



## Protest Procedures

### 1. Filing of Protests

An interested party, as defined in the section below, may file a protest with Randolph County regarding the solicitation, evaluation, or award of a contract in accordance with the procedures set forth herein. Such protests must be submitted in writing to the attention of the Purchasing Officer named in the solicitation documents and mailed to the following address:

Randolph County Government  
Attn: Purchasing Officer  
725 McDowell Rd.  
Asheboro, NC 27205

#### With email copy to:

[protest@randolphcountync.gov](mailto:protest@randolphcountync.gov)

### 2. Interested Parties

For purposes of this procedure, "interested parties" shall be defined as follows:

- a. With respect to complaints concerning the terms, conditions, or form of a proposed procurement action, any prospective bidder whose direct economic interest would be affected by the award, or failure to award a contract.
- b. With respect to complaints concerning award decisions, only those actual bidders who have submitted a bid in response to a Randolph County solicitation and who would be eligible for selection as the successful bidder for the award of the contract.

### 3. Requirements

In order for a protest to be considered, the written protest shall contain the following elements, at a minimum:

- a. Name and address of the protestor and name of contract.
- b. The relationship of the protestor to the procurement sufficient to establish that the protest is being filed by an interested party as defined herein.
- c. The specific act or omission being protested.
- d. The basis for the protest.
- e. Any and all documentation supporting the allegations in the protest.
- f. A statement of the specific relief requested.

If the protest fails to comply with any of the preceding requirements, Randolph County reserves the right to refuse to consider the protest.

#### 4. Timing

All protests must adhere to the following deadlines:

Pre-bid Period. Protests concerning the terms, conditions, or proposed form of procurement action must be submitted at least five (5) business days prior to the date established for the opening of bids or receipt of proposals.

Post-Award Period. Protests concerning award decisions, on any ground not based upon the content of the bid or proposal, must be filed with Randolph County within five (5) business days after such aggrieved person knows, or should have known, of the grounds of the protest.

#### 5. Review and Further Appeal Rights

The Purchasing Officer will respond in writing to the protestor within five (5) business days. The Purchasing Officer reserves the right to extend the period in which to respond beyond five (5) business days if the issues presented in the protest so warrant. The response will include a detailed discussion and determination regarding each substantive issue raised in the protest. The Protestor may appeal the Purchasing Officer's decision to the Finance Officer. Any such appeal must be in writing and submitted within five (5) business days of the receipt of the Purchasing Officer's decision. This appeal must be delivered to the Finance Officer in writing and mailed to the following address:

Randolph County Government  
Attn: Finance Officer  
725 McDowell Rd.  
Asheboro, NC 27205

**With email copy to:**

[protest@randolphcountync.gov](mailto:protest@randolphcountync.gov)

The Finance Officer will review the appeal and respond to each substantive issue raised in the appeal. The Finance Officer shall render a decision and send a formal written response to the protestor within five (5) business days. The Finance Officer's response shall be the final decision by Randolph County. The Finance Officer reserves the right to extend the period in which to respond beyond five (5) business days if the issues presented in the protest so warrant.