**Brentwood Borough School District**

**Bid Protest Procedures for Food Service Management Company**

The following procedures will apply for bid protests submitted by any bidder, person, or entity.

1. The protest must be filed in writing with the Business Manager within 3 business days after the date of the bid opening and shall specify the reasons and facts upon which the protest is based.

2. The District Administration will investigate the basis for the bid protest and analyze the facts.

3. The District Administration will notify the Bidder whose bid is the subject of the bid protest of evidence presented in the bid protest and evidence found as a result of the investigation, and if deemed appropriate, afford the bidder an opportunity to rebut such evidence, and permit the bidder to present evidence that it should be allowed to perform the work.

4. The District Administration will issue a written decision within 15 days following receipt of the bid protest, unless factors beyond the District’s reasonable control present such a resolution, in which event such decision will be issued as expeditiously as circumstances reasonably permit. The decision will state the reasons for the action taken by the District Administration. A copy of the decision will be furnished to the protestor, the bidder whose bid is the subject of the bid protest, and all bidders affected by the decision.

5. If the protestor is not satisfied with the decision of the District Administration, they can submit a written request to the School District Solicitor within 15 days of receiving the decision notification to request a review by the School District Solicitor. The School District Solicitor will then review all documents and make a final determination.

6. Failure to comply with these protest procedures will render a protest waived.