

Appeals Process

Each proposer responding to a Request for Proposal issued by the Workforce Investment Board of Tulare County (WIB) shall have an opportunity to appeal the funding decision of the Board. **Proposals disqualified for not meeting the deadline for submission are not eligible for appeal. Ratings and scoring by the evaluation team are not subject to appeal.**

All proposers will receive a written or faxed notice from the WIB informing them of the Board's funding decisions. Should a proposer wish to appeal the Board's decision, the proposer must provide written notice within five (5) working days to the Executive Director of the WIB requesting an appeal based upon one or more of the four (4) criteria for appeal noted below. The appeal must specifically detail the nature of the violation and provide clear and substantive evidence supporting the appeal. Listed below are acceptable criteria to form the basis of an appeal.

1. Clear and substantial error or misstated facts relied upon by the Board in their decision;
2. Unfair competition in decision making process;
3. Any illegal or improper act or violation of law;
4. Other legal basis that may substantially alter the Board's decision.

To be considered for review, the appeal must contain the following information:

1. The full name, address, and telephone number of the appealing party;
2. A full and complete statement of the reasons for appeal, including the issue(s) in dispute and the legal authority or other basis for the protestors' position;
3. A statement of relief sought.

Proposers must make their appeal as specific as possible and must fully identify the procedural issue being contested.

The appellant must provide a copy of the appeal letter and the supporting documents to the WIB Executive Director. The WIB will convene an Appeal Review Panel that will consider the merits of the appeal and issue a written decision within ten (10) working days of receipt of the appeal. **The appeal decision is final and there is no other local administrative action afforded the appellant.**

The appeal must be in writing with the proper signatory authority and submitted to the following:

ATTN: RFP Appeals
Adam Peck, Executive Director
Workforce Investment Board of Tulare County
309 West Main Street, Ste 120
Visalia, CA 93291

Please reference WIB Directive WIBD – 01 – 8 Appeals Process.