



December 16, 2025

**TO:** FRTIB Personnel, Contractors, and Subcontractors

**FROM:** Ni'eema Strong  
Senior Procurement Executive

**SUBJECT:** FRTIB Protest Procedures

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**Purpose:**

This memorandum informs acquisition staff and current and potential contractors (or subcontractors) of the Agency's procedures on protests to the Agency regarding a contract action by the Acquisition Management Division (AMD) of the Office of the Chief Financial Officer, FRTIB.

**Scope:**

Subpart 33.1 of the Federal Acquisition Regulation (FAR) provides guidance on protests, which are written objections by an interested party to some action taken by an Agency during the acquisition process. Interested parties may file a protest with either the Government Accountability Office (GAO) or the Agency itself.

FAR 33.104 describes the actions to be taken when an interested party files a protest with the GAO. This guidance constitutes a complete set of instructions, which the FRTIB Acquisition Management Division must follow in handling GAO protests.

FAR 33.103 describes the actions to be taken when an interested party files a protest with the Agency. FAR 33.103(d)(4) allows protestors to request an independent review of the protest at a level above the Contracting Officer (CO) and provides general guidance on the review procedure, but it requires each Agency to provide more detailed procedures.

**Process:**

**A. Filing a Protest with FRTIB**

When protesting an FRTIB acquisition, an interested party may choose either to have the CO review the protest, or to have the Senior Procurement Executive (SPE) conduct the independent review described in FAR 33.103(d)(4). If the interested party requests the SPE

review, but the SPE has had significant personal involvement in the procurement, then the SPE must designate another official to conduct the review. In any case, the SPE may appoint other personnel as necessary to assist in the review and preparation of the decision provided, they have not been personally involved in the procurement.

Interested parties may file a protest of an FRTIB acquisition with either the CO or the SPE. In either case, the interested party must indicate whether it elects to have the CO or the SPE conduct the review of the protest.

## B. Processing the Protest

When a CO or the SPE receives a protest filed with FRTIB, they must immediately take the following actions, in the order in which they are presented:

### 1) Determine whether the protest was timely

To be considered timely:

- Protests based on alleged apparent improprieties in a solicitation must be filed before bid opening or the closing date for receipt of proposals,
- In all other cases, protests must be filed no later than 10 days after the basis of protest is known or should have been known, whichever is earlier;

### 2) Consider the merits of the protest even if not filed in a timely manner

- For good cause, where it determines that a protest raises issues significant to the agency's acquisition system (FAR 33.103(e)); and

### 3) Determine whether the protest contains all the information that is required by FAR 33.103(d)(2):

- Name, address, and fax and telephone numbers of the protester,
- Solicitation or contract number,
- Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester,
- Copies of relevant documents,
- Request for a ruling by the agency,
- Statement as to the form of relief requested,
- All information establishing that the protester is an interested party for the purpose of filing a protest, and
- All information establishing the timeliness of the protest.

Failure to substantially comply with any of these requirements may be grounds for dismissal of the protest.

## C. Attempt to Resolve the Protest

If the protestor does not withdraw the protest, suspend award of the contract/order if the protest was received before award, or suspend performance of the contract/order if the

protest was received within 10 days after contract award or within 5 days after the debriefing date offered to the protester. If contract/order award is suspended, the CO or SPE must notify any other offerors whose offers are being considered for award, and request extension of the expiration dates of the offers to allow time for handling the protest (FAR 33.103(f)(2)).

However, the CO may continue with award of the contract/order or continuation of performance, if they justify in writing that this action is required for urgent and compelling reasons or is determined to be in the best interest of the Government. Such justification or determination must be approved by a level above the CO or the SPE (FAR 33.103(f)).

#### D. Response to the Protest

The CO or SPE must consider all timely protests. In preparing a response to a protest, the CO or SPE must seek the advice of the Office of General Counsel (OGC) and may also need to coordinate with the program office. To the extent permitted by law and regulation, the CO or SPE and the protestor may exchange relevant information (FAR 33.102(a) and 33.103(g)).

The CO or SPE should attempt to resolve the protest in an inexpensive, informal, procedurally simple, and expeditious manner. Where appropriate, the use of alternative dispute resolution techniques, third party neutrals, and another agency's personnel are acceptable protest resolution methods. But regardless of the resolution method, the CO or SPE must do everything possible to resolve the protest within 35 days after it is filed (FAR 33.103(c) and (g)). The CO or SPE's response must be well-reasoned and fully responsive to the allegation(s) contained in the protest and explain the Agency's position.

All responses must be reviewed by OGC prior to being issued. When the response is finalized and approved, the CO or SPE must prepare four final copies, and distribute one copy each to the protestor, OGC, the Program Office, and the SPE. The CO or SPE must provide the protest decision to the protester using a method that provides evidence of receipt (FAR 33.103(h))

#### E. FAR Part 33 Contract Clauses

The CO will include the dispute and protest clauses of FAR Part 33, as prescribed.

#### F. Prescribed FRTIB-Specific Clause

All solicitations released by the Acquisition Management Division (AMD) must contain the Agency specific clause below. It notifies potential bidders and offerors that they may choose to have their protest reviewed by either the CO or SPE and provides instructions.

FRTIB-Specific Clause –

#### **FRTIB Protest Procedures [FAR 33.103]**

An interested party who files a protest with FRTIB has the option of requesting review and consideration of the protest by either the Contracting Officer (CO) or the Senior Procurement Executive (SPE). The protest must clearly indicate the official to whom it is directed.

If the protest is directed to the CO, a copy of the protest must be sent to the SPE at the same time the protest is filed. The mailing address for the SPE is:

Acquisition Management Division (AMD)  
Office of the Chief Financial Officer  
Federal Retirement Thrift Investment Board (FRTIB)  
77 K St. NE, Suite 1000  
Washington, DC 20002

Review and consideration of a protest by the SPE is an alternative to review and consideration by the CO.

### Approval

X

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