

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

All capitalized terms used in these instructions and the Prescribed Form – Proposal Completeness Checklist, unless otherwise stated, have the meanings ascribed to them in the MT I RFP.

**Instructions applicable to all Prescribed Forms:**

- a. This instruction page is not required to be submitted as part of the completed Prescribed Form.
- b. The Prescribed Form is required to be submitted electronically via email to the IESO at [MT.RFP@ieso.ca](mailto:MT.RFP@ieso.ca).
- c. Information provided in each Prescribed Form should be consistent with the information provided in the Proposal.
- d. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Proposal 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 Proposal 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 Proposal. If not applicable, they should be marked "not applicable".
- h. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Proponent. 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.
- i. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

**Instructions specific to this Prescribed Form – Proposal Completeness Checklist:**

- j. This Prescribed Form – Proposal Completeness Checklist is an organizational guide to assist Proponents in ensuring all required components of a Proposal are completed and delivered in accordance with the requirements of the MT I RFP. Proponents must check each box on the Prescribed Form and should carefully review each item.

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Capitalized terms not defined herein have the meanings ascribed to them in the MT I RFP.

To participate in the MT I RFP, Proponents must submit their Proposal, consisting of all required Prescribed Forms and Fees, as prescribed by the submission requirements in Sections 3.7(b) and 3.7(c) of the MT I RFP.

<b>Required Material(s)</b>	<b>RFP Section</b>
Prescribed Form: Proposal Completeness Checklist	3.7(b)
Prescribed Form: Proponent Information and Declarations	3.7(b)
Proposal Fee (EFT or wire)	3.7(b)
Proposal Security (hard copy)	3.7(c)(i)
Proposal Security (scanned copy)	3.7(b)
Prescribed Form: Proposal Price & Commitment Period Start Date	3.7(b)

**PROPONENT NAME:** \_\_\_\_\_

Per: \_\_\_\_\_

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed: