposal (RFP).
3. Adams County Manager and/or his/her authorized designee shall form a committee to evaluate the protest to include but not be limited to:
  - 3.1. The Director of Finance or their authorized designee
  - 3.2. The Purchasing Manager or their authorized designee
  - 3.3. The Elected Official or Department Director and/or their designees related to the bid/RFP.
  - 3.4. The Adams County Attorney and/or their authorized designee
  - 3.5. The Internal Audit and/or their authorized designee
4. The committee shall meet within three (3) working days to evaluate:
  - 4.1. The nature of the protest
  - 4.2. The RFP or IFB documents and all addenda related to the Bid or RFP

- 4.3. The responses to the Bid or RFP
- 4.4. The criteria of the evaluation committee
- 4.5. The evaluations prepared by each member of the evaluation committee
- 4.6. The recommendation of the evaluation committee.
5. The Protest Committee shall make a recommendation to the BOCC only after a full and complete evaluation of the items. The Board may then:
  - 5.1. Reject the protest and proceed with the original awarded vendor,
  - 5.2. Accept the protest and cancel the RFP or IFB and require Purchasing Division to reissue the solicitation; or,
6. The decision of the BOCC shall be final and no further protest shall be considered.