

Little Rock Municipal Airport Commission
Administrative Reconsideration Policy and Procedure
Solicitation of Goods and Services

Policy on Administrative Reconsideration:

If the Procurement Department at Clinton National Airport informs a Company that its submission is not responsive due to insufficient documentation of Good Faith Efforts, the Company can request an administrative reconsideration. This request must be received within three (3) business days of notification to the Company and must follow the procedures below.

The Airport official that reviews your request will not have been involved in the original determination.

Steps for Reconsideration:

1. Submit a Written Request.

The request must be in writing and sent via email to the Airport's Reconsideration Official:

Reconsideration Official
Executive Director
c/o Procurement
procurement@clintonairport.com

All requests are effective upon confirmation of receipt when transmitted by electronic mail.

2. Participate in the Review.

You can dispute whether you met the goal or submitted sufficient documentation of the Good Faith Efforts. You can discuss this in person or through a Microsoft Teams meeting with the Reconsideration Official. This review will only consider the information in your original submission—no new information can be added.

3. Suspension During Review.

While your request is being reviewed, the Airport will pause evaluating submissions for the solicitation. Once a decision is made or the three-day period to request reconsideration has passed, the Airport will resume evaluating submissions.

4. Decision Notification.

The Reconsideration Official will provide a written decision explaining whether the Company met the goal or if your Good Faith Efforts documentation has been judged acceptable for the solicitation.

5. Final Decision.

The Reconsideration Official's decision is final and cannot be appealed.