



PROTEST PROCEEDINGS

1. A letter of protest must set forth the specific grounds for the protest which must be fully supported with any evidence, names of witnesses and other relevant information in support of the protest. The protest must also state the specific law, rule, regulation, provision of the RFP or Commission practice which the protester believes was violated.
2. Only a proposer representative whose economic interest would be adversely affected by the failure to award a contract for all or less than the funding requested may submit a written protest of the Notice of Intent to Make an Award.
3. All protests must be in writing and must be mailed or hand delivered to the following address by 4:00 P.M. on the deadline dates set forth below. No postmarked letters will be accepted after the deadline date. Faxed protests, emails or electronic submissions will not be accepted.

Protests will be accepted between **May 31, 2011 up through June 6, 2011.**

Submit to:

**Imperial County Children and Families First Commission
1225 W. Main Street, Suite B
El Centro, CA 92243**

4. Information about the proposal which the protester believes would have resulted in its selection will not be considered if it was not timely submitted with the proposal. This prevents proposers from gaining an unfair advantage over others by not being required to submit such information by the deadline required of all other proposers. A protest which is untimely and/or does not strictly comply with these procedures will be rejected.
5. The Commission reserves the right not to fund or enter into a contract with any proposer pending resolution of a protest. Should the Commission postpone the date contracts will be awarded pursuant to the RFP because of a protest, the Commission shall notify all parties in writing who are on record as having obtained a copy of the solicitation documents that a protest has been filed and the date upon which the Commission will issue its final decision.
6. Date of Determination - The Commission's decision on a protest will be final. Written protests will be decided at a Meeting of the Commission scheduled for Thursday, June 16, 2011 (please check website for location). If a decision cannot be issued within the time period, the protestor will be notified in writing of a time extension.

7. A Spokesperson may represent the protesting entity at the June 16, 2011 Meeting. Only **one** spokesperson may represent the protester. Said spokesperson may orally address the Commission or make any explanation believed necessary for the Commissioners to render their final decision. However, attendance at the meeting by a protesting party is not required. All timely written protests will be decided and a written response provided.
8. Formal action will be taken by the membership on the results of the protests. The motion and the vote will be documented in the minutes of the Commission Meeting. Commissioners with a conflict of interest will not vote unless the rule of necessity applies.
9. Results of the protest will be announced by the Commission at the Meeting and Commission staff will forward the written decision to the entity within five business days. The decision determined by the Commission will be final notwithstanding violation of laws.
10. If additional funds remain after the awards are posted, and the Commission determines in its discretion to award all or a part of these funds, the Commission reserves the right to first consider funding any proposals which were not funded that meet the minimum score requirement, and if funds still remain which the Commission desires to award, then to consider funding any proposals that did not meet the minimum score for consideration. It is not necessary to file a protest in order to receive such consideration.

NOTE: All proposals and evaluations of proposals shall be available for public inspection after May 26, 2011 at the Commission Office (by appointment only).