

**Shawnee Mass Transit District
Request for Proposals for**

Bus Camera Vendor/Installer

Monday, October 10, 2022

Request for Proposal Title:

Shawnee MTD Bus Surveillance Camera System & Installation

Submittal Deadline:

Friday, October 28, 2022 at 12:00pm

This request for proposals from Shawnee MTD is officially seeking proposals from qualified vendors/installers of Bus Camera Surveillance systems. Shawnee MTD seeks to choose the best qualified bus surveillance vendor/installer in accordance with the requirements contained in the Request for Proposals. Shawnee MTD serves the counties of Alexander, Pulaski, Union, Johnson and Massac in Illinois.

The Request for Proposal package, including documentation required of responding companies, is available on the Shawnee MTD website (shawneemtd.com), via email (mpietrowski@smtdil.com), or by picking up a physical copy at our main office which is located at 100 Smart Drive in Vienna Il 62995 between the hours of 7:00am and 4:00pm.

In order for the Request for Proposal response to be considered it must be submitted to Shawnee MTD at 100 Smart Drive, Vienna Illinois 62995 no later than 12:00 PM on Friday October 28, 2022 at which time respondents to this request will be recorded. There will be no public opening of the proposals. Late Request for Proposals to this request will not be considered nor opened, and will be returned unopened to the responding company(s).

Those submitting proposals are advised to read the entire Request for Proposal, noting all requirements, and to complete all sections of the Request for Proposal. Failure to provide all requested information may cause the proposal to be considered unresponsive. The Request for Proposal must be signed by an authorized official of the qualified company and submitted in a sealed envelope or other sealed container and labeled with the Request for Proposal Title as stated above.

This Request for Proposal does not commit Shawnee MTD to award nor pay any costs incurred in the preparation of the Request for Proposals by any submitter nor to contract for any services. Shawnee MTD reserves the right to reject and or all Requests for Proposals received, or to cancel in part or in its entirety the request, if it becomes in the best interest of Shawnee MTD to do so.

Responses to the Request for Proposal should be sent to the following address by no later than 12:00 PM on Friday, October 28, 2022:

Shawnee Mass Transit District
100 Smart Drive
Vienna, Il 62995
Attention: Mike Pietrowski, Executive Director
Phone: (618) 658-8384
Email: mpietrowski@smtdil.com



REQUEST FOR PROPOSALS

Request for Proposals – Shawnee MTD Bus Surveillance Camera System & Installation
Shawnee MTD

Issue Date: October 10, 2022
Title: Bus Surveillance Camera System

Issuing Agency: Shawnee MTD
Attn: Mike Pietrowski, Executive Director
100 Smart Drive
Vienna, IL 62995
Phone: (618) 658-8384

Proposals for furnishing the services described herein will be received until:
12:00 PM on October 28, 2022

All inquiries for information should be directed to contact listed above

IF PROPOSALS ARE MAILED OR HAND-DELIVERED, SEND DIRECTLY TO:
SHAWNEE MTD, 100 SMART DRIVE, VIENNA, IL 62995

Date and Time of proposal submission deadline, as reflected above, must clearly appear on the face of
the returned postage label

*In Compliance with this Request for Qualifications and to all conditions imposed therein and hereby incorporated
by reference, the undersigned offers and agrees to furnish the goods/services described herein in accordance with
the attached signed proposal or as mutually agreed upon by subsequent negotiation.*

Name and Address of Company:

_____ Zip Code: _____

Date: _____
By: _____
(Signature in ink)
Name: _____
(Please Print)

Telephone: () _____
Title: _____

Fax Number: () _____
FEIN Number: _____

DUNS Number: _____
E-Mail Address: _____

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**Shawnee MTD
Request for Proposals**

Shawnee MTD Bus Surveillance Camera System & Installation

The intent for this Request for Proposal (RFP) is to have a qualified company/vendor installers specifically address the services requested as well as providing a detailed response to this RFP. Deadline for submissions is Friday October 28, 2022 at 12:00 PM.

