

OFFICIAL FORM TO FILE A COMPLAINT WITH THE EASTERN SHORES SCHOOL BOARD

Before filing a complaint with the School Board, please consult the *Procedure for receiving and examining complaints filed in the course of the tendering or awarding process for a public contract (hereinafter referred as "the Procedure")* of the School Board.

ADMISSIBILITY CONDITIONS OF A COMPLAINT

This form must be used to file a complaint with the School Board against the tendering or awarding process for an ongoing public contract for other situations than those referred to in sections 7 and 8 of the Procedure, if the tendering or awarding process includes at least one of the following conditions:

- Does not ensure the honest and fair treatment of tenderers or;
- Does not allow tenderers to compete although they are qualified to meet the stated procurement requirements or;
- Is not compliant with the normative framework applicable to the School Board.

Only a person interested in participating in the awarding or tendering process for a public contract, willing, and able to carry out the contract may file a complaint.

SUBMITTING A COMPLAINT

Please submit electronically the completed form to the Complaint Examination Monitor at rarc@essb.qc.ca, acting as the Contract Rules Compliance Monitor (CRCM).

FILING A COMPLAINT

All fields marked with an **asterisk (*)** are mandatory.

I. IDENTIFICATION OF COMPLAINANT

Name and contact information of the person or group of persons interested in participating in the tendering or awarding of a contract:

*Full name	*Email address	*Phone number

Name and contact information of representative, if applicable:

Full name	Email address	Phone number

* Québec Enterprise Number (NEQ):

☐ No NEQ

Indicate reasons why there is no NEQ:

Contact person (if different from Complainant):

Full Name	Email address	Full number

FILING A COMPLAINT (CONTINUED)

2. INFORMATION ON THE COMPLAINT AGAINST THE AWARDING OR TENDERING PROCESS FOR A CONTRACT

Title of the notice of the awarding or tendering process of the contract

Reference number of the notice entered on the Electronic Tendering System (SEAO)¹, if applicable:

Number of the notice entered on SEAO, if applicable:

Deadline for receiving tenders, if applicable:

Are you an interested person in terms of the Procedure?

☐ Yes

☐ No

If yes please demonstrate, if no, please specify the reason:

Have you contacted someone at the School Board regarding the process involved with complaint?

☐ Yes

☐ No

If yes, please identify the means of communication you used to contact this person along with that person's contact information:

Mean of communication:

If "Other", please specify:

Full name	Email address	Phone number

*Are you applying or did you apply for a court remedy, which includes the same evidence?

☐ Yes

☐ No

¹ Electronic Tendering System (ETS): www.seao.ca

FILING A COMPLAINT (CONTINUED)

3. DETAILED ACCOUNT OF THE FACTS IN RELATION TO YOUR COMPLAINT

If needed, please use pages 4 and 5 of this form to explain the reasons why you are filing a complaint. You may also attach additional pages with your email along with documents, which could help with the analysis of this complaint.

* Please give detailed reasons for your complaint.

If needed, please continue to describe the reasons for your complaint.

If needed, please continue to describe the reasons for your complaint.