BID PROTEST

Filing of Protest

A. A bidder or offeror, a prospective bidder or offeror, or a prospective contractor, that is aggrieved in connection with the solicitation or award of a contract under the Commonwealth Procurement Code, except as provided in 62.C.S.S 521 (relating to cancellation of invitation for bids or requests for proposals) may protest to the head of the purchasing agency in writing. Protests should be filed with the Office of the Chancellor, State System of Higher Education, 2986 North Second Street, Harrisburg, Pennsylvania 17110. A copy of the protest shall also be simultaneously mailed to the Office of the President of the university that issued the bid solicitation.

B. If the protestant is a bidder or offeror or prospective contractor, the protest shall be filed with the Office of the Chancellor at the aforementioned address within seven (7) days after the aggrieved bidder or offeror or prospective contractor knew or should have known of the facts giving rise to the protest. In no event may a protest be filed later than seven (7) days after the date of the contract was awarded.

C. If the protestant is a prospective bidder or offeror, a protest shall be filed with the Office of the Chancellor at the aforementioned address prior to the bid opening time or the proposal receipt date.

D. If a bidder or offeror, a prospective bidder or offeror, or a prospective contractor fails to file a protest, or files an untimely protest, the bidder or offeror, the prospective bidder or offeror, or the prospective contractor shall be deemed to have waived its right to protest the solicitation or award of the contract in any forum. The State System of Higher Education shall disregard protests that are untimely filed.

E. A protest shall state all grounds upon which the protestant asserts the solicitation or award of the contract was improper. The protestant may submit with the protest any documents or information it deems relevant to the protest.

Address protests to: Judith R. Laughlin, Director of Purchasing, California University of PA, 250 University Avenue, California, PA 15419-1394