Proposal Request

The RFP of Shawnee MTD is requesting proposals from qualified company/vendor installers of video cameras which will be installed on our vehicles. Shawnee MTD is the recipient of funding from the Illinois Department of Transportation Division of Public and Inter-modal Transportation. The selected Camera System Vendor/ Installer shall be required to submit required provisions, certifications, clauses, financial information, cost information and other information as required by the funding agencies. The contract period for this project is estimated at six (6) months with the award not to exceed \$98,000. Estimated start time for the project is no later than December 1, 2022 and concluding by not later than March 31, 2023.

Timeline

Date	Description
October 10, 2022	Announcement of RFP published in Breeze newspaper as well as on Shawnee MTD's website (shawneemtd.com)
October 10, 2022	RFP is available to contracting Bus Surveillance Camera System & Installation companies via website and email.
October 10, 2022	Written questions (via email) will be answered as they are received. Send questions to Mike Pietrowski / mpietrowski@smtdil.com
October 28, 2022 Submittals due by no later than 12:00 PM CST. Late bids will not be accepted	Statement of Qualifications due to the following address: <p style="text-align: center;">Shawnee MTD 100 Smart Drive Vienna, IL 62995 Attention: Mike Pietrowski</p>
October 31, 2022	Evaluation team will review RFP's and score those bids received by the deadline of October xx, 2022 at 12:00 PM CST.
November 4, 2022	Responding Bus Surveillance Camera System & Installation companies will be notified of the status of their application by letter.

Project Scope

Vendor/Installer Companies of Surveillance Cameras shall be familiar with the installation of front facing, rear facing and interior cameras. Additionally, company shall be familiar with microphones with certain cameras. Shawnee MTD will need cameras for 55 vehicles ranging from 14 to 26 passenger buses. The vehicles will be located at five separate depot locations in the following towns; Vienna IL, Mounds IL, Anna IL, Metropolis IL and Karnak IL. The Video Camera Installer shall be required to collaborate with Shawnee MTD and all associated agencies throughout the duration of the project and shall be experienced in and familiar with the requirements typically associated with grant programs. The Vendor/ Installer may be required to assist by providing support documentation as part of Basic Services required by funding agencies

Submittal Requirements

Vendor/Installation Companies shall submit a concise response to the RFP, which includes the following information, documented in the manner and order outlined below. In a convincing manner, relate to the evaluation team your firm's story and why it is best qualified to assist Shawnee MTD in the purchase and installation of surveillance cameras.

Cover Letter

- ◆ Include a brief introduction of the company including an overview of the number of staff along with the qualifications of the company.
- ◆ Identify employee of the company who will serve as the Single Point of Contact during the bid solicitation process.
- ◆ Identify employee of the company who is authorized to legally enter into a contractual agreements with Shawnee MTD. This employee is the individual who will sign the cover letter.
- ◆ As applicable, provide proof of the appropriate licensure of the vendor/installation company, along with the specific licensure information of the employees who will be providing installation services to Shawnee MTD.

Company Information

- ◆ Name of company, contact person, address, phone number, email and if applicable, website address.
- ◆ Names and experience of key individuals, including any professional registrations and/or licensures, as applicable along with any experience with relevant projects.
- ◆ History of company including a list of services provided, company organizational structure and number of employees.

Project Team

- ◆ If any project team member has prior experience with being involved in a similar project, provide as much detail as possible on said project.
- ◆ Submit a list of professional and support positions, along with their respective roles as part of the project team.
- ◆ Provide a list of any professional consultants outside your company you propose to subcontract with for this project if applicable. Provide specific information about the outside company and their employees.

Project Approach

- ◆ Provide a proposed project timeline for the completion of requested services.
- ◆ List the approach your company will use to complete the proposed scope of work of this project.
- ◆ List any services or assistance your company will need from Shawnee MTD in order to complete this project.

