

Baylor University Bidder Protest Policy

Policy Statement

Procurement Services strives to follow all policies and procedures of Baylor University and to foster fair, ethical, and legal procurement practices. The following policy details steps necessary for a vendor/proposer/bidder (“Bidder”) to challenge a purchase award or dispute an action taken by Procurement Services:

- 1.1 Any Bidder wishing to challenge a purchase award or dispute an action taken by the Department of Procurement Services, must submit a written request to the Director of Procurement Services, Baylor University, One Bear Place #97084, Waco, TX 76798-7084, outlining the issues in need of review.

In the event any actual or potential Bidder feels they have been aggrieved in connection with a solicitation, evaluation, or award of an agreement, the aggrieved Bidder must submit a formal written protest to the Director within 10 working days of such occurrence. A formal letter of protest must contain the following:

- 1.1.1 Identification of the procurement document associated with the action/transaction alleged to have caused the protest (i.e., Request for Bid (RFB), Request for Proposal (RFP), Purchase Order (PO), etc.)
 - 1.1.2 The identification of the provision(s) in the procurement document which the action taken by Procurement Services is alleged to have violated
 - 1.1.3 A detailed statement of all relevant facts surrounding the action taken and the alleged violations as a result of such action
 - 1.1.4 An identification of the issue(s) to be resolved
- 1.2 The Director will review the submitted letter of protest including the issue(s) to be resolved and provide a written assessment and explanation of the decision within 10 working days to the Bidder making the request.
 - 1.2.1 In the event that the Director’s review discovers any significant deviation from the provisions described in the RFB, RFP or PO, the Director has the authority to settle and resolve the dispute.
 - 1.3 A Bidder may appeal the decision by resubmitting the formal letter of protest, along with Bidder’s reason for this appeal, within three working days to the Assistant Vice President for Procurement Services. The Assistant Vice President will render a written decision within 10 working days of the appeal.
 - 1.4 If the Bidder does not agree with the decision of the Assistant Vice President for Procurement Services, the Bidder may make a further appeal to the Associate Vice President for Financial Services and Treasurer.
 - 1.4.1 Bidder will resubmit the original formal letter of protest within three working days, along with Bidder’s reasons why the decisions of the Director and Assistant Vice President for Procurement Services are not acceptable.
 - 1.4.2 The Associate Vice President for Financial Services and Treasurer will render a written decision within 10 working days to the Bidder.
 - 1.5 The decision of the Associate Vice President for Financial Services and Treasurer will be final.