



## Request for Alternative Dispute Resolution

The information requested on this form is required in accordance with the [Procurement Ombudsman Regulations](#) (Regulations) for a request for Alternative Dispute Resolution (ADR) services to be filed. Only information needed to initiate the ADR process will be requested.

Within ten working days, we will assess your request against the Regulations and if the criteria are met, we will send your request to the federal organization so it can decide whether to participate in the ADR process.

The Regulations require the dispute to be about the interpretation or application of the terms and conditions of a contract. The dispute must also be between parties to a contract and one party must be a federal organization.

I acknowledge and understand the above statements. Yes  No

If you are experiencing any difficulties completing this form, please contact us at 1-866-734-5169 or [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). For more information regarding OPO's ADR process consult our ["What to expect"](#) guide.

### Section 1: Requestor information

Title (Please select one) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Last name	First name
Full company name:			
Mailing Address:			
City:		Province:	Postal code:
Telephone:	Fax:	Email address:	

Are you filing on behalf of the requestor (e.g. family member, legal counsel)? Yes  No

If yes, please fill out the following:

Title (Please select one) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Last name	First name
Full company name:			
Mailing Address:			
City:		Province:	Postal code:
Telephone:	Fax:	Email address:	

How did you first become aware of OPO and its services?

If you have selected "Other", please specify

**Section 2: Please list all the issues.**

Please provide details for each issue and any supporting documentation.

**Are you submitting additional information by fax or mail?**  Yes  No

Such as any correspondence and written information related to this dispute. Please note that OPO requires a copy of the contract in question.

**Section 3: Please identify the other party to the contract involved in your contract dispute.**

**Section 4: Have you contacted the other party identified in Section 3 to resolve your dispute?**

If yes, please provide a brief description of what happened and the relevant dates.

**Section 5: Consent**

	Yes	No
Do you provide your consent, at this time, to the Office of the Procurement Ombudsman to contact the other party to the contract, identified above, in an attempt to resolve your issue(s)?	<input type="checkbox"/>	<input type="checkbox"/>

## Section 6: Declaration

I declare and certify that the information provided herein is to the best of my knowledge, true, accurate and complete.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I agree to bear any cost related to travel, if applicable, of my own participation in the alternative dispute resolution process.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name and title of authorized official filing the complaint:		
Signature of authorized official:		Date:
<p><b>Privacy Statement:</b> Any personal information collected in this process is protected under the <a href="#">Privacy Act</a>. The information will be retained for a minimum of three years after the file is closed.</p> <p>Under the <a href="#">Privacy Act</a>, individuals have the right to protection of, and access to, their personal information held by federal organizations. As well, individuals can request corrections to any inaccurate information. Learn more on accessing your personal information at the <a href="#">Office of the Privacy Commissioner</a>.</p> <p>If you have questions about this Statement, you can send them to <a href="mailto:opo-boa@opo-boa.gc.ca">opo-boa@opo-boa.gc.ca</a>. For more information on privacy issues and the <a href="#">Privacy Act</a>, contact the <a href="#">Office of the Privacy Commissioner</a> at 1-800-282-1376.</p> <p>I acknowledge and understand this Privacy Statements.      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>		
<b>Submission instructions</b>		
This form with all related documents can be submitted by mail, in person or by fax to:		
Office of the Procurement Ombudsman c/o Alternative Dispute Resolution Unit 340 Albert Street, 11 Floor, Suite 1150 Ottawa ON K1R 7Y6 Fax: 613-947-6211		
Keep a copy of your form and all related document for your records, since OPO will not return the originals.		