

FANNIN COUNTY PROTESTS PROCEDURES

1. RIGHT TO PROTEST

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract shall seek resolution with the Purchasing Agent unless the solicitation provides other avenues of appeal. If the aggrieved person does not perceive there to be satisfactory resolution, then a written appeal may be submitted to the Fannin County Commissioners' Court, whose decision will be final. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

2. STAY OF PROCUREMENT DURING PROTESTS

In the event of a timely protest under **Right to Protest**, the County shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Commissioners' Court makes a determination, in writing, that the award of a contract without delay is necessary to protect the substantial interests of the County of Fannin.

3. A FORMAL PROTEST SHALL CONTAIN

- a) A specific identification of the statutory or regulatory provision that the action complained of is alleged to have violated;
- b) A precise statement of the relevant facts;
- c) An identification of the issue or issues to be resolved;
- d) Argument and authorities in support of the protest;
- e) An affidavit that the contents of the protest are true and accurate.

Failure to include all of Items (1) through (5) above will result in a protest being incomplete and it will be rejected.