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- I. Purpose                      To provide guidelines in preparation of document packets for informal "Bid" protests.
- II. Scope                      These guidelines apply to all informal "Bid" protests.
- III. Responsibility
- A.    In the event of an informal "bid" protest, the Purchasing Supervisor/Agent whose " bid" project is being protested shall assure preparation of document packets relative to the protest subject.
- B.    Such document packets shall include, but not necessarily limited to, the following items:
- Agenda for the Informal Hearing
  - Protest letter from the aggrieved party
  - Copy of the solicitation
  - Minutes of Committee meetings in which recommendation for award discussions were held
  - Tab Sheets of the bids received
  - Other backup as necessary:
    - < Copies of bids (or sections of bids) in question
    - < Copies of other related data  
(i.e. spec. sheets from bidders, criteria for award and other authority from the Purchasing Ordinance, etc.)
- C.    Such packets shall be provided to the Purchasing Manager and to the Assistant County Attorney in a prompt manner to assure sufficient review opportunity prior to the Informal Protest Hearing.