

STANDARD PROTEST/GRIEVANCE PROCEDURES FOR SERVICES USED BY STATE PURCHASING

This standard policy is used for service purchases processed by the AS Materiel Division State Purchasing Bureau.

If a service is bid directly by an agency, the Director of that agency is responsible for handling protests. All protests/grievances are to be forwarded to that Director.

Administrative procedures if processed through the AS State Purchasing Bureau for filing grievances/protests, by a vendor, relating to an award are as follows:

1. Within ten (10) calendar days of the intent to award decision is issued, grievances/protests are to be expressed in writing to the Materiel Division Administrator, Administrative Services, P.O. Box 94847, Lincoln, NE 68509-4847. The letter should state the bid number and specific issues that are to be addressed.
2. A response will be made by the Materiel Division Administrator.
3. * If the response from the Materiel Division Administrator has not satisfied the grievance of the vendor, a protest letter is to be sent to the Director of Administrative Services, Room 1315, State Capitol, P.O. Box 94664. Lincoln, NE 68509-4664.
4. A meeting will be scheduled with the vendor, the ordering agency (optional), the Materiel Division Administrator, and the Director of Administrative Services to discuss the issues.
5. A written response of the final decision by the Director of Administrative Services will be sent to the vendor.
6. * Step 3 may be eliminated if the vendor opts to grieve simultaneously to both the Materiel Division Administrator and the Director of Administrative Services.