

## **Lewisville Independent School District Procedure for Protests**

- Right to Protest: Any bidder/offeror, who is aggrieved in connection with a procurement, may protest to the Executive Director of Purchasing or his designee. The protest shall be submitted in writing within fifteen calendar days after the facts or occurrences giving rise thereto.
- Procurements after Protest: In the event of a timely protest, the purchasing office shall not proceed further with the procurement unless the Executive Director of Purchasing or his designee makes a determination that the award of the contract is necessary to protect substantial interests of the district.
- Authority to Resolve Protests: The Executive Director of Purchasing or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved bidder/offeror concerning a procurement.
- Protest Determination: The Executive Director of Purchasing or his designee shall promptly issue a determination relating to the protest. The determination shall:  
  
state the reasons for the action taken; and inform the protester of the right to appeal the determination to the Board of Trustees filed within 10 days.
- Notice of Determination: A copy of the determination issued shall immediately be mailed to the protester and other bidders or offerors involved in the procurement.