Similar Project Experience

- ◆ Submit a list of three or more similar projects and provide the following information:
 - Name of the project
 - Description of the project
 - Location of the project
 - Services that were provided
 - Contact Information for Client

Other Requirements

- ◆ Provide verification of company's license in the State of Illinois
- ◆ In a single-page narrative, describe why your company is uniquely positioned to be selected to complete this project
- ◆ Provide verification of Professional Liability and General Liability Insurance coverage.

Cost Proposal

- ◆ As part of the response to this RFP, the company shall provide a statement concerning fees, expenses and any cancellation policy. This pricing should include flat rate fees if appropriate. The hourly rates shall be inclusive of all fees for the specified services, materials, and travel. The pricing must include a detailed cost breakdown of all non-labor costs, profit, overhead, taxes, and any additional out-of-pocket expenses that would be billed separately. Shawnee MTD expects all costs are included in the overall fee for the contracted services.

Evaluation of Proposals

An evaluation team will meet to review the Request for Proposals from the responding companies and will score each of the proposals based on four criteria's, which are outlined below. Shawnee MTD reserves the right to conduct follow up questions prior to the selection of the award if deemed necessary. Once all submittals have been reviewed, Shawnee MTD may request companies to perform an interview, either in-person or via Zoom. However, if a desirable (best) RFP has been clearly identified by the evaluation team, there will not be a need for an interview.

When determining if a company's proposal is responsible and when evaluating a company's proposal, the following factors will be considered:

1. Whether the respondent can perform the project within the time specified.
2. The ability and skill of the company to perform the project and services required.
3. The quality of performance the company has done of previous projects, both public and private which includes, but not limited to, the company's failure to perform satisfactorily, or complete any written contract or project.
4. The company failed to settle bills for material or labor, on any current or past public or private contracts.
5. The company or individual(s) directly involved in the project has been convicted of a crime arising from a previous public contract, excepting convictions that have been expunged, annulled or pardoned.
6. The respondent has been convicted of a crime of moral turpitude, or any felony, excepting convictions that have been expunged, annulled or pardoned, whether in the state of Illinois, in any other state, by the United States, or in a foreign country, province or municipality. Company's shall disclose to Shawnee MTD all such convictions, especially of management personnel or the respondent as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in Shawnee MTD's sole option and discretion, for termination for default subsequent to award or execution of contract.
7. The company is not qualified for the work or to the full extent of the proposal.
8. More likely than not, the company will be able, financially or otherwise, to perform the work.
9. At the time of the RFP opening, the company is not authorized to do business in Illinois, in not registered as a contractor in Illinois, or otherwise lacks a required registration, permit or license.

- 10. Any other information as may be secured having a bearing on the decision to award the contract
- 11. Any other reason deemed proper by Shawnee MTD.

Evaluation Criteria

Evaluation Criteria	Company 1	Company 2	Percentage
1. Qualifications, Understanding of Scope, and Risk	XX	XX	35 %
2. Cost Proposal	XX	XX	20%
3. References and Experience	XX	XX	30%
4. Integration with Current Equipment and Software	XX	XX	15%
Total	XX	XX	100%

Inquiries

Any inquiries that prospective companies may have regarding this RFP should be directed to:

Mike Pietrowski, Executive Director
 Shawnee MTD
 100 Smart Drive
 Vienna, IL 62995
 Phone: (618) 658-8384
 Email: mpietrowski@smtdil.com

Inquires received after 12:00 PM CST on October 28, 2022 will not be reviewed and returned to the sender, unopened.

RFP Deliverables

Interested companies should provide four (4) copies of the requested information clearly labeled Shawnee MTD Bus Surveillance Camera System & Installation. The copies shall be delivered to, and in possession of Shawnee MTD by no later than Friday, October 28, 2022 at 12:00 PM CST at the address listed below. Email or facsimile submittals will not be accepted.

Shawnee Mass Transit District
 Attention: Mike Pietrowski, Executive Director
 100 Smart Drive
 Vienna, Illinois 62995

All companies submitting an application by the deadline will be notified in writing upon the completion of the selection process.

