



# Upper Dauphin Area School District

5668 State Route 209, Lykens, Pennsylvania 17048-8414  
Phone (717) 362-8134 Fax (717) 362-3050



Jared W. Shade  
Superintendent  
717-362-8134  
shadej@udasd.org

Amie Savidge  
Business Manager  
717-362-6547  
savidgea@udasd.org

Brent E. Bell  
Director of Operations  
717-362-6694  
bellb@udasd.org

Heather Haupt  
Director, Special Education  
& Student Services  
717-362-6573  
haupth@udasd.org

Jessica Megonnell  
Elementary School  
Principal  
717-362-4511  
megonnellj@udasd.org

Abbey Walshaw-Wertz  
Middle School Principal  
717-362-8177  
walshawwertza@udasd.org

Robert Miller  
High School Principal  
717-362-8181  
millerr@udasd.org

## **Administrative Regulations - Bid Protest Procedures**

An interested party, an actual or prospective bidder with a direct economic interest in the procurement, may file a protest.

Protests relating to the cancellation of invitations for bids or protests relating to the rejection of all bids are not permitted and will be dismissed.

## **Filing a Protest**

Protests must be in writing and addressed to the Business Manager.

A protest must state all legal and factual grounds to claim that a solicitation or award was improper and should include copies of relevant documents or information.

Protest must include complete contact information: name, address, telephone number, fax number, and email address of the protestor.

Protest must be signed by the protestor or representative.

Protest based on allegations of improprieties in a solicitation must be filed prior to the bid opening if apparent prior to that time or no later than ten (10) days after the prospective bidder knew of the basis of protest.

In all other cases, protest must be filed no later than ten (10) days after the protestor knew or should have known the basis of protest.

## **Resolving a Protest**

Upon receipt of the formal written protest, the Business Manager will contact the School Board President and the Solicitor.

The School District's solicitor shall conduct the investigation and follow-up on the protest in accordance with State and Federal laws.