

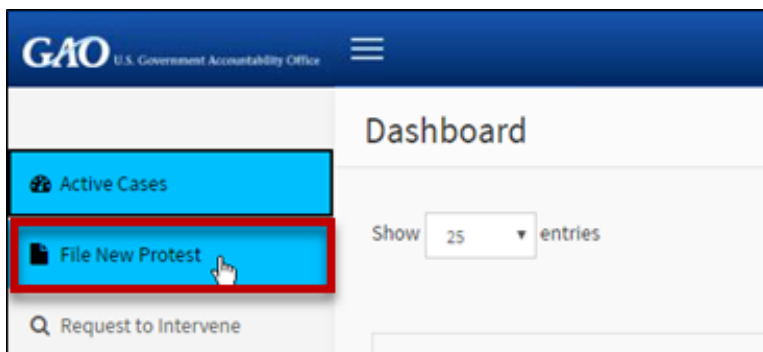
## Filing a New Bid Protest

After you login to EPDS, you can start the process of filing a new bid protest.

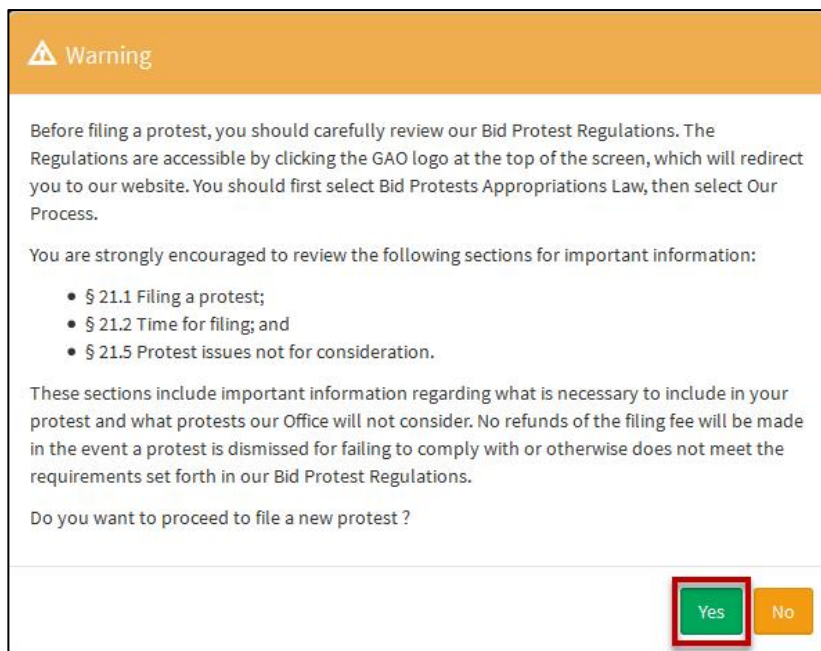
**IMPORTANT:** If your bid protest will contain classified material, then it should not be filed in EPDS. Instead, please contact GAO's Bid Protest Office for assistance either by calling **(202) 512-5436** or sending an email to [protests@gao.gov](mailto:protests@gao.gov).

To file a new protest:

1. Select the **File New Protest** option in the Navigation Pane located on the left side of the *Dashboard*.



A *Warning* dialog box appears to provide important information.



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2. Read the *Warning* dialog box, and then click **Yes** to the question "Do you want to proceed to file a new protest?" A *New Protest Information* form appears. **Note:** The form contains three sections: **Protester**, **Company Address**, and **Protest Detail**.

New Protest Information

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**Protester**

**Company Name (Required)**

**Size Status (For the procurement being protested) 1 (Required)**

Small

Large

**Company Address**

**Address Line 1 (Required)**

**Address Line 2**

**Zip Code (Required)**

**City (Required)**

**State (Required)**

**Country (Required)**

**Protest Detail**

**Solicitation Number (Required)**

if unknown, please indicate "unknown"

**Confirm Solicitation Number (Required)**

**Agency Tier 1**

Administrative Conference of the United States ▼

**Upload Protest Document (Only PDF & Excel files can be attached) (Required)**

Add File Cancel

#	Name	Size	Progress

**Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public? (Required)**

Yes       No

**Comments**

250 characters remaining

Submit
Cancel

## Filing a New Bid Protest

3. Complete all required fields on the form as follows:
  - A. **Company Name:** Enter the name of the company on whose behalf the protest is being filed.
  - B. **Size Status:** Select **Small** or **Large**. If you are unsure of the protestor's size for the procurement at issue, then select **Large**.

The screenshot shows a form titled "Protester". It contains two main sections: "Company Name (Required)" with a text input field labeled "Company Name", and "Size Status (For the procurement being protested) ? (Required)" with two radio button options: "Small" and "Large".

