



## Construction Contractor Prequalification Appeal Procedure

### Overview

Anyone who is notified by the San Diego Housing Commission (SDHC) that their Construction Contractor Prequalification application has been denied or suspended has the right to file an appeal of the decision within five (5) business days from the date of the Notification Letter.

### Completing the Appeal Form

- Provide the general company and contact information requested.
- List the reasons for denial or suspension outlined in the Prequalification notification letter and describe a basis for your appeal for each of the reasons.
- You should also attach any relevant documentation to support the appeal.
- Email the Appeal Form and relevant documents to [Prequalification@sdhc.org](mailto:Prequalification@sdhc.org) (the subject line should read "CONFIDENTIAL – Contractor Prequalification Appeal")

The appeal can also be delivered, or sent via certified mail to:

San Diego Housing Commission  
Attn: SDHC Contractor Pre-Qualification Review Board  
1122 Broadway, Suite 300  
San Diego, CA 92101  
(PLEASE MARK ENVELOPE "CONFIDENTIAL")

### Review of Appeal

SDHC will convene a Review Panel within five (5) working days of receiving a written appeal. Members of the Review panel will not have participated in the prior review of the Application. The panel will examine the appeal letter and the facts surrounding the determination. The Review Panel reserves the right to request the Contractor and Compliance Analyst be present during the meeting.

The Panel will issue a formal recommendation to SDHC's Director of Procurement. The Director of Procurement will make a final determination, which will be formally issued within five (5) working days after receiving the Panel's recommendation. There are no further administrative appeals.

If the appeal is successful, the result will be a revised prequalification status of "approved" with an addendum explaining the final decision. The Contractor will be notified of the appeal decision within three (3) working days of the final determination.

Unless an Applicant files a timely appeal, the Applicant waives any and all rights to challenge the pre-qualification decision of SDHC, whether by administrative process, judicial process, or any other legal process or proceeding.

The date for submission and opening of bids for a specific project will not be delayed or postponed allowing for completion of an appeal process.



SAN DIEGO  
HOUSING  
COMMISSION

**San Diego Housing Commission  
Pre-Qualification Decision  
Appeal Form**

Date:

Company Name:

Date on Notification Letter:

Pre-Qualification Status from Notification Letter:

Contact Information:

List Reason(s) SDHC Pre-Qualification Approval was not granted (as stated in the notification) and provide an explanation that SDHC can utilize to re-evaluate the initial decision. Additionally, attach relevant documentation to support the appeal.

Reason 1:

Explanation:

Reason 2:

Explanation:

Reason 3:

Explanation:

Signature: \_\_\_\_\_