

Agency Name

Transit Policies and Procedures

Subject	Procurement Protest Policy
Section	Financial
Effective Date	
Approved By	
Approval Date	

Purpose

Establish a procedure and deadlines for procurement protests.

Definitions

Pre-bid Protest: A protest received prior to the proposal due date or bid opening.

Pre-award Protest: A protest received after proposals or bids have been received but before a contract is awarded.

Post-award Protest: A protest received after a contract is awarded.

Procedure

Prepare a written procedure for potential bidders or contractors to follow when submitting a procurement protest. All pre-bid, pre-award, and post-award protests must be in writing and include the name of the protester, the contract number or description, and a statement explaining the reason for the protest. All protests must be submitted to the Transit Director. Deadlines for protests are as follows:

- A pre-bid protest must be filed no later than twenty-four hours before the bid opening.
- A pre-award protest must be filed within two business days after the bid opening.
- A post-award protest must be filed within seven business days after the contract award.

The Transit Director must respond to each protest in writing within seven business days after receiving the protest. The response must address each issue raised in the protest. The Transit Director shall send a copy of the response to the Agency's Governing Board.

If they are dissatisfied with the Transit Director's response, bidders and contractors may appeal to the Alabama Department of Transportation, Local Transportation Bureau, Transit Program.

Responsibilities

The Transit Director is responsible for informing potential bidders and contractors of the procedure and deadlines for procurement protests. The Transit Director is also responsible for responding to each protest and forwarding the response to the Governing Board.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.