

Form to File a Complaint with the NFSB against the tendering or awarding process for a public contract

Before filing a complaint with the New Frontiers School Board (NFSB), consult the “*Procedure for Receiving and Examining Complaints Filed in the Course of the Tendering or Awarding Process for a Public Contract*”

Admissibility Conditions of a Complaint

This form must be used to file a complaint with the NFSB against the tendering or awarding process for an ongoing public contract or 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 NFSB.

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

Completed forms are to be submitted electronically to the Complaint Examination Monitor at rarc@nfsb.qc.ca, acting as the Contract Rules Compliance Monitor (CRCM).

All fields marked with an asterisk (*) are mandatory

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name and contact information of representative, if applicable:

Full name	Email address	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Québec Enterprise Number (NEQ):

<input type="text"/>	<input type="checkbox"/> No NEQ Indicate reasons why there is no NEQ: <input type="text"/>
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Contact person (if different from Complainant):

Full Name	Email address	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Information About the Complaint Against the Awarding/Tendering Process for a Contract

Title of the notice of the awarding or tendering process of the contract:	<input type="text"/>
Reference number of the notice entered on the Electronic Tendering System (SEAO), if applicable:	<input type="text"/>
Number of the notice entered on SEAO, if applicable:	<input type="text"/>
Deadline for receiving tenders, if applicable:	<input type="text"/>
Are you an interested person in terms of the Procedure?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES please demonstrate: If NO, please specify the reason:	<input type="text"/>
Have you contacted someone at NFSB regarding the process involved with the complaint?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, what means of communication did you use?	<input type="text"/>
What contact information do you have for this person?	Name: Email: Phone #:
*Are you applying for or did you apply for a court remedy which includes the same evidence?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please use the second page to provide a detailed account of the facts in relation to this complaint.

Detailed Account of the Facts in Relation to your Complaint

Add as many pages as necessary to fully explain the reasons you are filing a complaint. You may also attach any other documents which could help with the analysis of this complaint.

Title of the notice of the awarding or tendering process of the contract (from Page 1):

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