

## **VENDOR PROTEST AND GRIEVANCE PROCEDURE**

### **SECTION I: COMPLIANCE**

As a public institution, it is the intent of the Board of Trustees of the Jackson Public School District to constantly remain in compliance with all state purchasing statutes, federal regulations as applicable and established board policies regarding the competitive bid process and to be fair to all participating vendors while adhering to the written specifications. It shall be the exclusive right of the Jackson Public School District to determine which is the "lowest and best" bid offered, price and all other factors being considered. It is the policy of the Jackson Public School District to insure that all written specifications are structured in such a manner so as to enhance competitive bidding and that the award of all bids is done fairly and honestly, in good faith, and in the interest of the taxpaying public.

regarding the solicitation of bids and public purchases by the school district.

### **SECTION II: PROTEST PROCEDURE**

The protest procedure to be followed by the Jackson Public School District for any vendor desiring to register a protest shall be as follows, in the sequence described:

1. Vendor shall submit a formal letter of protest to the Director of Internal Services with a copy being forwarded to the Superintendent of Schools and Schools and the Deputy Superintendent for Operations, explaining in detail the exact nature and reason(s) for the protest. The letter shall indicate precisely which item(s) on the bid and/or decisions made relative to the bid are being challenged, stating the protest reason for each.
2. The letter shall state the Bid Number, Bid Title, Bid Opening Date and Item Number(s) involved in the protest and shall be signed by the Vendor representative which signed the bid proposal documents.
3. No verbal protest shall be acknowledged by Jackson Public School District and only written protest presented by the vendor in the manner prescribed herein shall be considered.

