



**REQUEST FOR INFORMATION and
PROCESS APPEALS**

Informal Debrief Meeting: A bidder may request an informal debriefing meeting to seek clarification of the process or specific feedback on their bid submission. Informal debrief meetings do not include review of materials unrelated to the bidder. This process is available to exchange information, including how to improve future bids and help improve future procurement processes.

Formal Appeal: This Form is to be utilized when a bidder of record, from an open procurement believes there have been procedural errors, violation of laws or regulations, or unfair or inequitable treatment in the procurement or selection process. Only official bidders from the procurement may file an appeal. This Form must be completed and submitted to the CEO of PacMtn within in the time specified in the RFP. Forms may be submitted electronically via email to Contracts@pacmtn.org.

Copies: Bidders and the public may also request copies of submitted bids. Copies of bids will not be available until after award and distribution of award information or posting of such information electronically for public review, the bids, quotes, and proposals of all bidders shall be open to public inspection.

Requesting Applicant Organization:	
Procurement Process:	
Contact Person:	
Mailing Address:	
Email:	
Phone:	

- Request For:**
- Copies of Bids**
 - Informal Debrief Meeting**
 - Formal Appeal**
 - Other**

Formal Appeal

Briefly describe the alleged violation that occurred during the RFP review or selection process:

Provide description of evidence that supports your allegations and assertions:

In support of your claim, please indicate what materials you want to review and/or to be reviewed during the Appeal Process:

I attest that the claims made against the PacMtn procurement process are based on information that is factual and accurate to the best of my knowledge.

Signature

Date

You will be contacted within 3 working days in response to the inquiry. This could include notification that the appeal is not merited, requests for clarification of request, providing information, access to copies or scheduling an appeals conference for further discussion.

Date Received: _____ **By:** _____

Final Dispensation: Attach other sheets as necessary.

Pacific Mountain Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.