

# STANDARD ADMINISTRATIVE PROCEDURE

## 25.07.03.M1.01 Vendor Protest Procedures

*Approved July 18, 1997*

*Revised January 7, 2002*

*Revised May 22, 2007*

*Revised June 15, 2009*

*Next Scheduled Review: October 31, 2014*

---

### Standard Administrative Procedure Statement

---

This Standard Administrative Procedure (SAP) details the steps necessary for a vendor to challenge a purchase award or dispute an action taken by Procurement Services.

---

### Official Procedure/Responsibilities/Process

---

#### 1. PROCEDURES

- 1.1 Any vendor wishing to challenge a purchase award or dispute an action taken by the Department of Procurement Services, must submit a written request to the Associate Director, Department of Procurement Services, Texas A&M University, P.O. Box 30013, College Station, TX 77842-3013, outlining the issues in need of review.

In the event any actual or potential bidder, offeror or proposer feels they have been aggrieved in connection with a solicitation, evaluation or award of an agreement, the aggrieved vendor must submit a written protest to the Associate Director within 10 working days of such occurrence. A formal letter of protest must contain the following:

- 1.1.1 Identification of the action/transaction alleged to have caused the protest (i.e., IFB, RFP, P.O., etc.)
  - 1.1.2 The identification of the statutory or regulatory provision(s) the action taken is alleged to have violated;
  - 1.1.3 A detailed statement of all relevant facts surrounding the actions taken and the alleged violations of such actions; and
  - 1.1.4 An identification of the issue(s) to be resolved.
- 1.2 The Associate Director will review the stated issues to be resolved and provide a written assessment and explanation of the decision to the vendor making the request. In the event that the Associate Director's review discovers any significant deviation

from the rules, the Associate Director has the authority to settle and resolve the dispute.

- 1.3 A vendor may appeal the decision, within three working days, to the Executive Director of Procurement Services. The Executive Director will render a decision within 10 days of the appeal.
- 1.4 If the vendor does not agree with the decision of the Executive Director of Procurement Services, the vendor may appeal to the Associate Vice President for Finance, whose decision will be final.

---

**Contact Office**

---

OFFICE OF RESPONSIBILITY: [Procurement Services](#) (979) 845-4570 ext. 246