

PROTEST PROCEDURE – CITY OF CEDAR RAPIDS

A. Right to Protest

Any prospective bidder or proposer may protest the provisions of a Request for Bid (RFB) or Request for Proposal (RFP).

B. Filing a Protest

A written protest shall be considered filed, for purposes of this procedure, when all related items are actually delivered to and received by the Purchasing Services Division. All protests shall be directed to the Purchasing Manager and shall include the following information:

1. Name, address, phone number and email address of the protester
2. The RFB or RFP number and project title
3. A detailed statement of the basis for the protest
4. Supporting evidence or documents to substantiate all concerns

C. Protest of Specifications **Prior** to Bid/Proposal Opening

Any prospective bidder or proposer who wishes to protest in connection with the solicitation of a bid or proposal may protest on the grounds of irregularities in specifications or bid/proposal procedure.

For protests related to specifications or bid/proposal procedures, a formal written protest must be filed no later than 72 hours (excluding holidays and weekends) prior to the scheduled bid/proposal opening date and time.

D. Protest of Recommended Award **After** Bid/Proposal Opening

Any bidder or proposer, who wishes to protest in connection with the evaluation of the bid or proposal or the staff recommendation regarding award of a contract, provided that such bidder or proposer would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.

For protests related to the evaluation of bids or proposals or staff recommendation of award of a contract, a written Notice of Intent to Protest must be filed within 72 hours (excluding holidays and weekends) after posting of the bid tabulation or proposal evaluation summary on the City's website at <http://www.cedar-rapids.org/doing-business/bid-proposals/Pages/default.aspx> . A written protest must be filed no later than 5:00 pm on the third (3rd) business day following the date on which the written Notice of Intent to Protest was filed.

E. Responding to a Bid/Proposal Protest

The Purchasing Manager or designee shall investigate the concerns, discuss the protest with the department director, and respond in writing to the protest within five (5) business days.

In the event a protest is filed in accordance with the bid protest procedures herein, and if warranted by the information presented, the Purchasing Manager or designee may suspend the procurement at his or her discretion.