

Protest Language
For Solicitations

1. Bidders must make full and timely use of any procedures described in this solicitation to resolve any outstanding issue(s) between the bidder and the State before a protest is submitted regarding any issue other than selection of the "successful vendor". The bidder and the State need adequate opportunity to submit questions and discuss the requirements, proposals and counter proposals before the Final Bid is due. Therefore, it is imperative that the bidder notifies the State at the earliest opportunity of their intent to protest. The protest procedure is made available in the event that a bidder cannot reach a fair agreement with the State after exhausting these procedures. In such cases, a protest may be submitted according to the procedure below. Protests regarding any issue other than selection of the "successful vendor" will be heard and resolved by the Deputy Director of the Department of General Services Procurement Division whose decision will be final.
 - a. If a bidder has submitted a bid they believe to be totally responsive to the requirements of the IFB/RFP and to be the bid that should have been selected according to the evaluation procedure and the bidder believes the State has incorrectly selected another bidder for award, the bidder may submit a protest of the selection as described below. Protests regarding selection of the "successful vendor" will be heard and resolved by the State Victim Compensation & Government Claims Board whose decision will be final.
 - b. All protests must be made in writing, signed by an individual authorized, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

Street Address:	Mailing Address:
Deputy Director	Deputy Director
Procurement Division	Procurement Division
707 3 rd Street-2 nd Floor	P.O. Box
West Sacramento, CA 95798	Sacramento, CA

2. All protests to the IFB/RFP or protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the respective times and dates specified in the solicitation for receipt of such protests or the respective date of the Notification of Intent to Award, whichever is later. Certified or registered mail must be used unless delivered in person, in which case the protester should obtain a receipt of delivery.