

Appeal Process for Results from the 2019-21 Major Project Selection

Definitions

Administrative Error: A mistake related to the process of scoring proposals. A math error on a score sheet is an example of an administrative error.

Qualitative Error: A mistake in judgement by a scorer. See arbitrary and capricious.

Arbitrary and capricious: A score that is invalid because it was made on unreasonable grounds or without proper consideration of the proposal relative to the criteria.

A. Notice of preliminary ranking

- a. Provide via email to the WACTC and BAC list-serves, at least five (5) days before release, a notice of when the preliminary rankings will be released.
- b. Preliminary rankings will be provided via email by State Board's Executive Director upon completion of scoring.
- c. Proposers will be provided with the score sheet used to determine the score and rank of their proposal and the score and rank of all other proposals via email.

B. Initial appeal

- a. Send a description of a specific error or concern to the State Board's Capital Budget Director, using the appeals form provided within five (5) business days of the release of preliminary rankings via email (*Please note: at no time should a proposer communicate directly with a scorer regarding the appeal*)
- b. **Administrative Error**
 - i. The college will be notified via email of a correction by State Board's Capital Budget Director within two (2) days of receipt of an appeal.
 - ii. If an error affects ranking, State Board's Executive Director will release an updated ranking via email.
- c. **Qualitative Error**
 - i. WACTC Capital designees shall collect relevant facts to determine if there was an arbitrary and capricious error.
 - ii. WACTC Capital will convene to hear the appeal and information from fact-finding efforts within ten (10) business days of receipt of an appeal.
 - iii. WACTC Capital will decide if an appeal has merits, what corrective action is required, and notify the appellant via email within two (2) business days after hearing the appeal.
 - iv. If the WACTC Capital decision affects ranking, State Board's Executive Director will release an updated ranking via email.

C. Final Appeal

- a. If previous decisions are un-acceptable to the appellant; the appellant may submit the same appeal to the State Board's Executive Director via email with the results from the first appeal process within two (2) business days.
- b. State Board's Executive Director may undertake additional fact finding for up to fifteen (15) business days.
- c. State Board's Executive Director will provide the final decision on whether there was an error that requires action and what the correction shall be within two (2) business days of completing the fact finding.
- d. If the decision affects ranking, State Board's Executive Director will release a final ranking via email.