

BID PROTEST POLICY & PROCEDURE

- A. Protests regarding the bid award must be submitted in writing and received by the Headmaster not more than fourteen (14) days after the bid award notification is issued.
- B. Any protest must specify:
 - 1. the factual basis for the bid protest;
 - 2. an itemization of all procedural and substantive objections to the bid award;
 - 3. all documentary evidence supporting the bid protest.
- C. Protests shall be limited to irregularities in the bid or evaluation process and may not seek re-evaluation of the subjective or objective evaluations used to award the bid.
- D. The Headmaster shall review the timely protest and issue a written determination to the protester. The Headmaster may meet with the bid protester at his/her discretion to discuss the protest. The decision on the bid protest is final and not subject to additional internal review.
- E. Notice of any protest and all decision will be provided to the bid recipient and all other bidding parties.
- F. If a bid protest is granted, the Headmaster shall notify the bid recipient and all bidders in writing of the decision and of further action to be taken in conjunction with the bid input from the Federal and/or State agencies involved.
- G. An appeal to involved Federal or State agencies may only be commenced following exhaustion of the internal appeal mechanism as set forth above. The criteria for an appeal shall be limited to the criteria specified in 2005 CFR Title 7, Volume 15, Chapter XXX, Part 3016.36(b)(12):
 - 1. violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities); or
 - 2. violations of the Marshall Academy protest procedures for failure to review a complaint or protest.