

**LITTLE ROCK MUNICIPAL AIRPORT COMMISSION  
BID PROTEST POLICY AND PROCEDURE  
SOLICITATION OF GOODS AND SERVICES: PROTESTS**

**PURPOSE:** To establish a policy for the handling of protests regarding the selection of the successful bidder made by any unsuccessful bidder (“respondent”) in any competitive selection process utilized for selection of a person or entity to construct improvements or to provide supplies, materials or services at the Bill and Hillary Clinton National Airport (“Airport”). Specifications for competitive bidding are made available through Bid Documents or Requests for Proposal (RFPs), Requests for Qualifications (RFQs), Invitation for Bid (IFBs), or any other competitive selection process. The type of specification used depends upon the type of commodity or service being procured.

**PROCEDURE:** Any respondent desiring to protest the selection of the successful bidder must file a written protest with the Executive Director within three (3) business days of the earlier of: (i) the event giving rise to the protest or (ii) award being made by the Commission. The formal written protest must include:

- The name and address of the proposed recipient of the bid or proposal (the affected party).
- The name and address of the protestor, and the title or position of the person submitting the bid protest.
- A statement of all reasons that you believe the selection was not consistent with the procedures outlined in the documents giving rise to the selection process.
- A statement indicating the relief to which the protestor deems they are entitled.
- A concise statement of all relevant facts and any applicable legal authority which you contend entitles you to the requested relief.
- All other information of the protest that is material to the issue.

The written protest filed in compliance with this policy will be reviewed and submitted for a formal hearing with a four member panel consisting of the Chair of the Lease Committee, the Executive Director, the Deputy Executive Director, and the Manager-Purchasing. During said hearing, the protestor will be afforded an opportunity to address the panel and present their position. Following the hearing, the panel will review the protest and the Executive Director, or his designee, will make a recommendation to the Commission within seven (7) days of the formal hearing.

The Commission may act upon the recommendation at the next regularly scheduled Commission meeting and the action of the Commission shall be final.