

November 5, 2013

SELECTION PROTESTS

DOTD may allow a proposer to protest any matter regarding the responsiveness or the short-list/apparent selection of a Consultant under Title 48:293 in accordance with the following provisions:

- a. The protest must be submitted in writing and, specifically set forth the grounds and/or reasons for the protest; and
- b. The written protest must be delivered to the Consultant Contract Services Administrator within 72 hours after notice of the non-responsiveness, the short-list or the selection, excluding Saturdays, Sundays and legal holidays.

If a timely protest is received, the Consultant Contract Services Administrator shall schedule a meeting with the protester and the DOTD Chief Engineer, or designee, within a reasonable period of time to consider the protest. At that time, a proposer may decline the meeting and elect to have the written protest considered.

The DOTD Chief Engineer shall present findings to the Secretary for action on the protest. The Consultant Contract Administrator will advise the proposer of the Secretary's decision prior to the Department's final selection.