



# East Pennsboro Area School District

Our Vision: *World Class Performers and Productive Citizens*

DISTRICT ADMINISTRATION CENTER

890 Valley Street, Enola, PA 17025-1599, Phone: (717) 732-3601, Fax: (717) 732-8927  
Web Site: [www.epasd.org](http://www.epasd.org)

**Donna M. Dunar Ed.D.**

Superintendent of Schools

## Background

The East Pennsboro Area School District (District) in its course of operation issues request for proposal (RFP) documents for various projects, products, equipment, and services. As a result of the process, a bidder or prospective bidder may feel aggrieved in connection with the process or final award and want to file a protest. The following procedure is to be followed in filing a bid protest.

### I. Who May File a Protest

Any bidder or prospective bidder who is aggrieved in connection with an RFP issued by the District is eligible to submit a bid protest.

### II. Time for Filing

- A. If a protest is submitted by a prospective bidder, then it must be filed within seven calendar days after the prospective bidder knew or should have known of the facts giving rise to the protest, except that in no event may a protest be filed after the bid opening time.
- B. If a protest is submitted by a bidder, then it must be filed within seven calendar days after the bidder knew or should have known of the facts giving rise to the protest, except that in no event may a protest be filed more than seven days after the Board of Directors approves a bid award.
- C. The District will not respond to bid protests that are not in conformance with timelines established in sections II.A and II.B above.

### III. Place and Format for Filing

- A. A bid protest must be filed in writing with the District at the District administration office located at 890 Valley Street, Enola, PA 17025 attention of the Business Administrator and received within the timeline specified in section II. The bid protest can be submitted in person, by mail or delivery service, or sent by e-mail.

- B.** A bid protest must state the grounds upon which the protesting party asserts that the process and/or award were improper and provide all relevant documentation and information. All issues must be raised and documentation/information provided at the time of submission of the bid protest. Additional issues or documentation/information will not be accepted at a later date.

#### **IV. Notice of Bid Protest**

Upon receipt of a bid protest and depending upon the timing during the RFP process, the District will notify known potential bidders or the successful bidder of the bid protest.

#### **V. Stay of Process or Award**

Upon receipt of a bid protest and depending upon the timing during the RFP process, the District will determine if immediate action is required to terminate the RFP process, modify the RFP process to address the specifics of the bid protest, or to stay or cancel a bid award.

#### **VI. Response and Procedure**

Within fifteen calendar days of receipt of the bid protest, the District will provide a written response to the bid protest that addresses the specific claims and states the District's position, actions taken if any, and a final decision

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