

# Grievance Notice

## Grievance Notice Form

### Palm Beach County Board of County Commissioners, Community Services Department- FAA Program

Grievances may be filed by an entity submitting an RFP (Proposer) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards. The amount of recommended awards may not be grieved through this procedure.

If you wish to file a grievance with the Palm Beach County Board of County Commissioners, Financially Assisted Agencies Program, this Grievance Notice Form must be completed, submitted, and received by the Director of the Department of Community Services within seven (7) business days of May 15, 2018. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Department of Community Services. There is no administrative fee associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to:

Mr. James Green, Director  
Department of Community Services  
810 Datura Street, First Floor  
West Palm Beach, Florida 33401  
[JGreen1@pbcgov.org](mailto:JGreen1@pbcgov.org)

Entity Filing Grievance: \_\_\_\_\_

Which process was allegedly deviated from? \_\_\_\_\_

Describe in detail the alleged deviation; including how you were directly affected and what remedy you seek (add additional pages as needed):

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