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## *Solicitation Protest Procedures*

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Potential bidders, contractors, or proposers can lodge written protests as a remedy to correct a perceived wrong that may have occurred during the procurement process. If this occurs, JATA will disclose information regarding protests to FTA via memorandum. JATA will rely on the following procedures to resolve disputes in the attempt to avoid further FTA involvement or litigation. All protests lodged by potential or actual bidders, contractors, or proposers must be made in writing and contain the following information:

1. Name, address, and telephone number of the protester.
2. Identification of the solicitation or contract number and title.
3. A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
4. Identification of the issue(s) to be resolved and statement of what relief is requested.
5. Argument and authorities in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to all interested parties in the Invitation for Bid or Request for Proposal process. In the case of RFPs, JATA's procurement officer will direct the protester to mail or deliver the protest to relevant parties.

Mail the protest to: Jackson Area Transportation Authority  
Attn: Procurement Officer  
2350 E. High Street  
Jackson, MI 49203

JATA will respond, in written detail, with counterclaims to each substantive issue raised in the protest. Additionally, JATA will perform the following analysis:

1. Price Analysis or Cost Analysis for each claim.
2. Technical analysis to determine the validity of the claim(s) and develop the appropriate response(s).
3. Legal Analysis to consider all the factors available after the price, cost and technical analyses have been conducted to determine the contractor's, JATA's, and FTA's legal positions.

The Executive Director has the authority to render the final determination regarding the protest. Any determination rendered by JATA will be final. The FTA will only review those Protests that claim: (1) JATA failed to have or follow protest procedures, or that claim JATA failed to review a complaint or protest, or (2) violations of Federal law or regulation.