**Bid Protest Procedures**

If a supplier wishes to protest an award made by Rutgers University Procurement Services, the supplier must communicate in writing and address the protest letter to:

Nimish Patel, Associate Vice President-Procurement, and Chief Procurement Officer  
University Procurement Services

Rutgers, The State University of New Jersey

33 Knightsbridge Road

First Floor, East Wing

Piscataway, New Jersey 08854

The protest letter must be received no later than 5 business days of the award letter being issued. Protests received by Rutgers after this date will be returned to the sender. Failure to timely file the bid protest shall constitute grounds for Rutgers to deny the bid protest without further consideration.

The protest letter must contain the following information:

* Supplier Name and contact information
* RFP # and Title
* Detailed reason for the protest
* Documentation or information to support the supplier’s protest.

The filing of a protest does not hold the contract award in abeyance pending completion of the protest determination unless the Associate Vice President determines that it is in the best interest of Rutgers to stay the contract award pending the determination on the protest.

The Associate Vice President will have 30 business days to review the protest letter and RFP file and make a decision on the protest. The Associate Vice President, at his sole discretion, may request a meeting with the supplier to ascertain additional information about the protest.

The Associate Vice President’s findings will be documented in a Protest Decision Letter and mailed to the supplier. All decisions of the Associate Vice President are final.

Rutgers is not required to meet with a supplier as part of the protest process or after a decision is made.