

22a. AGENDA FOR INFORMAL PROTEST

(ITB), (RFP) (RFQ)
Specification # XX-XX.XX
Date, Time
Conference Room

1. Call the meeting to order and make introductions
2. Open the meeting:
 - a) Acknowledge matter to be heard
 - b) Read protest letter from (FIRM) indicating (FIRM) claim
3. Presentation by (FIRM)
4. Presentation by County
5. Questions by Purchasing Manager
6. Final remarks by (FIRM)
7. Final remarks by County
8. Review and decision by the Purchasing Manager
9. The Purchasing Manager's recommendation will be forwarded to the County Administrator for final approval or disapproval.
10. Review bonding requirements for formal protest