Complete Scope

Company will procure (order) install (including all mounting and wiring) cameras in Shawnee MTD vehicles. Installers must have knowledge of the cameras that are to be installed and be able to mount them in multiple areas of the vehicles as agreed to with Shawnee MTD. The budgeted amount for the project, including the purchase and complete installation of the cameras is \$98,000, an amount not to be exceeded by contractors (vendors).

Termination

The Buyer(s) may terminate this contract for convenience, in whole or in part, at any time by the provision of written notice to the Contractor. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to be paid the Contractor. If the Contractor has any property in its possession belonging to the Buyer(s), the Contractor will account for the same, and dispose of it in the manner the Buyer(s) directs.

Lobbying

Contractors that apply or bid for an award exceeding \$100,000 must file the required Byrd Anti-Lobbying Amendment certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other contract award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Pursuant to Federal regulations, the Contractors are required to have all subcontractors providing more than \$100,000.00 in services or materials to also complete this certification and include it with any Bid/Proposal submittal. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Method of Payment

The Contractor shall submit an invoice based on the vendor's proposed payment scheduled submitted with the proposal and as negotiated with Shawnee Mass Transit District to contract execution. Payment will be conditioned upon successful completion, to the participating agency's satisfaction, of all applicable work necessary to consider a project milestone complete.

Contract Period

The contract period for this agreement is expected to start no later than December 1, 2022 with an end date of March 31, 2023.

Financial Assistance Acknowledgement

Contracts resulting from procurement solicitations are subject to financial assistance agreements between the Buyer, the Illinois Department of Transportation, and/or the United States Department of Transportation.

Prohibited Interest of Local Official

No member, or officer, or employee of Shawnee Mass Transit District or local public body with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Contract Changes

Any proposed change in this contract shall be submitted to the Mike Pietrowski, Director of Shawnee Mass Transit District for his prior approval.

Subcontracts

The Contractor shall not enter into any sub-contracts or agreements, or start any work by the work forces of a subcontractor, or use any materials from the stores of a subcontractor, with respect to this acquisition Project and any subsequent contracts, without the prior concurrence of the Buyer(s). All such subcontracts and agreements shall be approved by the Buyer(s).

Vendor Registration with Illinois Department of Human Rights

Vendor must provide proof of Registration with the Illinois Department of Human Rights

Assignment

The Contractor shall not assign its performance of any portion of the specified services under any subsequent contract or agreement without the advance written consent of the Buyer(s). It is hereby understood and agreed; that said consent must be sought in writing not less than ten (10) calendar days prior to the date of any proposed assignment. The Buyer(s) reserve the right to accept or reject any such assignment, although Buyer acceptance shall not be unreasonably withheld. Acceptance of subcontractor's is contingent upon each subcontractor's ability to comply with the applicable terms, conditions, and clauses, particularly the assurances, contained in any subsequent contract or agreement.

Retention of Records

The Contractor shall comply with 49 U.S.C. § 5325(g), and federal access to records requirements as set forth in the applicable U.S. DOT Common Rules. Contractor is to maintain verifiable records which include all Project eligible costs incurred while completing those tasks contained in any contracted Scope of Work. The Contractor shall retain all books, records, documents, and other material relevant to any subsequent contract or agreement for a period of five (5) calendar years following the Buyer's final payment and all other pending matters are closed. If any litigation, claim, negotiation, audit, or other

action involving any contract or agreement for a Project's records has been initiated prior to the expiration of the five-year period, the Contractor shall retain the appropriate records of the Project for the five-year period immediately following completion of the action and resolution of all issues arising from it. The Contractor agrees that the Buyer or its designee shall have full access and the right to examine any of said records at all reasonable times during said period.

