



Procedure on the reception and review of complaints made in connection with the awarding of a contract

Update May 2025

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ARTICLE 1 PURPOSE OF THE PROCEDURE

ARTICLE 3 INTERPRETATION

Affected contract:

Tendering process:

Awarding process:

Designated official:

SEAO:

contracting by public bodies

Act respecting

ARTICLE 4 APPLICATION



ARTICLE 5 COMPLAINTS MADE PERTAINING TO THE PROCESS OF AWARDING A CONTRACT

5.1 Interest required to file a complaint

5.2 Reasons in support of a complaint

5.3 How and when to lodge a complaint

5.4 Contents of a complaint

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5.5 Criteria for the admissibility of a complaint

5.6 Receipt and treatment of a complaint



5.7 Decision



ARTICLE 6 EXPRESSION OF INTEREST AND COMPLAINTS MADE PERTAINING TO THE AWARDING PROCESS

6.1 Reason to support an expression of interest

6.2 Terms and deadline for transmitting an expression of interest

6.3 Contents of an expression of interest

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6.4 Criteria for the admissibility of an expression of interest



6.5 Receipt and processing of an expression of interest

6.6 Decision



ARTICLE 7 ENTRY INTO EFFECT AND ACCESSIBILITY

This procedure comes into effect on May 13th, 2025.

As soon as it is in effect, the Municipality of Pontiac makes it accessible at all times by publishing it on its website, in accordance with section 938.1.2.1 of the Municipal Code.



Roger Larose
Mayor



Mario Allen
Director General

ANNEX I

Tendering process

Notice of interest

SUBJECT: NOTICE – LACK OF INTEREST TO LODGE A COMPLAINT

*Act to Promote the Supervision of Public Agency Contracts and to Establish the Public
Markets Authority*

[Signature of designated officials]



ANNEX II

Tendering process

Notice of inadmissibility

SUBJECT: NOTICE – INADMISSIBILITY OF YOUR COMPLAINT

*Act to Promote the Supervision of
Public Agency Contracts and to Establish the Public Markets Authority*

[Signature of designated officials]



ANNEX III

Tendering process

Decision – inadmissibility

SUBJECT: DECISION – INADMISSIBILITY OF YOUR COMPLAINT

☐

(article 5.5 b)

☐

(article 5.5 c)

☐

(article 5.5 d)

☐

(article 5.5 e)

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(article 5.5 f)

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(article 5.5 g)

*Act to Promote the Supervision of Public Agency Contracts and to
Establish the Public Procurement Authority*

[Signature of designated officials]

ANNEX IV



Tendering process

Decision – acceptance of the complaint

SUBJECT: DECISION RELATING TO YOUR COMPLAINT

[will be/have been]

*Act to Promote the Supervision of Public Agency Contracts and to
Establish the Public Procurement Authority*

[Signature of designated officials]



ANNEX V

Tendering process

Decision – rejection of your complaint

SUBJECT: DECISION RELATING TO YOUR COMPLAINT

*Act to Promote the Supervision of Public Agency Contracts and to
Establish the Public Procurement Authority*

[Signature of designated officials]



ANNEX VI

Awarding process – Expression of interest

Decision – expression of interest inadmissible

SUBJECT: DECISION – INADMISSIBILITY OF YOUR EXPRESSION OF INTEREST

☐
☐

(article 6.4 a)

(article 6.4 b)

☐
☐

(article 6.4 c)

Promote the Supervision of Public Agency Contracts and to Establish the Public Procurement Authority *Act to*

[Signature of designated officials]



ANNEX VII

Awarding process – Expression of interest

Decision –expression of interest accepted

SUBJECT: DECISION RELATING TO YOUR EXPRESSION OF INTEREST

*Act to Promote the Supervision of Public Agency Contracts and to
Establish the Public Procurement Authority*

[Signature of designated officials]



