**INSTRUCTIONS**

To file a protest of a Vendor Performance Tracking System report, please fill out the information below and e-mail it to [vendor.performance@cpa.texas.gov](mailto:vendor.performance@cpa.texas.gov)

To file a protest, the disputed report grade must be lower than a “C”. Protests must be filed no later than 10 days after the grade is posted to the Vendor Performance Tracking System.

**VENDOR INFORMATION**

Vendor Name:

11- or 13- Digit Vendor ID: Vendor Grade:

**DISPUTED REPORT INFORMATION**

Solicitation Number: Report Grade:

Did you provide a vendor response during the review period? □Yes □No

Was the report posted in the last 10 days? □Yes □No

**PROTEST JUSTIFICATION**

Requested Outcome: □Grade Change □ Corrections to Report Information □Both

*Please provide justification as to why the grade should be changed or report corrected. Reference 34 TAC § 20.509 for guidance on grading criteria for vendor reports.*

*Justifications longer than the space provided here, at no less than 11pt font, will not be considered.*