KING COUNTY PROTEST PROCEDURES

A. Form of Protest. In order to be considered, a Protest shall be in writing, addressed to the Manager of the King County Procurement & Payables Section of the Finance & Business Operation Division ("Manager"), and include:

1. The name, address, and phone number of the Bidder or Proposer protesting, or the authorized representative of the Bidder or Proposer;
2. The Invitation For Bid or Invitation To Bid ("IFB" or "ITB") or Request for Proposals ("RFP") Number and Title under which the Protest is submitted;
3. A detailed description of the specific grounds for protest and any supporting documentation. It is the responsibility of the Protesting Bidder/Proposer to supplement its Protest with any subsequently discovered documents prior to the Manager’s decision;
4. The specific ruling or relief requested; and
5. Evidence that all persons with a financial interest in the procurement have been given notice of the Protest or if such persons are unknown, a statement to that effect.

B. Who May Protest.

1. Protests based on specifications. Any prospective Bidder/Proposer
2. Protests following Bid submittal. Any Bidder or Proposer submitting a response to an IFB or ITB or RFP showing a substantial financial interest in the solicitation or award of any Contract.

C. Time to Protest. Protests based on specifications or other terms in the RFP, ITB, or IFB documents which are apparent on the face of said documents must be received by the County no later than ten calendar days prior to the date established for submittal of Bids/Proposals. Protests based on other circumstances must be received by the County within five calendar days after the protesting Bidder/Proposer knows or should have known of the facts and circumstances upon which the Protest is based. In no event shall a Protest be considered if all bids are rejected or after award of the Contract.

D. Determination of Protest. Upon receipt of a timely written Protest, the Manager shall investigate the Protest and shall respond in writing to the Protest prior to the award of contract. Except as provided below, the decision of the Manager shall be final.

1 This version of the Protest Procedures is the version effective at the time of the Wheelchair Accessible Taxi (WAT) Request for Proposals (RFP) publication in December 2018 and applies for the duration of this RFP.
E. **Reconsideration of Manager’s Decision.** A financially interested Bidder may request that a Manager’s adverse decision be reviewed by the Director of the King County Finance and Business Operations Division (“Director”) on a reconsideration basis only. The only justification for reconsideration are (1) new data, relevant to the underlying grounds for protest and unavailable at the time of the Protest to the Manager; or (2) the Manager made an error of law or regulation. The following procedures shall be followed for a reconsideration of the Manager's decision:

1. **Form of Request for Reconsideration.** In order to be considered, a Request for Reconsideration must be filed with the Director in writing and include:
   
   i. Name, address, and telephone number of the person protesting or their authorized representative;
   
   ii. A copy of the written decision of the Manager; and
   
   iii. Justification for a reconsideration by the Director, including all pertinent facts and law on which the Bidder or Proposer is relying.

2. **Time for filing Request for Reconsideration.** The financially interested Bidder or Proposer must file the Request for Reconsideration no later than five calendar days of receiving the Chief Procurement Officer’s decision.

3. **Review of Chief Procurement Officer's Decision.** Upon receipt of a Request for Reconsideration, the Director or his/her designee shall review (1) the information submitted to and reviewed by the Manager and (2) the decision of the Manager and shall thereafter issue a final determination regarding the Request for Reconsideration. No other information will be reviewed unless the basis for the request for reconsideration is new data.

F. **Failure to Comply.** Failure to comply with the procedures set forth herein may render a Protest untimely or inadequate and may result in rejection thereof by the County.