

Center for Verification and Evaluation
Post-Review Findings (PRF) Program
PRF Notice

Time Sensitive Information — Please read fully and respond with your choice via the [VetBiz Vendor Information Pages \(VIP\)](#) by **click here to enter a date 11:59 PM Eastern Time.**

Mr. or Ms. First M. Last
Company Name
DUNS: 000000000
Street Address
City, ST 00000

Dear Mr. or Ms. Last:

Please be advised that the Center for Verification and Evaluation (CVE) has completed a review of your application for inclusion in the VetBiz Verification Program. During the review process, CVE identified one or more issues that would most likely prevent **Company Name** from being verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) or Veteran-Owned Small Business (VOSB). However, as part of the **Post-Review Findings (PRF) Program**, you have an opportunity to address these findings. Below is an outline of the issues as well as options for responding to this notification. Participation in the PRF Program does not guarantee an approval; however, it may result in faster resolution than if you receive a denial letter and subsequently submit a request for reconsideration.

Findings

The finding(s) that would prevent your company from being verified are as follows:

1. Select Finding #1 from the drop-down menu. For additional findings, copy this section and the two sections below and paste underneath as Finding #2, 3, etc.

This finding is based on the following information:

Paste the findings paragraph from the draft IDL, excluding the regulatory reference, which will be listed below.

This finding is supported by the following regulatory requirement:

Paste the regulatory reference from the findings paragraph of the draft IDL.

PRF Process Options (select 1)

1. **Participate in the PRF Program** – If you wish to participate, you will have **2 business days** to upload the PRF Participation Election Form to **Section 1.2** of your VetBiz VIP profile. Please name the Election Form using the following format: *Post-Review Findings Attention: Company Name, DUNS*.

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Upon receipt of a timely Election Form, the PRF Team will send a follow-up email with further instructions on how to submit additional documentation. You will have **5 business days** to submit additional documentation.

Participation in the PRF process means that you agree to the following stipulations:

- There will be **no extensions**. If you do not accept this offer within 2 business days, or additional documentation is not submitted within 5 business days, CVE will issue a determination letter based on the findings listed above. **All responses outlined in this notification are due by 11:59pm EST on the established due date.** If you feel additional documents cannot be submitted within 5 business days, you may withdraw your application at any time by following the steps outlined in Option 2 below.
- You may only submit revised business documents or explanations **one time**. Therefore, please do not submit additional documents until all findings have been addressed.
- The official application regulatory aging clock will stop any time CVE is waiting for a response.
- CVE recommends that you only include documentation related to the findings listed above. Any additional documentation submitted not related to the findings may increase the possibility that a new issue is identified.
- If documentation submitted does not adequately address the findings, or if new issues are raised, CVE will send a second email providing you the opportunity to either: (1) accept a determination letter or (2) withdraw the application and reapply once the issues have been addressed.
- No legal advice can be given or implied by this or any correspondence or conversation associated with the PRF process. Additionally, specific corrective language will not be dictated or coached by the PRF team.
- If the submitted documentation adequately addresses all findings, CVE will approve your application for inclusion in the VetBiz Verification Program.

2. Withdraw your application. If you wish to withdraw, you will have **2 business days** to upload the PRF Participation Election Form to **Section 1.2** of your VetBiz VIP profile. You will then have an additional **2 business days** to complete the withdrawal via your VIP profile.

- Noncompliance with the established timelines will result in CVE issuing a determination letter based on the issues listed above.
- **If you elect to withdraw, you must log in to your VetBiz VIP profile and complete the withdrawal action.**
- After withdrawing your application, you may reapply at any time.

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- 3. Accept a determination letter based on the current findings.** If you wish to accept a determination letter, you will have **2 business days** to upload the PRF Participation Election Form to **Section 1.2** of your VetBiz VIP profile. If no Election Form has been uploaded within 2 business days, CVE will issue a determination letter.
- By selecting this option, you agree to accept the determination rendered based on the current findings identified. **In accordance with the regulation, once a denial letter has been issued, you will be ineligible to submit a new application for verification for a period of 6 months.**
 - After receiving your determination letter, you may request that CVE reconsider its decision by following the instructions outlined in the determination letter. This request for reconsideration must be submitted within 30 days from the date of the letter.

This notification will be followed by a phone call. In the event this call is unanswered, a message will be left and a second call will be made the following day.

The following resources may be helpful as you seek to address the issues identified in this notice:

[Verification Assistance Program](#)
[Verification Assistance Briefs](#)
[CVE Certified Counselors](#)
[CVE Verification Webinars](#)

Thank you for your service to our country.

Sincerely,

Post-Review Findings Team
Center for Verification and Evaluation