

**Washington Department of Fish and Wildlife  
Procurement Protest Procedure  
June 2021**

Procurement Protest Procedure

RCW 39.26.170 requires WDFW to have a clear and transparent complaint process that allows bidders to submit protests after the announcement of the apparent successful bidder (ASB). The purpose of this process is to allow WDFW to correct evaluation process errors and problems before a contract is executed. After the announcement of the ASB, the WDFW solicitation point of contact must offer a debriefing conference to any bidder upon request. Bidders must request a debriefing conference within three (3) business days after the ASB is announced. In order to submit a protest for a solicitation:

- The bidder must have submitted a response for that solicitation;
- The bidder must have participated in a debriefing conference for that solicitation;
- The protest must be received by the WDFW solicitation point of contact by e-mail or letter within (5) business days after the bidder's debriefing conference; and
- The protest must be in writing and clearly articulate the basis for the protest.

Bidders may submit a protest on the following issues for a solicitation:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the scores; or
- Non-compliance with procedures described in the procurement document or agency protest process.

The WDFW Chief Financial Officer will act as the Protest Officer for as long as he/she has no involvement in the evaluation and award process; if he/she has such involvement the WDFW Deputy Director will select another neutral party to act as Protest Officer. The Protest Officer is responsible for investigating and responding to the protest in writing within 10 business days from receipt of the protest, unless additional time is needed. If additional time is needed the Protest Officer will notify the protesting bidder within 10 business days from receipt of the protest. The Protest Officer's decision regarding a protest is final.

At the time that the protest response is issued, the WDFW Director and Department of Enterprise Service Director will be provided a copy of the original protest and the agency's protest response.

Please contact the WDFW Contracts and Purchasing Manager at (360) 902-2230 for more information.