

Eastern Kentucky University Protest Procedures and Processes:

- 1) The Vice President of Financial Affairs, or designee, shall have authority to determine protests and other controversies of actual or prospective bidders or offerors in connection with the solicitation or selection for award of a contract or purchase order.
- 2) Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract may file a protest with the Vice President of Financial Affairs. A protest or notice of other controversy must be filed promptly and in any event within two (2) calendar weeks after such aggrieved person knows or should have known of the facts giving rise thereto. All protests or notices of other controversies must be in writing.
- 3) The Vice President of Financial Affairs shall promptly issue a decision in writing. A copy of that decision shall be mailed or otherwise furnished to the aggrieved party and shall state the reasons for the action taken.
- 4) The decision by the Vice President of Financial Affairs shall be final and conclusive.