



## **Supplier Protests, Disputes, and Resolutions**

Protests and disputes concerning procurement and contracting procedures at Texas State Technical College (TSTC) are governed by Texas Government Code 2155.076.

### **A. General**

Any actual or prospective bidder, offeror, or proposer who is aggrieved in connection with the solicitation, evaluation, or award of a contract by TSTC may file a formal protest with the Executive Director of Contract Administration (Executive Director).

#### **Address the letter to:**

Texas State Technical College  
Attn: Executive Director of Contract Administration  
1200 Greenway Drive  
Waco, TX 76705

### **B. Procedure**

#### (1) Submission and Review of Protest

In the case of a protest of a contract award, a supplier may write a letter of protest. The letter must be received by the Executive Director within ten (10) business days of the event and must include:

- a specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated.
- a specific description of each act alleged to have violated the statutory or regulatory provision(s).
- a precise statement of the facts relevant to the dispute or protest.
- an identification of the issue(s) to be resolved.
- arguments and authorities in support of the protest.

The Executive Director:

- has the authority to settle and resolve the dispute concerning the solicitation or award of a contract.
- will review the letter and respond within ten (10) business days.

Provided the protest or dispute letter is received within ten (10) business days of the occurrence, TSTC will not proceed with the solicitation or the award of the contract unless

TSTC makes a written determination that the award of the contract without delay is necessary to protect the best interests of TSTC.

## (2) Appeal of the Protest Determination

If a supplier wants to appeal a protest determination made by the Executive Director, the supplier may write a letter to the Executive Vice President of Procurement and Travel Services (Executive Vice President). The letter must be received by the Executive Vice President no later than ten (10) business days after the date of the protest determination.

### **Address the letter to:**

Texas State Technical College  
Attn: Executive Vice President of Procurement and Travel Services  
Texas State Technical College  
1200 Greenway Drive  
Waco, TX 76705

The appeal shall be limited to review of the determination made by the Executive Director. A protest or appeal that is not filed within ten (10) business days will not be considered unless good cause for delay is shown or it is determined that a protest or appeal raises issues significant to TSTC's procurement practices or procedures.

The Executive Vice President will issue a written decision for protest determination appeals within ten (10) business days and that decision will be final.