

Purchasing Department Bidders Protest Procedures

The University of Houston shall award to the contractor offering the most advantageous proposition to the institution.

The University of Houston conducts its procurement activities in accordance with all relevant government statutes and regulations, and in a manner that protects the interests of the university.

Purchasing is responsible for awarding contracts fairly. Vendors responding as bidders to either single-item purchase or term contracts may elect to file formal protest proceedings in the award of any contract that exceeds \$5,000 within five (5) business days of award. Purchasing must justify its actions in the award.

Following the award of a bid, a vendor who has responded to an Invitation to Bid or Competitive Sealed Proposal, but is not awarded, has the right to protest. The buyer who made the award will attempt to justify, to the satisfaction of the vendor within five (5) business days, the reasons and justification for the award. If the vendor is not satisfied with the buyer's explanation and the award in question exceeds \$5,000; the vendor may elect to file a formal protest.

The protest will be initially adjudicated by Purchasing. If the Purchasing decision is unacceptable to the vendor, the protest may be filed successfully with the Executive Director for Procurement and Campus Services; the Associate Vice President for Administration; and finally with the Vice President for Administration and Finance.