

This page sets out the instructions for completing the Prescribed Form – Qualification Submission Completeness Checklist.

All capitalized terms used in these instructions and the Prescribed Form – Qualification Submission Completeness Checklist, unless otherwise stated, have the meanings ascribed to them in the LT1 RFQ.

Instructions applicable to all Prescribed Forms:

- a. This instruction page is not required to be submitted as part of the completed Prescribed Forms.
- b. If submitted, this Prescribed Form must be submitted electronically via email to the IESO at LT.RFP@ieso.ca.
- c. Information provided in each Prescribed Form should be consistent with the information provided elsewhere in the Qualification Submission.
- d. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Qualification Submission in sequential order.
- e. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Qualification Submission where the substantiating evidence for that particular item can be found.
- f. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.
- g. Each Prescribed Form must be completed in its entirety. Fields marked <if applicable> must be completed if applicable to the Qualification Submission. If not applicable, they should be marked "not applicable".
- a. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the RFQ Applicant. The Prescribed Form may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.
- b. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

Instructions specific to this Prescribed Form – Qualification Submission Completeness Checklist:

- c. This Prescribed Form – Qualification Submission Completeness Checklist is an organizational guide to assist RFQ Applicants in ensuring all required components of a Qualification Submission are completed and delivered in accordance with the requirements of the LT1 RFQ. RFQ Applicants must check each box on the Prescribed Form and should carefully review each item.



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**Prescribed Form – Qualification
Submission Completeness Checklist**
LT.RFP@ieso.ca

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Capitalized terms not defined herein have the meanings ascribed to them in the LT1 RFQ.

To participate in the LT1 RFQ, RFQ Applicants must submit their Qualification Submission, consisting of all required Prescribed Forms and Fees, as prescribed by the submission requirements in Section 2.7(b)(i) of the LT1 RFQ.

Required Material(s)	RFQ Section
Prescribed Form: RFQ Applicant Qualifying Experience and Declarations	2.7(b)(i)
Prescribed Form: Long-Term Reliability Project Description	2.7(b)(i)
Qualification Submission Fee (EFT or wire)	2.7(b)(i)

I hereby confirm that I am an individual with the authority to bind the RFQ Applicant and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the RFQ Applicant.

RFQ APPLICANT NAME: _____

Per: _____

Print Name:

Print Title:

Date Signed: