



EL PASO COUNTY PURCHASING DEPARTMENT
500 EAST SAN ANTONIO, ROOM 500
EL PASO, TEXAS 79901
(915) 546-2048
FAX: (915) 546-8180

Protest Procedure:

The protest shall be submitted in writing during the bid process or when the aggrieved vendor knows or should have known of the factors giving rise to the bid protest, or within 5 business days after award.

The written formal protest must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the purchasing staff member or department is alleged to have violated.
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above.
- A precise statement of the relevant facts that include time lines and all involved parties.
- An identification of the issue or issues that need to be resolved that support the protest.

The assigned purchasing staff member shall:

- Contact the requesting department and inform them of the vendor protest.
- Gather information and prepare documentation for the Purchasing Agent outlining the solicitation, evaluation and award of the bid/proposal.
- A decision shall be made by the Purchasing Agent to contact the County Attorney concerning the protest.
- Inform the requesting department on the progress and/or outcome of the vendor protest.

If the protest is not resolved by mutual agreement, the Purchasing Department shall promptly issue a decision in writing. The decision shall consist of the following:

- State the reasons for the action taken and send to the aggrieved vendor.

A copy of the decision shall be mailed or otherwise furnished immediately to the vendor and any other party intervening.

A decision shall be final and conclusive, unless fraudulent or Purchasing is directed by a Court decision.

All vendor protest documentation shall be filed with Purchasing in the bid file for reference.