



**Appendix A: Notice of Appeal Form
PROCUREMENT APPEAL**

PART I- To be completed by OPA

In the Appeal of _____)
) **NOTICE OF APPEAL**
)
)
 (Name of Company), APPELLANT) Docket No. OPA-PA _____
)
)
 _____)

PART II- Appellant Information

Name: _____
Mailing Address: _____
Business Address: _____
Email Address: _____
Daytime Contact No: _____
Fax No.: _____

PART III- Appeal Information

- A) Purchasing Agency: _____
- B) Identification/Number of Procurement, Solicitation, or Contract: _____
- C) Decision being appealed was made on _____ (date) by:
___ Chief Procurement Officer ___ Director of Public Works ___ Head of Purchasing Agency

Note: You must serve the Agency checked here with a copy of this Appeal within 24 hours of filing.

- D) Appeal is made from:
(Please select one and attach a copy of the Decision to this form)
- ___ Decision on Protest of Method, Solicitation or Award
___ Decision on Debarment or Suspension
___ Decision on Contract or Breach of Contract Controversy
(Excluding claims of money owed to or by the government)
___ Determination on Award not Stayed Pending Protest or Appeal
(Agency decision that award pending protest or appeal was necessary to protect the substantial interests of the government of Guam)

E) Names of Competing Bidders, Offerors, or Contractors known to Appellant:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART IV- Form and Filing

In addition to this form, the Rules of Procedure for Procurement Appeals require the submission together with this form of additional information, including BUT NOT LIMITED TO:

1. A concise, logically arranged, and direct statement of the grounds for appeal;
2. A statement specifying the ruling requested;
3. Supporting exhibits, evidence, or documents to substantiate any claims and the grounds for appeal unless not available within the filing time in which case the expected availability date shall be indicated.

Note: Please refer to 2 GAR § 12104 for the full text of filing requirements.

PART V- Declaration Re Court Action

Pursuant to 5 GCA Chapter 5, unless the court requests, expects, or otherwise expresses interest in a decision by the Public Auditor, the Office of Public Accountability will not take action on any appeal where action concerning the protest or appeal has commenced in any court.

The undersigned party does hereby confirm that to the best of his or her knowledge, no case or action concerning the subject of this Appeal has been commenced in court. All parties are required to and the undersigned party agrees to notify the Office of Public Accountability within 24 hours if court action commences regarding this Appeal or the underlying procurement action.

Submitted this ___ day of _____, 20___.

By: _____
APPELLANT

or

By: _____
Appellant's Duly Authorized Representative
(Address)
(Phone No.)