Ownership of Documents

The Contractor shall permit the authorized representatives of the Buyer(s), such as the Federal Transit Administration or the State of Illinois to inspect and audit all data and records of the Contractor relating to the Contractor's performance under any subsequent contract or agreement. This applies to all third-party contract records (at any tier), as required. The Contractor and its subcontractors shall maintain books, records, and documents and shall undertake such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to any subsequent contract or agreement. All costs charged to items performed under any subsequent contract or agreement shall be supported by properly executed and clearly identified invoices, contracts, vouchers, or checks evidencing in detail the nature and propriety of the charges. These records shall be subject at all reasonable times of the normal business day to inspection, review, or audit by the Buyer, its authorized representative(s), the US Secretary of Transportation, Comptroller, the State Auditor, or other governmental officials authorized by law to monitor the contract or agreement and project site. The Contractor's fiscal management system shall include the capability to provide accurate, current, and complete disclosure of the financial status of any subsequent contract or agreement upon request.

Government (IL) Inspection

The Contractor shall permit the authorized representatives of the Buyer(s), such as the Federal Transit Administration or the State of Illinois to inspect and audit all data and records of the Contractor relating to the Contractor's performance under any subsequent contract or agreement. This applies to all third party contract records (at any tier), as required. The Contractor and its subcontractors shall maintain books, records, and documents and shall undertake such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to any subsequent contract or agreement. All costs charged to items performed under any subsequent contract or agreement shall be supported by properly executed and clearly identified invoices, contracts, vouchers, or checks evidencing in detail the nature and propriety of the charges. These records shall be subject at all reasonable times of the normal business day to inspection, review, or audit by the Buyer, its authorized representative(s), the US Secretary of Transportation, Comptroller, the State Auditor, or other governmental officials authorized by law to monitor the contract or agreement and project site. The Contractor's fiscal management system shall include the capability to provide accurate, current, and complete disclosure of the financial status of any subsequent contract or agreement upon request.

Insurance

The Contractor and his subcontractors shall maintain Workmen's Compensation, Public Liability, Property Damage, and Vehicle Liability Insurance in amounts and on terms satisfactory to the Buyers and any specific insurance requirements noted in a procurement solicitation.

At a minimum, the following insurance requirements shall be met by the Contractor. When applicable, more stringent or revised insurance requirements may be required.

The selected Contractor shall obtain and keep in force, at its own expense, during the full term of any subsequent contract or agreement the following insurance coverage:

1. Statutory Workers' Compensation and Employer's Liability Insurance - All employees of the Contractor performing work under any Contract or Agreement for this Project shall be insured in the statutory amount required to comply with the laws of the State of Illinois, or their respective State of incorporation, as appropriate.
2. Comprehensive Vehicle Liability Insurance - All vehicles used in conjunction with the performance of any Project Agreement, whether owned, non-owned, leased, or hired shall be insured; limits for bodily injury or death shall not be less than Five Hundred Thousand and Zero One-Hundredths Dollars (\$500,000.00) per person and One Million and Zero One-Hundredths Dollars (\$1,000,000.00) per occurrence, and property damage limits of not less than Five Hundred Thousand and Zero One-Hundredths Dollars (\$500,000.00); or as an alternative, not less than One Million and Zero One-Hundredths Dollars (\$1,000,000.00) combined single-limit coverage.
3. Comprehensive General Liability Insurance - When applicable, the Contractor shall maintain this insurance with limits for bodily injury or death of not less than Five Hundred Thousand and Zero One-hundredths Dollars (\$500,000.00) per incident, and One Million and Zero One-hundredths Dollars (\$1,000,000.00) aggregate. This insurance coverage must cover at least the following types of coverage:
 - a. Operations - Premises Liability;
 - b. Independent Contractor's Liability;
 - c. Broad Form Contractual Liability, covering the Contractor's obligations under any contract or agreement for the Project;
 - d. Products Liability;
 - e. Completed Operations Liability;
 - f. Personal Injury Liability, including claims arising from employees of the contractor; and
 - g. Broad Form Property Damage Liability.
4. Umbrella Liability Insurance of not-less-than One Million Dollars (\$1,000,000.00).

