

[DATE]

[Name of TFO contact]

[Position]

[Company Name]

[Company Address]

Dear XXX,

Re: **Compliance Monitoring Audit of Purchase of Project Materials and Services – Project # XXX – Request for TFO records**

Thank you for the response on [DATE] to our Information Request (IR) letter of [DATE]. We have reviewed the summary of Project Materials that you submitted to us in that response and used it to identify the samples for testing for the Compliance Monitoring Audit of Project # XXX. This second IR is for the following samples selected for testing:

Purchase order no./ Sub-contract no.	Vendor name/Sub-contractor name	Competitive bid (\$ value)	Bid awarded contract - not lowest competitive bid (\$ value)	Sole source (\$ value)

Information Request

For each of the selected samples above, we request that you prepare and forward to us the following:

- Where the Project Material was competitively procured:
 - a) Records of solicitations or invitations to tender sent to each vendor/supplier (i.e. original bid request form sent to a vendor evidencing solicitation of bids, including evidence that it was actually sent to the solicited vendor),
 - b) Records of all responses received from each vendor/supplier (i.e. original bid responses or unable to quote responses, etc.),
 - c) Records that demonstrate that the lowest priced, fully compliant bid was selected.

- Where the contract was not awarded to the lowest priced fully compliant bid:
 - a) Records that demonstrate that it was commercially reasonable to do so (i.e. analysis, email correspondences, etc. that are dated during the time of the procurement),
 - b) Copy of the Project Progress Report where the AESO was notified of such award.

- Where the contract was sole sourced:
 - a) Records that demonstrate that the TFO's decision is in compliance with the acceptable conditions outlined in Subsection 9.1.5.6b) of the ISO Rules.

These records will be used by the AESO to assess compliance with Subsection 9.1.5 of the ISO Rules.

Procedures for records submission and organization of the records are outlined in the [ISO rule 9.1.5 Compliance Monitoring Audit Documents](#) on the AESO website.

Information Request Due Date

We request that you respond to this IR no later than [DATE]. Should your response be sent by email, please send your response to Transmission Project Compliance, via tpcompliance@aeso.ca.

Pre-audit Conference Meeting

If desired, the AESO can schedule a pre-audit conference meeting to provide overview of the audit process and any questions you might have. If [TFO] would like such a meeting, please contact [AESO Contact] to discuss the scheduling and details.

If you are unable to meet this timeline or have any questions regarding this IR, please contact [AESO Contact].

Yours truly,

AESO Compliance Contact

cc: XXX