

UPDATED NOTICE (September 15, 2003)

The continuing security situation has, over the past 2 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 January 22, 2003.

- Protest parties should rely on the use of faxes as much as possible. We also accept protest-related filings by e-mail, sent to Protests@gao.gov (see the Legal Products section of our web site, www.gao.gov, for more information).
- The filing window at GAO's headquarters, which has been accepting deliveries from government employees only, now also will accept deliveries from non-government sources. The package first must be presented to the guard desk at GAO's G Street entrance, and **MUST** have one of the following labels:

"Procurement Law Control Group,"
"Bid Protest,"
"PLCG," or
"Contract Appeals Board"

The package will be scanned by the guards, and may be opened and searched at their discretion. If the package passes inspection, the courier will be directed to the filing window for delivery and time/date stamping.

The burden is on the sender to leave enough time for timely delivery. In this respect, be advised that it may take some time for a courier to reach the guard desk after entering the building, and subsequently to be passed through to the filing window. **Timeliness will be measured by when the submission is time/date-stamped at the filing window.**

- 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 any potential delivery problems with the GAO attorney responsible for the protest as well as with the other parties to the protest. If problems nevertheless arise, please raise them with the GAO attorney, the Assistant General Counsel, or me (my telephone number is 202/512-8219).

Daniel I. Gordon
Associate General Counsel