

I. Bidder Protests

1. Rights

Any bidder who is aggrieved in connection with a procurement may protest to the Director of Purchasing.

2. Notification

The protest shall be submitted in writing and received in the office of the Director of Purchasing within ten (10) calendar days after the aggrieved knows or should have known the facts giving rise thereto.

3. Resolution

The Director of Purchasing shall review and determine validity. If a mutual resolution is not made, then the protest shall be submitted to the Vice President of Business Services.

4. Authority

The Vice President of Business Services shall have the authority to take any action to resolve the protest and shall issue a determination relating to the protest stating:

- 4.1 the reasons for the action; and
- 4.2 the protestant's rights to appeal to the Board of Trustees.