

	<b>OPERATING POLICIES &amp; PROCEDURES</b> <i>City of Concord, NH</i> <b>DEPARTMENT OF FINANCE</b>		
	<i>Title</i> <b>Contract Award Protest Policy and Procedure</b>		
<i>Major Classification</i> <b>PURCHASING – PURCHASING MANAGER</b>			
<i>Original Effective Date</i> February 6, 2015	<i>Revision – No. &amp; Date</i> Rev No. 1 - August 8, 2019	<i>Procedure No.</i>	<i>Page</i> Page 1 of 2

## **I. PURPOSE**

The purpose of this policy is to ensure that a procedure is in place for vendors to challenge the City's decision to award a contract resulting from a competitive solicitation.

## **II. POLICY**

The City of Concord's Purchasing Manager, or designee, will issue a Notice of Award for each competitive solicitation. Every vendor who submitted a bid/proposal/quotation for a specific competitive solicitation shall be notified in writing of the City's contract award.

Any vendor may challenge the City's decision to award a contract as long as the vendor making the challenge:

1. Submitted a bid/proposal/quotation for the contract being awarded;
2. Provides the challenge to the Purchasing Manager, in writing, by the close of business (5:00 pm EST), within seven (7) calendar days after the City's issuance of the Notice of Award;
3. States the grounds for the protest and includes all factual and legal documentation to establish the merits of the protest; and
4. Claims to be the rightful awardee.

The Purchasing Manager will forward the challenge to the Deputy City Manager of Finance, who will appoint a Board of Appeals, with a minimum of three members.

The Board of Appeals will review the challenge and issue a written decision within thirty (30) calendar days after the protest filing. No evidentiary hearing or oral argument shall be provided, except, in the sole discretion of the Board of Appeals. The Board of Appeals' decision shall be final and binding on all Respondents.

## **III. AUTHORITY/REFERENCES**

Code of Ordinances, Chapter 31-1-2(b) (5) and Chapter 30-2-1(c).

## **IV. FORMS**

N/A



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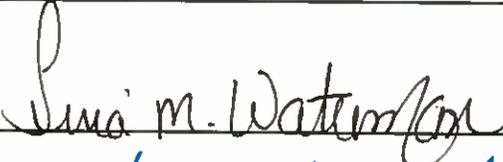
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**V. SIGNATURES**

	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Approved By:</b> Tina Waterman	Purchasing Manager		8.8.19
<b>Approved By:</b> Thomas J. Aspell, Jr.	City Manager		8.8.19