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## **Bid Dispute Resolution Procedure**

FP2.3.31

Effective Date: July 1, 2012

Cancels: None

Dated: July 1, 2012

Signature/Position: Assistant Vice-President Finance

### 1. Subject

Bid Dispute Resolution

### 2. Purpose

To establish a standard bid dispute resolution process that complies with applicable trade agreements and ensures that any bid dispute is handled in an ethical, fair, reasonable and timely manner.

### 3. Scope

This procedure applies when a supplier wishes to dispute the outcome of a bid process, subsequent to a debriefing process with the Purchasing Services department.

### 4. Responsibility

4.1. Purchasing Services is responsible to maintain and update this procedure.

4.2. All parties involved in the bid dispute process are responsible to follow this procedure.

### 5. Procedure

5.1. The aggrieved party is to file their bid dispute with the Manager of Purchasing Services, by certified mail, within 10 business days of the debriefing meeting.

The aggrieved party's filing should include:

- The name and address of the bidder
- Identification of the contract or bid solicitation being protested
- Detailed and factual statement of the grounds for protest
- Supporting documentation
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Desired relief, action or ruling

- Designated contact during the bid dispute process

5.2. The Manager of Purchasing Services will respond to the aggrieved party with a decision, by certified mail, within 15 business days of receiving the bid dispute notice.

5.3. If a resolution cannot be met, the aggrieved party must contact the Director of Procurement Operations and copy the Manager of Purchasing Services, by certified mail, within 15 business days of receiving the response from the Manager of Purchasing Services.

5.4. The Director of Procurement Operations will respond to the aggrieved party with a decision, by certified mail, within 15 business days of receiving the bid dispute notice.

5.5. If a resolution still cannot be met, the aggrieved party must direct their dispute to the AVP Finance & Services and copying both the Director of Procurement Operations and the Manager of Purchasing Services, by certified mail, within 15 business days of receiving the response from the Director of Procurement Operations.

5.6. The AVP Finance & Services will provide a decision to the aggrieved party, by certified mail, within 15 business days of receiving the bid dispute notice. This decision will be the final outcome of this process.

## 6. Delegation of authority

6.1. During any level of the bid dispute process, if the specified contact is not available, he/she may assign a delegate during the absence.

6.2. If no delegate has been assigned or the assigned delegate is not available at the time of bid dispute request, the process should proceed with the next level of authority according to this procedure.

6.3. If the AVP Finance & Services or the delegate is not available at the time of bid dispute request, VP Finance & Administration will respond with final decision.

## 7. Contact Information

7.1. The following information can be used to contact the individuals listed in the above procedure:

Manager, Purchasing Services  
University of Guelph  
Level 5, University Centre South Tower  
50 Stone Road East  
Guelph, Ontario  
N1G 2W1

Director, Procurement Operations  
University of Guelph  
Level 5, University Centre South Tower  
50 Stone Road East  
Guelph, Ontario  
N1G 2W1

Associate Vice-President, Finance & Services  
University of Guelph  
Level 5, University Centre South Tower



50 Stone Road East  
Guelph, Ontario  
N1G 2W1

7.2. Contact information for above individuals can also be found on the University of Guelph Financial Services website <http://www.uoguelph.ca/finance/> [1].

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**Source URL:** <https://www.uoguelph.ca/finance/bid-dispute-resolution-procedure>

### Links

[1] <https://www.uoguelph.ca/finance>