



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 3.5551

DIVISION: Finance & Administration

TITLE: Bid Protest

DATE: July 15, 2011

Authorized by: K. Ann Mead, VP of Finance & Administration  
Issued by: Department of Purchasing

### **I. Purpose and Scope**

To provide bidders who believe their bid or proposal was unfairly evaluated an opportunity to appeal the decision and request a review of the selection process.

### **II. Policy**

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract by Western Kentucky University, may file a protest with the Director of Purchasing within two calendar weeks after such aggrieved person knew or should have known the facts giving rise thereto.

(KRS45A.285; KRS164A.555 to 164A.630)

### **III. Procedure**

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract by Western Kentucky University, may file Protest via Certified Mail with the Director of Purchasing within two calendar weeks after such aggrieved person knows or should have known the facts giving rise thereto. All protests must be in writing and must use the phrase "Bid Protest" in the letter. The Director of Purchasing shall review all facts presented and render a determination in writing promptly to the aggrieved person.

The aggrieved person may appeal the determination in writing via Certified Mail within four calendar days to the Chief Financial Officer who shall promptly issue a ruling in writing. A copy of such appeal must also be sent via certified mail to the Director of Purchasing. The ruling of the Chief Financial Officer shall be the final action on behalf of the University. Copies of the bid procedure are available on request from Western Kentucky University, Department of Purchasing.