

SOUTH SOUND 911  
REQUESTS FOR BIDS AND PROPOSALS

PROTEST PROCEDURES

Bidders and respondents submitting a protest to a request for bids or a request for proposals shall follow the procedures described herein. All protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to the bidder/respondent under this procurement.

All protests shall be in writing and signed by the protesting party or an authorized agent. The protest shall state all facts and arguments on which the protesting party is relying. All protests shall be addressed to the South Sound Executive Director.

South Sound 911  
Executive Director  
955 Tacoma Ave S., Suite 202  
Tacoma, WA 98402

**Only protests stipulating an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document shall be considered. Protests not based on procedural matters will not be considered.**

In the event a protest may affect the interest of any other bidder/respondent, such bidder/respondent(s) will be given an opportunity to submit their views and any relevant information on the protest to the South Sound 911 Executive Director.

Upon receipt of a protest, a protest review will be held by the South Sound 911 Executive Director to review the procurement process utilized. This is not a review of responses submitted or the evaluation scores received. The review is to ensure that procedures described in the procurement document were followed, all requirements were met, and all Respondents were treated equally and fairly.

Protests shall not be accepted prior to notification of selected Respondent(s). Protests shall be received within two (2) business days from the date of the notification. The South Sound 911 Executive Director or his/her delegate will then consider all the information available to him/her and render a written decision within five (5) business days of receipt of the protest, unless additional time is required. If additional time is required, the protesting party will be notified of the delay. No contracts will be entered into until such written decision is issued.