**Note:** To determine the size of the protestor for the procurement that is being protested, locate the solicitation's applicable North American Industrial Classification System (NAICS) code and consult the Small Business Administration's (SBA) size standards in Title 13, Part 121 of the Code of Federal Regulations (CFR).

- C. **Company Address:** Enter the address information for the protesting company in the required field.

The screenshot shows a form titled "Company Address". It contains six text input fields, each with a label and a "(Required)" indicator: "Address Line 1 (Required)" labeled "Company Street Name", "Address Line 2" labeled "Company Street Name", "Zip Code (Required)" labeled "Company Zip Code", "City (Required)" labeled "Company City", "State (Required)" labeled "Company State", and "Country (Required)" labeled "Company Country".

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- D. **Solicitation Number / Confirm Solicitation Number:** Enter the solicitation number in the **Solicitation Number** field, and then reenter the number in the **Confirm Solicitation Number** field. **Note:** This number can be found on the solicitation to which you are filing a protest. If the solicitation number is unknown, then please enter **unknown** in both the Solicitation Number and Confirm Solicitation Number fields.

The screenshot shows a form titled "Protest Detail". It contains two main sections. The first section is labeled "Solicitation Number (Required)" and includes a text input field with the placeholder "Solicitation Number" and a note below it: "If unknown, please indicate 'unknown'". The second section is labeled "Confirm Solicitation Number (Required)" and includes a text input field with the placeholder "Confirm Solicitation Number".

- E. **Agency Tier 1 / Agency Tier 2:** Select the primary agency that issued the solicitation (which can be found on the solicitation) from the **Agency Tier 1** field's list box. When a primary agency contains secondary agencies, the **Agency Tier 2** field appears. Then select the appropriate secondary agency that is issuing the solicitation from the **Agency Tier 2** field's list box.

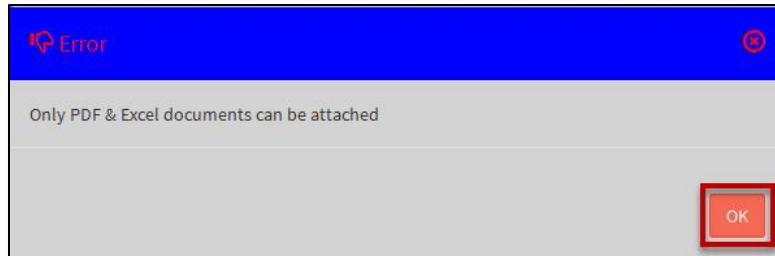
For example, if a solicitation was issued by the National Oceanic & Atmospheric Administration (which is an agency of the Department of Commerce), then you should select Department of Commerce from the **Agency Tier 1** field's list box. When the **Agency Tier 2** field appears, select National Oceanic & Atmospheric Administration from its list box.

The screenshot shows two dropdown menus. The first is labeled "Agency Tier 1" and has "Department of Commerce" selected. The second is labeled "Agency Tier 2" and has a list of agencies displayed, with "National Oceanic and Atmospheric Administration" highlighted. Below the list is a table with columns for "#", "Name", "Size", and "Progress".

#	Name	Size	Progress
	Department of Commerce		
	Bureau of the Census		
	Department of Commerce		
	National Institute of Standards and Technology		
	National Oceanic and Atmospheric Administration		
	Patent and Trademark Office		

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- F. **Upload Protest Document:** Only **PDFs** and **Excel files** can be attached to a *New Protest Information* form. If you attempt to add a file that is not in either format, then an *Error* dialog box appears.

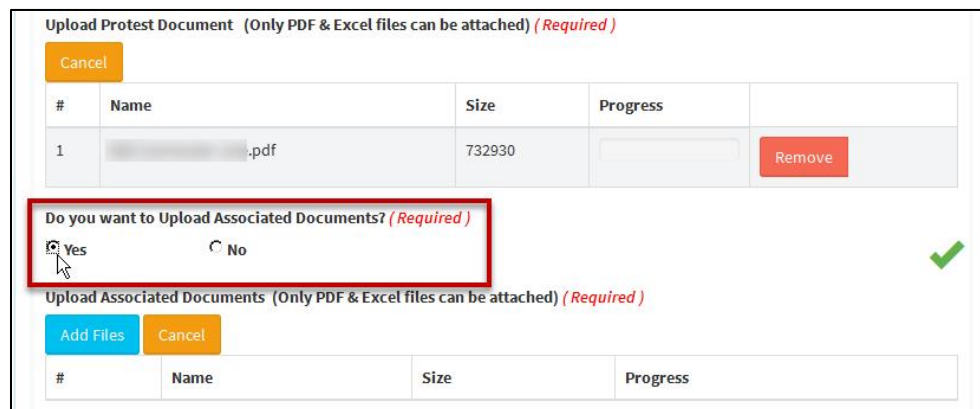


To upload a protest document:

- 1) Click the **Add File** button. A dialog box appears for you to locate and select the appropriate file from your computer. Once the document is selected, click the **Open** button.



