Toronto District School Board

FACILITIES PURCHASING SERVICES – 15 OAKBURN CRESCENT, TORONTO ON M2N 2T5 - (416) 395-4637

AGREEMENT TO ABIDE BY ESTABLISHED PROCESS

The integrity of the process requires observance of the following ground rules:

1. All communications, including requests for information, between suppliers and the Board must be between only the representatives of the Board and each supplier who have been authorized and designated for that particular purpose.

2. Apart from the communications between and among the designated representatives, there must be no communication between the Board and any representative of the supplier, and no giving of information with respect to the RFT processes and the final Agreement.

3. Any attempt on the part of any supplier, or any of its employees, agents, contractors or representatives to contact any persons other than the designated representatives with respect to the RFT or any action or violation of the above requirements will be grounds for disqualification, and the Board may, in its discretion, in addition to any other rights or remedies available at law, reject any potential or actual submission or proposal submitted by that supplier.

Suppliers must accept and agree to observe the contents of this "Agreement to Abide by the Established Process", inform their staff thereof, and ensure their compliance therewith.

This agreement must be signed by a person who has the authority to bind the supplier and be submitted with the proposal.

Certification:

> Accepts, and undertakes to ensure compliance with the terms of the Agreement to Abide by the Established Process.

Signature: _____ **Company:** _____

Date: _____