

NEBRASKA DEPARTMENT OF ADMINISTRATIVE SERVICES MATERIEL DIVISION - STATE PURCHASING BUREAU

STANDARD PROTEST/GRIEVANCE PROCEDURES FOR VENDORS

This policy is used to protest a commodity or service contract awarded through AS Materiel Division-State Purchasing Bureau. If a contract is bid directly through an agency, the Director of that agency is responsible for handling protests. All protests/grievances are to be forwarded to the Director of that agency.

Grievances/Protests are only accepted from vendors who have submitted a timely bid response in connection with the award in question. Administrative procedures, if processed through the AS State Purchasing Bureau, for grievances/protests are as follows:

1. Grievances/protests must be expressed in writing, directed to: Materiel Division Administrator, Administrative Services, 1526 K Street, Suite 130, Lincoln, NE 68508 and shall: (1) reference the bid number; (2) include specific issues that are disputed; and (3) provide a point of contact and mailing address to which a response can be sent. All grievances/protests must be received within ten (10) business days of the posting of the intent to award, in order to be considered a valid grievance/protest.
2. A response will be made in writing to the point of contact provided in the grievance/protest by the Materiel Division Administrator, generally within ten (10) business days of receipt of the grievance/protest by the Materiel Division Administrator.
3. **If the response from the Materiel Division Administrator has not satisfied the grievance**, the vendor may make a written request for a meeting with the Materiel Division Administrator and the Director of Administrative Services, or designee of the Director's choosing, to: Director of Administrative Services, 1526 K Street, Suite 250, Lincoln, NE 68508. Such request shall: (1) reference the bid number; (2) include the specific issues disputed; (3) provide a point of contact and mailing address, and (4) must be received within ten (10) business days of the date of the Materiel Division Administrator's response in order to be considered a valid meeting request.
4. A meeting will be scheduled and held with the vendor, Materiel Division Administrator, and Director of Administrative Services or the Director's designee for the vendor to present their issues.
5. A written final decision will be sent to the vendor, generally within ten (10) business days, unless additional time is necessary to fully examine the issues presented.
6. If desired, a vendor may opt to skip Steps 1 & 2, and grieve simultaneously to the Materiel Division Administrator and the Director of Administrative Services (begin with Step 3 above).