- 2) If you need to upload additional documents to the form, then click **Yes** to the question, "Do you want to Upload Associated Documents?" Another **Add File** button appears for you to include an additional file, if applicable. **Note:** You can use the **[Ctrl]** key on your keyboard to select multiple files when uploading "associated" documents.



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- 3) If you inadvertently upload a document to the form, then click the **Remove** button that is associated with the uploaded file to remove it from the form.
- 4) Near the end of the form, click **Yes** or **No** as appropriate to the question, "Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?"

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public? ( Required )

Yes  No

Comments

Comments

250 characters remaining

Submit Cancel

- G. **Comments:** If you wish to add any relevant comments to your filing, you may add them to the **Comments** text box. Comments should not contain any information that is proprietary, confidential, or otherwise not releasable to the public. **Note:** Your comments can contain up to 250 characters.
4. Once you have completed the form, click the **Submit** button. A *Warning* dialog box appears to alert you that you will be directed to the **Pay.gov** website to pay the protest filing fee.

**Warning**

You will automatically be directed to Pay.gov to pay the filing fee. Your protest filing will not be complete until you have successfully made your payment. Upon successfully making your payment, you will automatically be returned to EPDS.gov. Once payment is made, you will not have the opportunity to edit your filing. You will automatically be directed to Pay.gov to pay the filing fee of \$350. Do you wish to proceed to Pay.gov?

Yes No

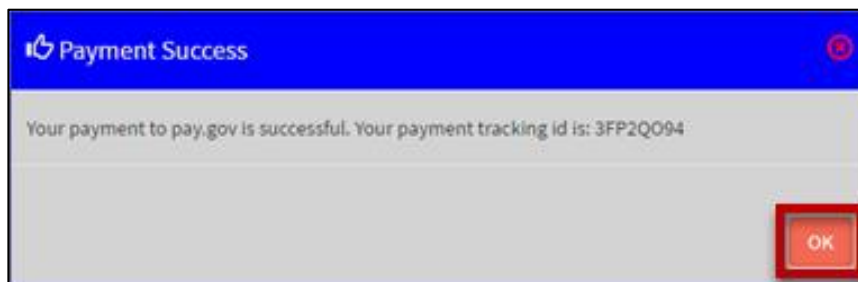
5. Click **Yes**. You are directed to the **Pay.gov** website.

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The screenshot shows the GAO U.S. Government Accountability Office logo and the Pay.gov logo. The main heading is "GAO Electronic Bid Protest Docketing System (EPDS)". Below this, it says "Please select a payment method:". There are four radio button options: "I want to pay with my Amazon account" (with a "Pay with Amazon" button), "I want to pay with my Dwolla account" (with a "Pay with Dwolla" button), "I want to pay with my PayPal account" (with a "PayPal" logo), and "I want to pay with a debit or credit card" (with logos for VISA, MasterCard, AMEX, DISCOVER, and others). At the bottom, there are "Cancel" and "Continue" buttons.

6. Select the payment method you intend to use (such as a credit card or PayPal, for example), and then click **Continue**. A form appears for you to enter your payment information.
7. Complete and submit the payment form. Once the payment is processed, Pay.gov returns you to EPDS where a *Payment Success* dialog box appears to confirm that your filing fee has been paid.



8. Click **OK** to close the dialog box. **Note:** A successful payment of the filing fee is required for your protest to be filed in EPDS.

Your new protest will appear in the **Active Cases** tab on the *Dashboard* and a B-Number will be assigned by GAO after your protest is processed. In addition, EPDS sends two emails when a new protest is filed:

- (1) An email is sent to **you** to confirm receipt of the filing fee payment.
- (2) An email is sent to the **procuring agency** to notify them that a new protest has been filed pursuant to GAO's responsibility under 31 U.S.C. § 3553(b)(1). Also, a courtesy copy (cc) of the email is sent to you.

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Once GAO assigns an attorney to the protest, a case acknowledgement package is prepared that includes (among other information) the **B Number** assigned to the case. The acknowledgement package will be available from the *Dashboard*, and filers will receive an email notifying them that the case acknowledgement package has been created.

**IMPORTANT**: A successful payment of the filing fee is required for your protest to be filed in EPDS. You can make three payment attempts before you are returned to your form in EPDS.

**Note**: Your entries on your Protest Form will remain intact.

If you believe that the unsuccessful attempts were the result of inputting incorrect information (or you would like to use a different payment method), then you can resubmit a payment by clicking the **Submit** button again on the Protest Form.

However, if you believe that the payment error is due to a technical problem, either in EPDS or Pay.gov, then please contact GAO's Bid Protest Office for assistance either by calling **(202) 512-5436** or sending an email to [protests@gao.gov](mailto:protests@gao.gov) to report the problem.