



Appeal may be filed at any time during the procurement process, but not later than 5 days after Procurement's public notification of bid tabulation and recommendation of award.

MPS BID/RFP Appeals Form

The BID/RFP Appeals Form is to be utilized for protests regarding alleged irregularities or improprieties during the procurement process. All appeals shall be independently reviewed by both the MPS Administration's Chief Financial Officer and the Milwaukee Board of School Directors' Chief Accountability and Efficiency Officer. The independent reviewers will make their recommendation and provide supporting evidence to the Superintendent within 10 days of receiving the request for appeal. The individual filing appeal will be notified via the contact info provided that the independent reviewers have finished their review.

No appeal shall claim that the review committee's recommendation is not a responsive bidder/offeror

The written Appeal **must contain** all of the following:

1. Company/Individual name and Contact information
2. Identification of the RFP (i.e. title, number and/or service description and issue date);
3. The specific evidence for challenging the rejection or intended contract recommendation, including all arguments, materials and/or other documentation that may support the protester's position that the contract recommendation should be revised.
4. The specific basis for Appeal, for example:
 - Using sole source when competition exists
 - Employing unduly restrictive specifications or requirements to favor one vendor
 - Providing information to only some vendors
 - Waiving mandatory requirements for favored vendors
 - Providing incomplete specifications in the bid documents
 - Other reason(s) that can be supported and proved that bidder or offeror was improperly disadvantaged

The Appeal must be filed by or on behalf of either a Bidder or Offeror: A contractor, business entity or individual who is fully capable of meeting the requirements of the solicitation and subsequent contract. The individual filing the appeal must also possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

An Appeal may be **denied** when:

1. The written Appeal does not contain all of the items set forth above;
2. The applicant's appeal is solely based on a disagreement with the Evaluation Committee's exercise of its proper discretion or professional judgment in the evaluation and scoring of a proposal;
3. The applicant's concerns could have been remediated during the RFP process working proactively through the vendor question and answer process
4. The applicant is seeking feedback regarding the perceived strengths and limitations of its proposal;
5. A protest of recommendation is filed after the 5 day protest period from the public notice of bid tabulation and recommendation of award.

Directions

Please fill out the attached form and submit to the Office of Accountability and Efficiency via email or fax.

Email: OAE@milwaukee.k12.wi.us

Fax: (414) 475-8925





MPS BID/RFP Appeals Form

Contact Information:

Company:

Name: _____

Address: _____

Phone: _____

Individual:

Name: _____

E-Mail Address: _____

Phone: _____

RFP/BID Number: _____

Basis of Appeal and evidence:

(Please attach further documentation)

No appeal shall claim that the review committee's recommendation is not a responsive bidder/offoror

I hereby state everything presented in this appeal is honest and factual.

Individual Filing Appeal

By: _____

Date: _____

Comments from Independent Review (to be completed by Independent reviewers):

