

**Protests** – Protests must be submitted in writing to the Purchasing and Contracting Department at 1100 E. Sheldon Street, Prescott, AZ 86314. The written protest must specifically state the reason for the protest and exactly what is being protested. Protests received after the deadlines listed will not be considered. The Director of Purchasing and Contracting will respond to protests no later than 7 business days from the day it is received. In case of a protest the determination and decision of Yavapai College's Purchasing and Contracting Department shall be final.

- **Invitation to Bid (ITB)** - Protests must be submitted within 5 business days of the public opening for an invitation to bid.
- **Request for Proposals (RFP) & Request for Qualifications (RFQ)** – Protests must be received within 5 business days of the letter of intent to award being issued by Yavapai College.