

PURCHASING BUREAU, PURCHASING AND CONTRACT DIVISIONS PROTEST PROCEDURE:

PROTEST PROCEDURE: The following procedure must be followed for all protests of formal bids (BID), written quotations, Requests for Proposals (RFP), and Requests for Letters of Interest (RLI) (collectively hereinafter referred to as "Formal Solicitation"):

- A. To be considered, protests concerning the solicitation of award must be submitted in writing with the Purchasing Division Manager or Contract Division Manager as referenced in the Formal Solicitation (hereinafter referred to as "Division Manager"), and may only be filed by bidders or Proposers who are not recommended for award of a contract and alleges a failure by the Broward Sheriff's Office (BSO) to follow its processes or any applicable law.
- B. The protest of quotation terms, process, conditions or specifications must be received by the Division Manager within five (5) days after the posting date of the RLI, RFP, BID or quotation on the Broward Sheriff's Office on-line sourcing website. The protest of an award must be received by the Division Manager within five (5) days after a Notice of Intent to Award is posted on the Broward Sheriff's Office on-line sourcing website. The date the letter of protest is received in the Purchasing Bureau shall constitute the date of delivery.
- C. The calculation of days shall exclude Saturdays, Sundays, and holidays observed by BSO.
- D. The written protest shall state with particularity the specific facts and law upon which the protest of the proposed award is based, and shall include all pertinent documents and evidence.
- E. A written protest may not challenge the relative weight of evaluation criteria or a formula for assigning points.
- F. The protest will be reviewed by a Protest Committee comprised of the Purchasing Division Manager or Contract Division Manager, user department liaison, and Office of General Counsel. The Protest Committee will meet with the Purchasing Bureau Director to discuss a resolution.
- G. Written responses, if any, to the protestor will be prepared by The Office of General Counsel.
- H. The Broward Sheriff's Office consideration of a timely written protest does not necessarily stay the award process, as may be in the best interest of the Broward Sheriff's Office.
- I. Failure of a party to submit timely a written protest to the Division Manager within the time provided in this Procedure shall constitute a waiver of such party's right to protest pursuant to this Procedure.