

## **Hope Academy of West Michigan**

### **Bid Protest Procedures**

Any action which diminishes open and free competition seriously undermines the integrity of the procurement process and may subject an SFA to proposal protests. SFAs are responsible for properly responding to protests and concerns raised by potential contractors. Disputes arising from the award of this proposal must be submitted in writing to **Leslie Cummings**, the hearing official, no later than three days after the published award. The hearing official will disclose the dispute to MDE. The steps for dispute resolution are as follows:

1. A meeting with the hearing official and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.
3. All interested parties will be notified that they cannot purchase under this procurement until a final decision is rendered.
4. In the event that purchases must be made for school meals before a final decision is rendered, **Hope Academy of West Michigan** will exercise its discretion, in cooperation with the Michigan State Board of Education, Nutrition Programs Division, to make procurements.