**OLG Bid Dispute Complaint Form**

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| **Vendor Information** | | | |
| Company Name: |  | | |
| Address: |  | | |
| City: |  | Province/State: |  |
| Postal/Zip Code: |  | Country: |  |
| Contact Name: |  | Contact Title: |  |
| Email Address: |  | Business Tel #: |  |

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| **Competition/Contract Information** | | | |
| Competition/Contract Number (if applicable): | |  | |
| Date Issued (if applicable): | |  | |
| Description of the goods/services: | |  | |
| Has the concerns been raised with the designated procurement contact? | | Yes No I don’t know who to contact | |
| Has the procurement closed? | | Yes No Not Sure | |
| Did your company bid on the contract? | | Yes No The contract was awarded non-competitively | |
| If “No”, why not? |  |
| If your complaint is about a competitive procurement award, indicate if you had a debriefing. | | Yes No Not Applicable | |
| If “Yes”, date of debriefing: |  |
| Vendor’s detailed description of the grounds for the complaint. | |  | |
| **Declaration** | | | |
| The information provided herein is to the best of my knowledge true, accurate and complete. The facts and grounds on which this complaint is based are not and have not been the subject of a proceeding in court.  By submitting a dispute under this Bid Dispute Process, vendor acknowledges that OLG is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (Ontario) (“FIPPA”) and may be required to disclose records relating to this process pursuant to FIPPA. FIPPA does provide certain protections for confidential and proprietary business information, but vendors are advised to consult their own legal advisors with respect to the treatment of confidential or proprietary business information provided to OLG hereunder. Subject to the provisions of FIPPA, OLG will use reasonable commercial efforts to safeguard the confidentiality of any information identified by the vendor as confidential, but shall not be liable in any way to vendor, or any employee, contractor, agent, subcontractor or representative of vendor if such information is disclosed by OLG based on an order or decision in accordance with FIPPA, or otherwise as required by applicable law. | | | |
| Signature: |  | | |
| Date: |  | | |