



JUL 12 2005

GSA Office of the Chief Acquisition Officer

GSA Acquisition Letter V-05-14

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM:

*for* *Julia Wise*  
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SENIOR PROCUREMENT EXECUTIVE  
OFFICE OF THE CHIEF ACQUISITION OFFICER

SUBJECT: Protests Tracking System

1. Purpose. This acquisition letter amends the General Services Acquisition Manual (GSAM) to add a requirement for reporting protest actions to the Senior Procurement Executive (SPE) on all protests filed with the agency, U.S. Government Accountability Office (GAO), or the U.S. Court of Federal Claims.

2. Background. The GSAM at 533.103 and 533.104 provides procedures for processing protests filed with the agency, the GAO, or in the U.S. Court of Federal Claims. In all protests, the Contracting Officer (and the Agency Protest Official (APO)) must coordinate the resolution of protests with the assigned legal counsel. In Fiscal Year 2004, thirty-seven protests were filed with GAO and eight were filed with the APO. The Office of General Counsel has systems in place for tracking protests filed with the GAO and the U.S. Court of Federal Claims, and the APO maintains a system for tracking protests it decides. However, today, there is no system in-place that adequately tracks agency level protests resolved by contracting officers. In order to enhance the quality of protest data received, as well as the means used to collect such data, a central point of contact within GSA is being assigned to collect, maintain and manage GSA protest information, agency-wide. The collection and management of such information will be useful in developing acquisition policies, training, workforce strategies, and other appropriate actions to ensure that procurement processes, intended to ensure that public funds are well spent, are effective and applied fairly, thereby ensuring integrity and public trust.

3. Effective date. 30 Days after issuance.

4. Termination date. This acquisition letter remains in effect until incorporated into the GSAM.

5. Applicability. This acquisition letter applies to all protests filed with the agency, the GAO, or in the U.S. Court of Federal Claims.

6. Instructions/procedures. This acquisition letter modifies GSAM Part 533 to add 533.102-70 Protest Reporting Requirements, as follows:

**533.102-70 Protest Reporting Requirements**

Within 30 days following the end of a fiscal year quarter, the Heads of Contracting Activities (HCA) must send a Quarterly Consolidated Protest Action Report (QCPAR) to the SPE. (For example, for the quarter beginning October 1 through December 31, the QCPAR is due by January 31). The QCPAR should include a list of the protests, categorized by forum, and provide a brief synopsis of the protest issue(s). Remedies granted by GAO or the U.S. Court of Federal Claims should also be included, as well as any correction action taken by the agency. The HCA will provide the QCPAR to the SPE using the following format:

**Quarterly Consolidated Protest Analyst Report (QCPAR)**  
**(Report the status of all protests quarterly, from receipt through resolution)**

(1) Period covered by Report: \_\_\_\_\_ October 1 - December 30, 200\_\_  
 \_\_\_\_\_ January 1 - March 31, 200\_\_  
 \_\_\_\_\_ April 1 - June 30, 200\_\_  
 \_\_\_\_\_ July 1 - September 30, 200\_\_

(2) Region or Service:

(3) Total Number of Protests filed during the report period:

(4) (a) Activity this period for protests **filed during this period:**

Name of Protester	Protest case #	Timing of Protest		CO	GSA Attorney	Nature of Protest	Protest forum			Protest Status			
		Pre-Award/ Filing Date	Post-Award/ Filing Date				Agency	GAO	Court	Sustained / Granted	Settled/ Withdrawn	Denied	Pending

(b) For protests filed during this period that were sustained/granted/settled or withdrawn during this period, describe any corrective action taken by the agency and/or remedy granted (including, if applicable, costs awarded).

Protest Case #	Brief description of protest issue	Discussion of corrective action/remedy

