

## OFFICIAL FORM TO FILE A COMPLAINT WITH THE RIVERSIDE 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 and 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 [rafc@rsb.qc.ca](mailto:rafc@rsb.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)<sup>1</sup>, 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

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<sup>1</sup> Electronic Tendering System (ETS): [www.seao.ca](http://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.

A large, empty rectangular box with a thin black border, intended for the user to provide additional details about their complaint.

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

A large, empty rectangular box with a thin black border, intended for the user to provide further details about their complaint.