

# **Human Rights and Equal Economic Opportunity Procedure for Protests for Procurements \$175,000 and Over**

## **Practice**

The City of Saint Paul strives to ensure fairness in the solicitation of goods and services procured through the established competitive processes.

Bidders who believe that they have been unfairly or erroneously denied an award are encouraged to contact the buyer as soon as possible in an attempt to resolve questions or disputes informally before pursuing a written protest.

Written protests will be reviewed by designated staff, and a written protest decision will be issued. The decision of the designated protest authority is final.

## **Applicability**

This policy is applicable to all protests arising from the City of Saint Paul procurements \$175,000 and over. Note that violations of federal law or regulation will be handled by the complaint process as stated within that law or regulation.

## **Procedure**

Protests must be filed and processed according to the methods and timetables outlined below.

- A. Bidder who has been unable to resolve a complaint of unfair or erroneous treatment in the award process and who wishes to file a formal protest must submit a written document specifying the following:
- The protester's name, the protester's company name, address, and phone and fax numbers.
  - The project name and number and the contract number or other solicitation identifier.
  - A complete and accurate identification of the grounds for protest, including references to any and all laws, regulations, or other legal authority that the protester claims were violated.
  - A presentation of any and all evidence known to support any allegations of protest including but not limited to the names of the persons involved, a description of relevant occurrences, the documents upon which the protester relied, the particular language in the solicitation documents which is alleged to be defective or illegal, and a description of the Bidder's material, component, or product which is adversely affected by allegedly defective or illegal language.
  - Complete identification of the relief the protester is seeking.

- B. Protests must be filed within five (5) days of the award for those items not requiring the City of Saint Paul action.
- C. Upon receipt, the Director of HREEO reviews the protest and, in consultation with the CAO, provides a written decision that addresses, in detail, each substantive issue raised in the protest. The decision must be issued and appropriate action must be taken as quickly as possible, but no later than ten (10) working days after the filing of the protest.
- D. Questions regarding this policy may be directed to the Deputy Director of Procurement.