

# File a Complaint With the Inspector General of Ville de Montréal

**!** Complainants must consult the complaints processing procedure before they file a complaint with the Inspector General of Ville de Montréal. The fields and sections of the form marked with an **asterisk (\*)** are mandatory.

## 1. Identification of the complainant and his representative

\*Name of the business (person) or group of businesses (persons) filing the complaint:

\*Do you have a Québec enterprise number (NEQ)?

Yes  No

If you answered "Yes," please indicate your NEQ:

If you answered "No, please explain why:

Business outside Québec  Other

If "Other," please specify:

Name and contact information of the contact person:

\*Last name:

\*First name:

\*Title:

\*Email:

\*Telephone:

Name and contact information of the representative, where applicable:

Name of the entity that is representing the complainant:

Last name of the contact person:

First name of the contact person:

Title:

\*Email:

\*Telephone:

Attestation of the veracity of the information:

I hereby attest that all of the information provided in this form is, to the best of my knowledge, accurate.

**2. Information pertaining to the context of the complaint**

\*Do you have the requisite interest to participate in the tendering or awarding process targeted by this complaint?

Yes  No

If you answered "No, please explain why:

\*Does the complaint concern a change made to the tendering documents in accordance with an order or a recommendation of the Inspector General of Ville de Montréal?

Yes  No

\*Are you pursuing or have you pursued legal recourse in respect of the same facts as those set out in the complaint?

Yes  No

\*Name of the public body responsible for the tendering or awarding process:

Specify the process targeted by your complaint to the Inspector General of Ville de Montréal:

\*Specify whether your complaint concerns a call for tenders or a contract by mutual agreement:

Tendering process (call for tenders)  Awarding process (contract by mutual agreement)

In the case of complaint targeting a **tendering process**, please answer the following questions:

Did you file with the public body a complaint concerning the tendering process under way concerned prior to filing this complaint with the Inspector General of Ville de Montréal?

Yes  No

If you answered "Yes" and the public body sent you a file number, please indicate it:

In the case of an **awarding process**, please answer the following question:

Did you indicate your interest in fulfilling the contract following the publication by the public body of a notice of intention prior to filing this complaint with the Inspector General of Ville de Montréal?

Yes  No

\*In response to your complaint or your expression of interest, did you receive a decision from the public body concerned?

Yes  No

If you answered "Yes," please indicate the date of receipt of the decision:

Names and titles of the individuals in the public body with whom you discussed this complaint, where applicable:

Full name:

Title:

Full name:

Title:

Full name:

Title:

### 3. Identification of the grounds for the complaint

! Check the box that corresponds to your situation

In the case of an awarding, goods certification, supplier, service provider or entrepreneur qualification process, please identify:

- I disagree with the public body's decision regarding the complaint that I filed with it concerning an awarding, goods certification, supplier, service provider or entrepreneur qualification process under way.
- I did not receive a decision from the public body concerning the complaint that I filed with it regarding an awarding, corporate qualification, goods certification, supplier, service provider or entrepreneur qualification process under way.
- The documents concerning an awarding, goods certification, supplier, service provider or entrepreneur qualification process under way include a change that was made during the period beginning two days before the deadline for receiving complaints indicated in the **Système électronique d'appel d'offres of the Québec government**. I believe that the change stipulates conditions that do not ensure the honest, fair treatment of the competitors, do not allow the competitors to participate although they are qualified to satisfy the needs expressed or do not otherwise conform to the normative framework applicable to the public body.

In the case of an awarding process:

- I disagree with the public body's decision to maintain its intention to conclude a contract by mutual agreement concerning an awarding process in which I expressed my interest in fulfilling the contract.
- I did not receive the public body's decision concerning the maintenance or withdrawal of its intention to conclude a contract by mutual agreement concerning an awarding process in which I expressed my interest in fulfilling the contract.
- The public body did not publish the notice of intention required by law in the **Système électronique d'appel d'offres of the Québec government** regarding an awarding process before the conclusion of the contract by mutual agreement.

### 4. Information on the tendering or awarding process targeted by the complaint

! Depending on the process targeted by your complaint to the Inspector General of Ville de Montréal, answer either section A or B below.

**a)** In the case of an awarding, goods certification, supplier, service provider or entrepreneur qualification process, please complete the following fields:

\*Number of the notice indicated in SEAO:

\*Reference number of the notice indicated in SEAO:

Title of the notice covered by the awarding process as indicated in SEAO:

Deadline for receiving complaints indicated in SEAO:

Tender closing date indicated in SEAO:

If the complaint concerns an addendum, indicate the title and publication date of the addendum as indicated in SEAO:

Title of the addendum:

Publication date of the addendum:

**B)** In the case of an awarding process, please complete the following fields:

\*Number of the notice indicated in SEAO:

\*Reference number of the notice indicated in SEAO:

Title of the document covered by the awarding process as indicated in SEAO (if the title is inaccessible, specify the purpose of the document):

Date of conclusion of the contract:

## 5. Detailed description of the grounds that support the complaint

Please describe in detail the grounds for your complaint by clearly presenting the elements necessary to process the complaint and the title of the document and the sections affected by the grounds for your complaint, as the case may be:

Grounds for your complaint:

Title of the document:

Sections of the document affected by the grounds for your complaint:

In the case of a complaint concerning a decision of the public body:

Describe in detail why you disagree with the decision that you received:

Please provide other relevant information, where applicable:

# Withdrawal of a Complaint Filed With the Inspector General of Ville de Montréal



The fields and sections of the form marked with an **asterisk (\*)** are mandatory.

## 1. Attestation and identification of the complaint to be withdrawn

I wish to withdraw a complaint submitted to the Inspector General. The request for withdrawal is voluntary and does not stem from intimidation or collusive practices.

\*Reference number (as indicated in the acknowledgement of receipt of the complaint):

## 2. Identification of the complainant and his representative

\*Name of the business (person) or group of businesses (persons) submitting the request to withdraw the complaint:

Name and contact information of the contact person:

\*Last name:

\*First name:

\*Title:

\*Email:

\*Telephone:

Name and contact information of the representative, where applicable:

Name of the entity that is representing the complainant:

Last name of the contact person:

First name of the contact person:

Title:

\*Email:

\*Telephone:

\*Grounds for withdrawing the complaint:

Attestation of the veracity of the information

I hereby attest that all of the information provided in this form is, to the best of my knowledge, accurate.