

Updated Notice (February 21, 2008)

The continuing security situation has, over the past few years, led to a number of process changes that may significantly affect the filing of bid protests and related documents. **This notice updates the one that appeared on our web site on September 5, 2006.**

Protests may be filed by hand delivery, mail, commercial carrier, fax, or e-mail.

Protests and related documents filed by fax should be sent to 202-512-9749. Protests and related documents filed by e-mail should be sent to Protests@gao.gov (see the Legal Products section of our web site, www.gao.gov, for more information).

For e-mail filers: almost immediately after your e-mail is received at Protests@gao.gov, our system will automatically confirm receipt. **If you do not immediately receive a confirming reply, GAO did not receive your message.** In that case, please either send your protest by fax to 202-512-9749, or call the bid protest status line at 202-512-5436 for assistance.

Please note the following changes for hand-deliveries.

Effective March 3, 2008, the filing window at GAO's Headquarters Building will no longer accept deliveries. All packages must be delivered to GAO's new mail center located on the 4th street side of the GAO building, (see diagram). Anyone attempting to pick up or deliver packages will need to walk up to the door and ring the door bell in order to be let in to the Courier Reception Desk.

The new GAO mail center will accept deliveries for GAO's Bid Protest forum from 7:30 am to 5:30 pm. Packages **MUST** have one of the following labels:

- "Procurement Law Control Group,"
- "Bid Protest,"
- "PLCG,"
- "Name of GAO attorney," or
- "Contract Appeals Board"

Packages will be scanned and may be opened and searched. After inspection, packages will be time/date stamped. **Senders must leave enough time for timely delivery.** Please, be advised that it may take some time for packages to be processed. **Timeliness will be measured by the time/date-stamp.**

GAO employees will **not meet** couriers outside of the GAO building to accept packages.

Regular mail should not be used for time-sensitive filings.

We recommend that protest parties discuss potential delivery problems with the GAO attorney responsible for the protest. If problems arise, please advise the GAO attorney assigned, or the appropriate GAO Assistant General Counsel.