

Information

Bid Protest

Number

PUR 25 00

Applicability

This policy applies to University Administrators Faculty and Staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer

Service Complex, University of Louisville

Louisville, KY 40292

502-852-8223

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History

Original Date: Unknown

Revision Date(s): November 20, 2023

Reviewed Date(s): February 14, 2020; November 20, 2023

Categories

Statement:

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract by the University of Louisville, may file a protest with the VP for Finance and Chief Financial Officer and/or designee within two calendar weeks after such aggrieved person knew or should have known the facts giving rise thereto.

Related Information:

An up to date posting of current awards can be found at Awarded Bids and Requests for Proposals.

Reasoning:

KRS 45A.285; KRS 164A.555 to 164A.630

Responsibilities:

Bidder may file Protest via Certified Mail with the VP for Finance and Chief Financial Officer and/or designee within two calendar weeks after such aggrieved person knows or should have known the facts giving rise thereto. All protests must be in writing and must use the phrase "Bid Protest" in the letter. The VP for Finance and Chief Financial Officer and/or designee shall review all facts presented and render a determination in writing promptly to the aggrieved person.

The aggrieved person may appeal the determination in writing via Certified Mail within four calendar days to the VP for Finance and Chief Financial Officer who shall promptly issue a ruling in writing. A copy of such appeal must also be sent via certified mail to the VP for Finance and Chief Financial Officer and/or designee. The ruling of the VP for Finance and Chief Financial Officer shall be the final action on behalf of the University. Copies of the bid protest procedure are available on request from the University of Louisville, Department of Procurement Services.