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**MARYLAND STATE
BOARD OF CONTRACT APPEALS**

NOTICE

Temporary Procedures

This notice is given by Bethamy N. Beam, Esq., Chairman of the Maryland State Board of Contract Appeals. **The Board is implementing the following temporary changes to its filing procedures, which may be updated from time to time.**

Filing Procedures

Effective immediately, the Board will begin accepting filings by email ("e-file") to the Board's e-file email address (efile.msbca@maryland.gov). A party may file by mail or electronically. However, parties are strongly encouraged to use this e-filing procedure in order to expedite receipt of submissions. The party using the e-file procedure shall copy opposing counsel. The Board's hours remain 8:30 a.m. to 4:30 p.m. for such filings. The filing party shall be notified by email that the e-filing has been received. If the filing party does not receive a response from the Board by 4:00 p.m. on the day of the e-filing, it is possible that the e-filing landed in the spam or junk mail folder, and it shall be the responsibility of the parties to contact the Clerk or Deputy Clerk to verify receipt. The Board's phone number is 410-767-8228. The Clerk and Deputy Clerk shall not be responsible for searching spam or junk mail for possible e-filings. All timeframes still apply, so it is in any given party's best interest to submit filings in advance of the deadline to ensure time for receipt and response.

To ensure that protesters/claimants are aware of these filing procedures, effective immediately, all responses by procurement officers to protests and claims should include information instructing the parties that they are strongly encouraged to e-file any Notice of Appeal and subsequent filings as described above.

COMAR 21.10.07.01B(2) provides that "'File' and 'submit' mean receipt in the offices of the Appeals Board." The Board shall consider a Notice of Appeal and all subsequent filings received by e-file to be "receipt in the offices of the Appeals Board." Additionally, for appeals in which a party may not have been advised of these Temporary Filing Procedures by a procurement officer, and where the Board may be unable to retrieve a Notice of Appeal that has been mailed until the Board's offices are reopened, such Notice of Appeal or other filing

shall be considered "filed" when the Board's offices are reopened and the Board is able to retrieve them.

These Temporary Procedures may be updated from time to time, and litigants are strongly encouraged to review them regularly.

Thank you for your cooperation.

/s/
Bethamy N. Beam, Esq.
Chairman, MSBCA