ANNEX VIII

Awarding process – Expression of interest

Decision – expression of interest rejected

SUBJECT: DECISION RELATING TO YOUR EXPRESSION OF INTEREST

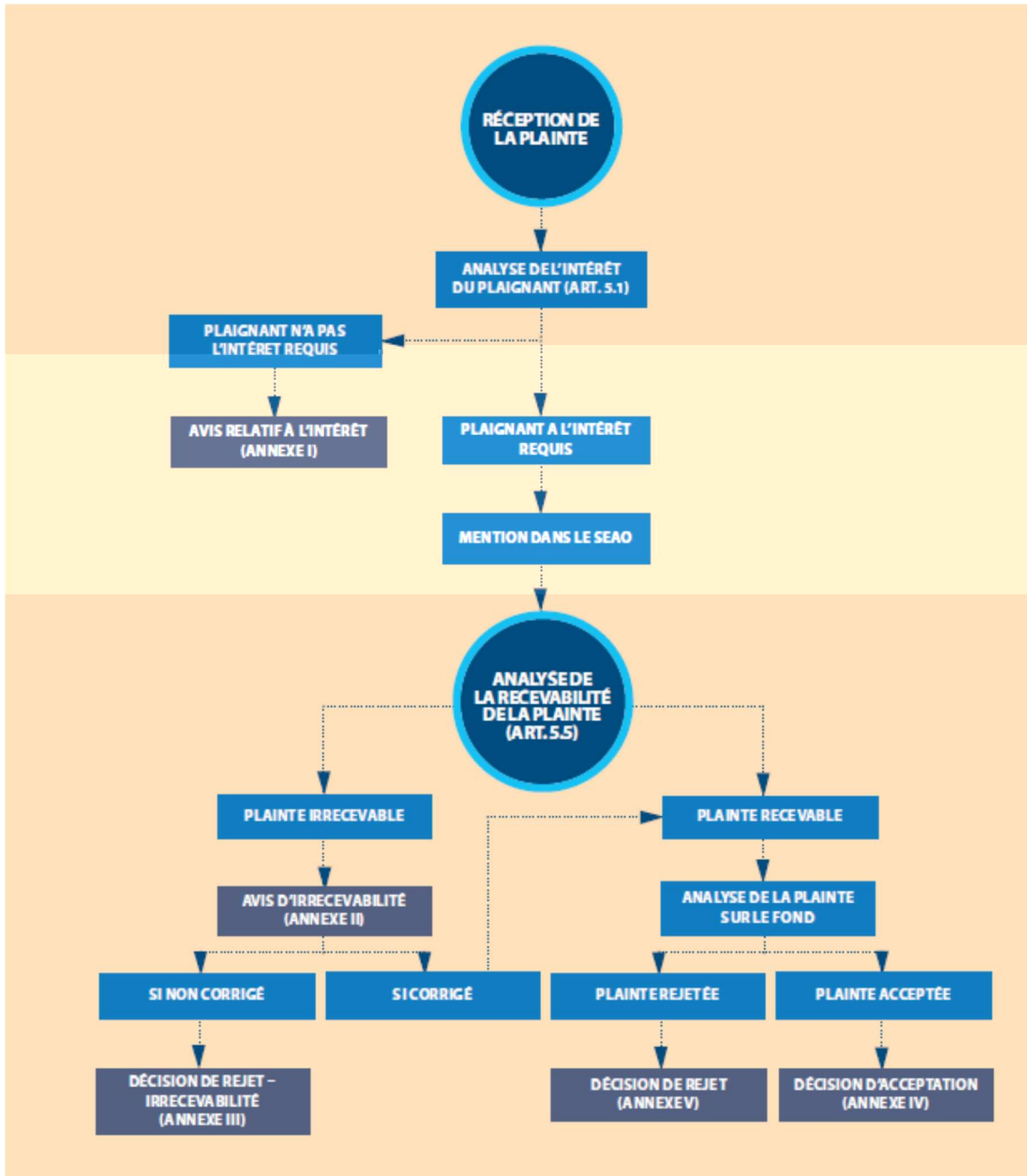
*Act to Promote the Supervision of Public Agency Contracts and to
Establish the Public Procurement Authority*

[Signature of designated officials]



DRAWING UP PROCEDURES

Complaints made regarding an awarding process



Expressions of interest and complaints made regarding an awarding process

