

**Child Care Resources, Inc.**  
**Bid Protest Procedure**

Any potential, or actual, applicant objecting to the award of a contract may file a protest of the award, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. The protest shall be in writing and shall include all of the following information:
1. The name of the organization, address, e-mail address and telephone number of the entity filing the protest;
  2. The organization and number of the bid or proposal which is the subject of the protest;
  3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  4. A statement as to the form of relief requested; and
  5. Any other information that the entity submitting the protest believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. The protest shall be submitted to the following location;
- Child Care Resources, Inc.  
Attn: Bid Protest Procedure  
5 E. 2<sup>nd</sup> Street  
Richmond, VA 23224
- C. The protest shall be considered it contains all of the information required in Section A and is received at the office identified in Section B in a timely manner based upon the following timeframes:
1. A protest based on allegations of alleged improprieties in the issuance of the solicitation or any other event preceding the closing date for receipt of proposals which are apparent, or should be apparent, shall be received at main office of Child Care Resources prior to the closing date for receipt of proposals.
  2. A protest that relates to the announced intent to award the contract shall be filed no later than 3:00 PM of the seventh (7<sup>th</sup>) calendar day following the issuance of the formal letters sent to all responding applicants regarding the intent to make the award. The date on the letters to responding applicants is the date used to determine if a protest regarding the intent to award has been submitted in a timely manner.
  3. A protest received outside of the timeframes identified in C-1 and C-2 of this section shall be considered an untimely protest and will not be considered except as allowed in C-4.
  4. At the discretion of the Chief Executive Officer, an untimely protest may be considered if it is determined that the protest raises issues that are significant to the procurement process used by Child Care Resources, Inc.

- D. In the event that a timely protest has been filed, the following process will be followed:
1. A contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved unless, in the judgment of the Chief Executive Officer, the delay in the award of the contract would severely impact the business operations of Child Care Resources.
  2. If the award of the contract is delayed, the applicant(s) who would have been awarded the contract shall be notified of the receipt of the protest.
  3. The Chief Executive Officer shall issue written decisions on all timely protests and shall notify any applicant who filed an untimely or incomplete protest as to whether the protest will be considered.