

NEBRASKA LIQUOR CONTROL COMMISSION

STANDARD PROTEST/GRIEVANCE PROCEDURES FOR VENDORS

Grievances/Protests are only accepted from vendors who have submitted a timely bid response in connection with the award in question. Procedures for grievances/protests are as follows:

1. Grievances/protests must be expressed in writing and submitted to the Executive Director at lcc.frontdesk@nebraska.gov and shall: (1) reference the bid number; (2) include specific issues being disputed; and (3) provide a point of contact and email or 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 valid.
2. A response will be made in writing by the Executive Director, generally within ten (10) business days of receipt of the grievance/protest.
3. If the response from the Executive Director has not satisfied the grievance, a written request for a meeting with Executive Director of NLCC, or designee of the Director's choosing, may be submitted to: lcc.frontdesk@nebraska.gov. 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 NLCC Executive Director's response in order to be considered a valid meeting request.
4. A meeting will be scheduled and held with the vendor allowing the vendor to present the issues identified in the grievance/protest.
5. A written final decision will be made in writing, generally within ten (10) business days, unless additional time is necessary to fully examine the issues presented.