



SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP

BID / RFP PROTEST PROCEDURE

A valid protest must come from an actual bidder or proposer for the contract who claims to be the rightful awardee. That is, protest is not valid if filed by a bidder or proposer who cannot show they would be awarded the contract if their protest were accepted.

Protestors shall submit in writing detailing the award being protested and reason(s) for the protest. The following items must be included in the written protest:

- Bid or RFP Number and Title.
- The name and address of the protestor including contact information; e-mail, phone number and fax number.
- Reason for the protest.
- Supporting exhibits, evidence or documents to substantiate any claims.
- A statement requesting the relief of the protestor seeks, and any other information that the protestor deems to be material to the protest.

Protest must be submitted in writing within seven (7) business days after the awarding of related agreement/contract to the School District of Springfield Township Business Office.

Attention Bid Protest / Business Administrator
1901 E. Paper Mill Road, Oreland, PA 19075.

The Business Administrator of the district will respond within ten (10) business days from the receipt of the protest. The response can be written in e-mail format, letter format, or faxed to the protestor directly.

If the protestor is not satisfied with the response in writing to their formal protest then the protestor's only recourse is the Court of Common Pleas.