

**ADMINISTRATIVE PROCEDURES**

|  |  |
| --- | --- |
| **40.07 Vendor Protests**  | **Revised: October 10, 2019** |

1. REQUEST FOR REVIEW

1.1. A vendor wishing to challenge a purchase award made by the Texas A&M Forest Service Purchasing Department must make a written request to the Purchasing Department Head to review the transaction. The request for review must be made within three working days of the notification of award and must clearly state the basis for the request.

1.2. The Purchasing Department Head reviews the award with the buyer and provides a written explanation of the decision to the vendor making the request. If the Purchasing Department Head's review discovers any significant deviation from the rules, the award may be changed at the discretion of the Purchasing Department Head.

1. APPEALS

2.1. If a vendor is not satisfied with the decision of the Purchasing Department Head, he or she may make a written request to the Associate Director for Finance and Administration (ADFA) to appeal the decision. The appeal request must be made within three working days of notification of the Purchasing Department Head’s decision and must clearly state the basis for the appeal. The ADFA reviews all information pertinent to the protest and renders a decision. The vendor is notified in writing.

2.2. If the vendor does not agree with the decision of the ADFA, the vendor may make a written request to appeal the decision to the Director. The appeal request must be made within three working days of notification of the ADFA’s decision and must clearly state the basis for the appeal. The Director reviews the matter and renders a decision, which is final.

CONTACT: Purchasing Department Head, 979/458-7380