

VENDOR GRIEVANCE FORM

Procedure:

1. *Complete the form below.*
 2. **Grievances arising during the contracting process prior to contract award, the completed form must be sent within 14 days of the date when the aggrieved party knew or should have known of the facts giving rise to the grievance:** *Submit the completed form via email to vendor_grievance@premierinc.com within 14 days of the date the aggrieved party knew or should have known of the facts giving rise to the grievance.*
 3. **Grievances related to a contract award decision:** *Submit the completed form via email to vendor_grievance@premierinc.com within 30 days after notification of the contract award decision.*
 4. **General grievances:** *Submit the completed form via e-mail to vendor_grievance@premierinc.com within 14 days of the date when the aggrieved party knew or should have known of the facts giving rise to the grievance.*
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Select one:

Grievance arising during the contracting process prior to contract award

Grievance related to a contract award decision

General grievance

Company name:

Company street address:

Company city, state, zip code:

Company authorized representative name:

Title:

Street address:

City, state, zip code:

Phone number:

Email address:

Products or services as listed on the contract bid calendar:

Date bid submitted:

Premier contact name:

Explain why you believe in good faith that you have a grievance: