



# North Central Regional Planning Commission

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## **NORTH CENTRAL REGIONAL PLANNING COMMISSION (NCRPC) APPEAL PROCESS RELATED TO PROCUREMENT OF GOODS & SERVICES, 2015**

1. A vendor who wants to appeal the award **MUST** send a written appeal to the Executive Director within ten business days after award notice is sent by the NCRPC. The appeal must state the contract name or purchase order number, detailed factual grounds for the objection to the contract/ purchase order award, and any violations of Kansas Homeland Security procurement procedures or any violations of general NCRPC procurement policies that directly apply to the NCRPC solicitation of goods or services that was conducted.
2. Upon receiving the written appeal from the vendor, the Executive Director will forward the appeal to the particular program staff members and the Executive Committee of the NCRPC Board.
3. The Executive Committee will direct the Executive Director to seek legal counsel input on evaluating the alleged violation of Kansas Homeland Security procurement procedures or any violations of general NCRPC procurement policies that directly apply to the NCRPC solicitation of goods or services that was conducted.
4. The Executive Director will forward the results of the evaluation to the Executive Committee and include a recommendation as well as legal and factual support for the recommendation.
5. The Executive Committee will render a decision. For most appeals, the options available to the Executive Committee are:  
  
rescind the original Intent to Award and direct staff to issue the award to a different bidder, rescind the original Intent to Award and direct staff to terminate the procurement, or  
deny the appeal and proceed with implementing the original decision.
6. Following Executive Committee action, a written decision will be sent to the vendor. The vendor is allowed one appeal per procurement contract or process
7. If the vendor withdraws the appeal, the Executive Director will notify the Executive Committee that the matter is adjudicated and no Committee action is required.
8. All communications and documentation will be maintained with the procurement file.