

## PROTEST PROCEDURE

### Deadline for Receipt of Protest

The Bidder is solely responsible for ensuring that an award protest is received by the JBE by the applicable due date. The failure of a Bidder to submit a timely award protest constitutes a waiver of the Bidder's right to protest the award.

For solicitations using an RFQ, the deadline for the JBE to receive an award protest should be specified in the RFQ. If no deadline is specified in the RFQ, the award protest must be received by the JBE before the contract is executed. In no event will a JBE consider a protest for a solicitation using an RFQ after the contract has been executed.

For solicitations using an IFB or RFP, the deadline for the JBE to receive an award protest is specified in the table below.

Non-IT Goods	Non-IT Services	IT Goods and Services
The JBE must receive the award protest within <b>24 hours</b> after the JBE posts the intent to award.	The JBE must receive the award protest within <b>five (5) Court Days</b> after the JBE posts the intent to award.	The JBE must receive the award protest within <b>five (5) Court Days</b> after the JBE posts the intent to award.
The Protester will have <b>10 calendar days</b> after the JBE receives the protest to submit all information below to the JBE.	The Protester will have <b>five (5) calendar days</b> after the JBE receives the protest to submit all information below to the JBE.	The Protester will have <b>10 calendar days</b> after the JBE receives the protest to submit all information below to the JBE.

### Required Information for Protest

- Contact information of the Protester or its representative (this must include name, address, and telephone number, and should include e-mail address and fax number);
- The title of the Solicitation Document to which the protest is related;
- The specific alleged error or irrational decision made by the Judicial Branch Entity;
- A detailed description of the specific legal and factual grounds of protest and any supporting documentation; and
- The specific ruling or relief requested.

If an award protest is missing any of this information (by the date the Protester is required to have all such information to the JBE), the award protest may be rejected by the protest hearing officer.

### Submission of Protest

The Protester must send the award protest (and any supporting documentation) to the protest hearing officer or other individual identified in the Solicitation Document to receive protests. The Protester must send these materials by certified mail, registered mail or overnight courier.