



VENDOR PROTEST PROCEDURE

1. DEBRIEFING CONFERENCE

Unsuccessful vendors responding to any Request for Quotation (RFQ), Invitation for Bid (IFB) or Request for Proposal (RFP) bid solicitation may request a debriefing from the College following the announcement of the apparently successful vendor. Discussion will be limited to the following:

- 1.1 Evaluation and scoring of the vendor's response;
- 1.2 Critique of the vendor's response based on the evaluation, and
- 1.3 Review of the vendor's final score in comparison with other final scores without identifying the other firms.

Comparisons between responses or evaluations of the other responses will not be allowed.

The request for a debriefing conference must be received by the Purchasing Agent **within three business days** (the first day being the announcement email or fax date) of the announcement of the "apparently successful vendor." Debriefing conferences may be conducted in person or virtual and will be scheduled for a maximum of one hour.

2. VENDOR PROTEST PROCEDURE

2.1 Respondents to any RFQ/IFB/RFP bid solicitation protesting the procurement shall follow the procedures described below:

- 2.1.1 The College will not consider protests which do not follow these procedures.
- 2.1.2 These protest procedures constitute the sole administrative remedy available to respondents under the RFQ/IFB/RFP in question. There is no additional administrative recourse available beyond this remedy.

2.2 These protest procedures are available to vendors who have submitted a response to the College's RFQ/IFB/RFP solicitation and have requested a debriefing conference. Protests must be made to the College's Purchasing Agent after the announcement of the apparently successful vendor. Vendor protests shall be received, in writing, by the Purchasing Agent **within five business days** after the vendor debriefing conference.

2.3 A vendor protest must challenge the award of the contract resulting from the RFQ/IFB/RFP and must be based on one or more of the following grounds:

- 2.3.1 Errors were made in computing the score.

2.3.2 The evaluator failed to follow procedures established in the RFQ/IFB/RFP, College policy, or applicable state or federal laws or regulations.

2.3.3 Bias, discrimination or conflict of interest on the part of the evaluator.

Protests not based on these criteria will not be considered.

2.4 Vendors making a protest shall include in their written protest to the College all facts and arguments upon which the vendor relies. The vendor shall, at a minimum, provide:

2.4.1 Information about the protesting vendor; name of firm, mailing address, phone number, and name of individual responsible for submission of the protest.

2.4.2 Information about the acquisition (RFQ/IFB/RFP title and reference number).

2.4.3 Specific and complete statement of the action(s) being protested.

2.4.4 Specific reference to the grounds for the protest.

2.4.5 Description of the relief or corrective action requested.

2.5 The College will accept only written protests originating from the protesting party or an authorized agent. Email transmission is acceptable. Address all protests to:

Gladys Matson, Purchasing Agent
Renton Technical College
3000 N.E. Fourth Street
Renton, WA 98056-4123

Email: purchasing@rtc.edu

2.6 College Review Process:

The College will perform an objective review of the protest by individuals not involved in the acquisition process being protested. The review shall be based on the written protest material submitted by the vendor and all other facts known to the College.

The College will render a written decision to the vendor within five business days after receipt of the vendor protest, unless more time is needed. The protesting vendor shall be notified if additional time is necessary.

2.7 The final determination shall:

2.7.1 Find the protest lacking in merit and uphold the evaluator's action; or

2.7.2 Find only technical or harmless errors in the evaluator's acquisition process conduct, determine the College to be in substantial compliance, and reject the protest; or

- 2.7.3 Find merit in the protest and provide the College options which may include:
 - 2.7.3.1 Correct its errors and reevaluate all proposals, and/or
 - 2.7.3.2 Reissue the vendor solicitation document; or
- 2.7.4 Make other findings and determine other courses of action as appropriate.

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