

City of Newport Bid Protest Procedures

References:

- (a) **RIGL § 37-2-2 (General provisions)** – Provides guidelines for increased public confidence in purchasing procedures.
- (b) **RIGL § 37-2-15 (Source selection and contract formation)** – Provides the guidelines for determining “Responsible bidder or offeror”.
- (c) **RIGL § 37-2-17 (Method of Source Selection)** – Provides the guidelines for Selection of Award.

Upon receipt of a FORMAL Bid Protest the following procedures apply:

1. Review of submitted packages from **all** parties involved in claim by the Purchasing Officer to determine which points of the claim, if any have “Standing”.
2. Determine if the claim involves any of the following:
 - (a) Procedure (as outlined RIGL)
 - (b) Technical Defect
 - (c) Informality in Bid Response.
3. The right is reserved, as the interest of the City may require, to reject any or all bids, to waive any technical defect or informality in bids received, and to accept or reject any bid or portion thereof.
4. If the determination of the Purchasing Office is an instance that can be waived (procedure 3 above), the Purchasing Officer will do so in writing to all parties involved.
5. If claim is found to have standing, a written assessment of the review is provided by the Purchasing Officer to the City’s Legal Department for review.
6. City’s Legal Department will advise Purchasing office of any recommendations, with documentation to the bid file.
7. Award or Re-bid depending on received recommendations. The Purchasing Officer will inform parties as necessary.