

COMPTROLLER OF PUBLIC ACCOUNTS
VENDOR PERFORMANCE REPORT – VENDOR PROTEST

Vendors must complete a vendor protest form to dispute a published vendor performance report (VPR). The protest process will escalate the dispute to the Statewide Procurement Management level to create an investigation. Protests must be filed within ten (10) days of the published report. Vendor Protest for report grades of "A", "B" and "C" will not be accepted and cannot be protested.

To file a vendor protest, email the completed form to vendor.performance@cpa.texas.gov

VENDOR INFORMATION

Vendor Name: _____ **VID# (11 digits):** _____

Purchase Order Number: _____ **Report Grade:** _____

VPR Published Date: _____ **Vendor Contact Name:** _____

Vendor Contact Name Title: _____

Was a vendor response submitted to CPA during the thirty (30) day review cycle? Yes No

Was the VPR posted with the last ten (10) days? Yes No

AGENCY INFORMATION

Agency Name: _____ **Agency Contact Name:** _____

Agency Contact Email Address: _____ **Main/Daily Contact Name:** _____

PROTEST JUSTIFICATION

Vendor protest requested outcome Grade change Corrections to VPR information Both

Provide a written justification for the request of change for the report grade change and/or correction. Justifications should be no longer than the space provided, at no less than ten (10) point font.

Internal Use Only: *Approved* *Denied* *Date:* _____