

Submitting a Request to Intervene

You can seek to intervene in a pending bid protest case pursuant to 4 C.F.R. § 21.0(b) or per an invitation from GAO pursuant to 4 C.F.R. § 21.3(j).

Before intervening, you must know the B-Number for the protest. To find the B-Number, visit [GAO's Bid Protests search page](#) where you can search for a case by protester, agency, and/or solicitation number.

To request to intervene in a pending protest:

1. Click the **Request to Intervene** tab in the Navigation Pane located on the left side of the *Dashboard*. The *Request to Intervene* form appears.

Request to Intervene

Active Cases

File New Protest

Request to Intervene

B-412731.1

In order to intervene in a bid protest, you must know the B-number assigned to the case by GAO. To find the B-number assigned to a case, please check GAO's docket, where you can search for cases by agency, solicitation number, or protester. GAO's docket is accessible [here](#).

Note: Intervenor means an awardee if the award has been made or, if no award has been made, all bidders or offerors who appear to have a substantial prospect of receiving an award if the protest is denied. To intervene in a case, you will be required to upload a document explaining how you satisfy the above requirements.

2. Enter the **B-Number** for the protest case, and then click the **Search** button. EPDS produces *Search Results* for the specific case. **Note:** You must click the **Search** button. Pressing the **[Enter]** key on your keyboard does not perform the search.

Request to Intervene Dashboard > Request to Intervene

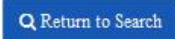
Search Results

Show 10 entries Search:

B-Number	Protester	Filing Date	Agency	Solicitation Number	Due Date	Do you want to request to intervene in this case ?
B-412731.1	XYZ Test, LLC	Mar 30 2016 08:20:59 EDT	Administrative Conference of the United States	A123456789X	07/08/2016	<input type="button" value="Yes"/>

Showing 1 to 1 of 1 entries Previous 1 Next

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If the incorrect case appears, then you can click the **Return to Search** button  to restart the Request to Intervene process.

- For the specific case, click **Yes** to the question "Do you want to request to intervene in this case?" The *Request to Intervene* form provides additional fields for you to complete.

Request to Intervene

B#	B-412721.1	Return to Search
Protester	XYZ Test, LLC	
Agency	Administrative Conference of the United States	
Solicitation Number	A123456789R	

New Request to Intervene

Intervenor

Company Name (Required)

Company Address

Address Line 1 (Required)

Address Line 2

Zip Code (Required)

City (Required)

State (Required)

Country (Required)

Upload Documents

Upload Request To Intervene Document (Only PDF & Excel files can be attached) (Required)

Add File
Cancel

#	Name	Size	Progress

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4. Complete the required fields on the form.

The **Upload Documents** section of the form requires that you include a supporting document with your request. Please be aware that only one document can be submitted. Click the **Add File** button to upload the desired document. **Note:** You can upload only a **PDF** or an **Excel** document.

Upload Documents

Upload Request To Intervene Document (Only PDF & Excel files can be attached) (Required)

Add File Cancel

#	Name	Size	Progress
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Comments:

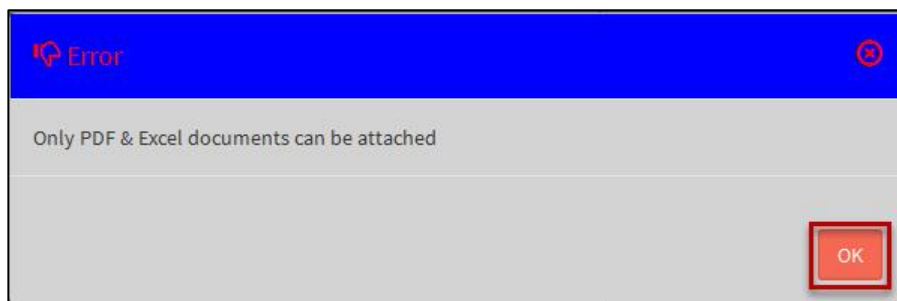
Comments

250 characters remaining

Submit Cancel

If you inadvertently upload a document, then you can click the **Remove** button to remove the document from the form.

If you attempt to upload a document that is in another file format, then an *Error* dialog box appears.

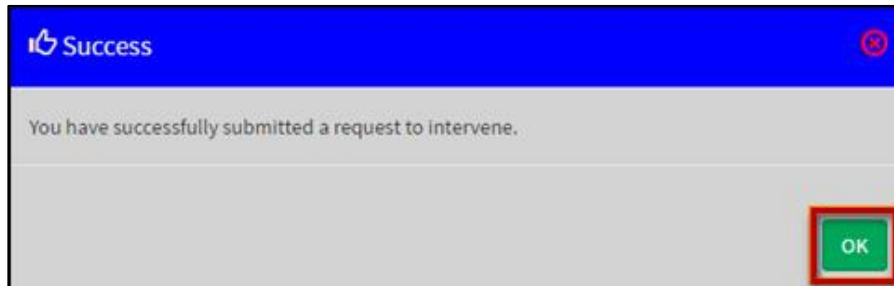


Click **OK** to close the dialog box.

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In the **Comments** field, you can type any relevant comments you have. **Note:** Your comment can contain up to 250 characters.

5. Once you complete the form, click the **Submit** button. A *Success* dialog box appears.



6. Click **OK** to close the dialog box. The case you requested to intervene in will appear in the **Active Cases** tab on the *Dashboard*.

Note: Please keep in mind that you will be unable to access the case docket and its associated filings and developments until GAO approves your intervention request.

If your request is **rejected**, you will receive an email notification from EPDS to alert you that your request was **not** acknowledged. In addition, when you attempt to open the Case Docket Sheet in EPDS, a *Request Rejected* dialog box appears and includes a link to a PDF file that contains additional information about the rejection.