

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: _____