All such insurance, when required, shall be provided by insurance companies having a Best's rating of not less than A+XII, as shown in the most current issue of Best's Key Rating Guide, Property - Casualty.

The Contractor shall indemnify and hold the Buyer harmless against any direct or indirect damages that shall be suffered or claimed for injuries to persons or property during the performance of the work described in any subsequent contract or agreement for this Project. Notwithstanding, the Buyer reserves all claims or rights of action against the Contractor as may be required in the best interests of the Buyer.

The Buyer shall be named specifically as an additionally insured party for that insurance coverage required for a given Project procurement. A Certificate of Insurance with the Buyer listed as an additionally insured party shall be provided within ten (10) calendar days following the execution of a contract or agreement. The Contractor's insurer shall agree to give the Buyer a minimum of ten (10) calendar days advance written notice of a cancellation of insurance or a reduction in coverage below the limits set forth in the contract or herein. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from liabilities in excess of such coverage.

The Contractor and all of its insurers shall waive all rights of recovery or subrogation against the Buyer and their insurance companies.

Both parties agree to provide prompt notice in writing of the institution of any suit or proceeding and permit defense of the same, and will provide all needed information and assistance to enable either party to do so. The Contractor shall give immediate notice to Buyer of any suit, claim, or action filed which arises out of the performance of any contract or agreement. Copies of all pertinent papers shall be supplied to the appropriate party immediately.

When applicable, the Contractor shall require its subcontractors to obtain an amount of insurance coverage which is deemed adequate by the Contractor, for their levels of Project participation. The Contractor shall be liable to the extent that any subcontractor insurance coverage is inadequate. Subcontractors shall submit insurance certificates evidencing coverage, prior to any commencement of work. The Buyer reserves the right to inspect Contractor and Subcontractor insurance policies, in regard to insurance requirements, prior to the commencement of any work.

Protest Procedure

Any individual, agency, or business whose direct economic interest has been affected by the District's procurement procedures shall have the right to have their protest heard in an economical and expeditious manner. Protests shall be handled and resolved in the following manner:

1. Written Submission: An interested party wishing to protest a matter involving a proposed procurement or contract award shall file, with the Procurement Administrator, a written submission addressing, at a minimum, the following:
 - The name and address of the interested party and its relationship to the procurement sufficient to establish its interest;
 - Solicitation or contract number;
 - Statement of the grounds of the protest, including the federal or state law/regulation or the District procedure upon which the protest is based;
 - Statement of the specific relief requested; and
 - Any documents relevant to the protest that the protesting party desires the District to consider should be attached.
2. Procedure for Protests Regarding Solicitation: Any protest regarding a solicitation by the District must be filed no later than five (5) business days before the opening of bids. Any protest filed after that date which raises issues regarding the solicitation will not be considered. Upon receipt of a timely filed protest regarding the solicitation, The District may postpone the opening of Bids until resolution of the protest; no additional bids will be accepted during the period of postponement.
3. Procedure for Protests Regarding Bid Evaluation: Any protest regarding the evaluation of bids by the District must be filed no later than twenty (20) business days after the opening of bids. Any protest filed after that date which raises issues regarding the bid evaluation will not be considered, unless the issue arose after the initial twenty (20) business day period and before contract execution. Upon receipt of a timely filed protest regarding the evaluation of bids, the District will determine if the protestor has established that there is substantial evidence regarding the non-responsiveness of a bid or the non-responsibility of a bidder or doubt regarding the District's compliance with Federal or State law or these procedures. If the protestor submits sufficient evidence supporting its protest to show that the protest is not vexatious or frivolous, the District may suspend its evaluation of all bids submitted until resolution of the protest.
4. Procedure for Protests Regarding Award of Contract: Any protest regarding the award of a contract must be filed no later than ten (10) business days after the date of the award. Any protest regarding the award of the contract filed after that date will not be considered. Upon receipt of a timely filed protest regarding the award of a contract, the District will issue a stop work order, if necessary, until the resolution of the protest.