

Internal Vendor Reference Check VENDOR DISQUALIFICATION REVIEW

Vendor Instructions: A vendor who does not pass an [internal reference check](#) can request a review of the disqualification by the Office of the Comptroller General by using this form. The request for review must be submitted to the Office of the Comptroller General within five (5) business days of the vendor receiving written notification of the results of the internal reference check. Please submit completed form and attachments to: ProcurementGovernance@gov.bc.ca

Freedom of Information and Protection of Privacy Act (FOIPPA) Notice: Information on this form is being collected for the purposes of administering the Procurement Process of the BC Provincial Government, under the authority of 26(c) of the Freedom of Information and Protection of Privacy Act. Questions about the collection, use, or disclosure of any information can be directed to the Senior Procurement Governance Advisor of the Office of the Comptroller General, at 617 Government Street, PO Box 9413, Victoria BC, V8W 9V1, or at 778 698-5400.

Part A – Vendor Information
Company/Organization Name:
Contact Name:
Contact Job Title:
Email Address:
Phone Number:
Mailing Address:
Part B – Ministry Information
Ministry Name:
Ministry Contact:
Solicitation Number:

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Part C – Review Rationale
Describe the rationale for why, in your opinion a disqualification under an internal reference check should be reversed and attach any information that supports your request:

NOTE: The Comptroller General will share this form with the Ministry associated with the solicitation identified. The response from the Ministry will be considered in the final decision of the Comptroller General on whether to confirm the disqualification or determine that the vendor has passed the internal reference check.

OCG OFFICE USE ONLY	
Reference #:	Vendor has passed the internal reference check
	Disqualification is confirmed