

# GENERAL SERVICE AGREEMENT



## *For Administrative Purposes Only*

*Ministry Contract No.:* C12GCPE25063

*Requisition No.:*

*Solicitation No.(if applicable):* \_\_\_\_\_

*Commodity Code:* AD.AD00

### ***Contractor Information***

*Supplier Name:* Reception Point Consulting Inc.

*Supplier No.:* 2373437

*Telephone No.:*

*E-mail Address:* don@donmillar.com

*Website:* \_\_\_\_\_

### ***Financial Information***

*Client:* 112

*Responsibility Centre:* 32348

*Service Line:* 34420

*STOB:* 6001, 6002

*Project:* 32N0113

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## TABLE OF CONTENTS

No.	Heading	Page
1.	<b>Definitions.....</b>	<b>1</b>
1.1	General.....	1
1.2	Meaning of "record" .....	1
2.	<b>Services.....</b>	<b>1</b>
2.1	Provision of services .....	2
2.2	Term .....	2
2.3	Supply of various items.....	2
2.4	Standard of care.....	2
2.5	Standards in relation to persons performing Services .....	2
2.6	Instructions by Province.....	2
2.7	Confirmation of non-written instructions.....	2
2.8	Effectiveness of non-written instructions .....	2
2.9	Applicable laws .....	2
3.	<b>Payment.....</b>	<b>2</b>
3.1	Fees and expenses .....	2
3.2	Statements of accounts .....	3
3.3	Withholding of amounts .....	3
3.4	Appropriation.....	3
3.5	Currency .....	3
3.6	Non-resident income tax .....	3
3.7	Prohibition against committing money.....	3
3.8	Refunds of taxes.....	3
4.	<b>Representations and Warranties.....</b>	<b>4</b>
5.	<b>Privacy, Security and Confidentiality .....</b>	<b>4</b>
5.1	Privacy .....	4
5.2	Security .....	4
5.3	Confidentiality.....	4
5.4	Public announcements.....	5
5.5	Restrictions on promotion.....	5
6.	<b>Material and Intellectual Property.....</b>	<b>5</b>
6.1	Access to Material .....	5
6.2	Ownership and delivery of Material .....	5
6.3	Matters respecting intellectual property .....	5
6.4	Rights relating to Incorporated Material.....	5
7.	<b>Records and Reports .....</b>	<b>5</b>
7.1	Work reporting .....	5
7.2	Time and expense records.....	6
8.	<b>Audit.....</b>	<b>6</b>

9.	<b>Indemnity and Insurance</b> .....	6
9.1	Indemnity .....	6
9.2	Insurance .....	6
9.3	Workers compensation.....	6
9.4	Personal optional protection.....	6
9.5	Evidence of coverage .....	6
10.	<b>Force Majeure</b> .....	7
10.1	Definitions relating to force majeure .....	7
10.2	Consequence of Event of Force Majeure .....	7
10.3	Duties of Affected Party .....	7
11.	<b>Default and Termination</b> .....	7
11.1	Definitions relating to default and termination .....	7
11.2	Province's options on default .....	8
11.3	Delay not a waiver .....	8
11.4	Province's right to terminate other than for default.....	8
11.5	Payment consequences of termination .....	8
11.6	Discharge of liability .....	8
11.7	Notice in relation to Events of Default .....	8
12.	<b>Dispute Resolution</b> .....	9
12.1	Dispute resolution process.....	9
12.2	Location of arbitration or mediation.....	9
12.3	Costs of mediation or arbitration .....	9
13.	<b>Miscellaneous</b> .....	9
13.1	Delivery of notices.....	9
13.2	Change of address or fax number .....	9
13.3	Assignment .....	9
13.4	Subcontracting .....	10
13.5	Waiver.....	10
13.6	Modifications .....	10
13.7	Entire agreement .....	10
13.8	Survival of certain provisions.....	10
13.9	Schedules.....	10
13.10	Independent contractor .....	10
13.11	Personnel not to be employees of Province .....	10
13.12	Key Personnel .....	11
13.13	Pertinent Information .....	11
13.14	Conflict of interest .....	11
13.15	Time.....	11
13.16	Conflicts among provisions .....	11
13.17	Agreement not permit nor fetter .....	11
13.18	Remainder not affected by invalidity .....	11
13.19	Further assurances .....	11
13.20	Additional terms .....	11
13.21	Governing law .....	12
14.	<b>Interpretation</b> .....	12
15.	<b>Execution and Delivery of Agreement</b> .....	12

## **SCHEDULE A – SERVICES**

- Part 1 - Term
- Part 2 - Services
- Part 3 - Related Documentation
- Part 4 - Key Personnel

## **SCHEDULE B – FEES AND EXPENSES**

- Part 1 - Maximum Amount Payable
- Part 2 - Fees
- Part 3 - Expenses
- Part 4 - Statements of Account
- Part 5 - Payments Due

## **SCHEDULE C – APPROVED SUBCONTRACTOR(S)**

## **SCHEDULE D – INSURANCE**

## **SCHEDULE E – PRIVACY PROTECTION SCHEDULE**

## **SCHEDULE F – ADDITIONAL TERMS**

## **SCHEDULE G – SECURITY SCHEDULE**

THIS AGREEMENT is dated for reference the 1<sup>st</sup> day of October, 2011.

BETWEEN:

Reception Point Consulting Inc. (the "Contractor") with the following specified address:  
Suite 604 – 1233 West Cordova Street, Vancouver, British Columbia, V6C 3R1

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Labour, Citizens' Services and Open Government, Government Communications and Public Engagement (the "Province") with the following specified address and fax number:  
4<sup>th</sup> Floor, 617 Government Street, Victoria, British Columbia, V9W 9V1,  
250 387-6687.

The Province wishes to retain the Contractor to provide the services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those services, on the terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

## 1 DEFINITIONS

### General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced by the Contractor or a Subcontractor and includes the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

### Meaning of "record"

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

## 2 SERVICES

### Provision of services

2.1 The Contractor must provide the Services in accordance with this Agreement.

## Term

- 2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

## Supply of various items

- 2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

## Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

## Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

## Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

## Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

## Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

## Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

## 3 PAYMENT

### Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule;
  - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and

## REPRESENTATIONS AND WARRANTIES

4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:

- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
  - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
  - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual agreements in place and available to enable the Contractor to fully perform the Services, and
  - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
- (b) if the Contractor is not an individual,
  - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
  - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

## 5 PRIVACY, SECURITY AND CONFIDENTIALITY

### Privacy

5.1 The Contractor must comply with the Privacy Protection Schedule attached as Schedule E.

### Security

5.2 The Contractor must:

- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
- (b) comply with the Security Schedule attached as Schedule G.

### Confidentiality

5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:

- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
- (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
- (c) if it is information in any Incorporated Material.



- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

#### Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

#### Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

#### Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

#### Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

#### Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

#### Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

#### Refunds of taxes

- 3.8 The Contractor must:
- (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and
  - (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.



## Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

## Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

## 6 MATERIAL AND INTELLECTUAL PROPERTY

### Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

### Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

### Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:

- (a) Received Material that the Contractor receives from the Province; and
- (b) Produced Material, other than any Incorporated Material.

Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

### Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material; and
  - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute that Incorporated Material.

## 7 RECORDS AND REPORTS

### Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

#### Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

#### 8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

#### 9 INDEMNITY AND INSURANCE

##### Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claim of infringement of third-party intellectual property rights, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement, excepting always liability arising out of the independent acts or omissions of the Province and the Province's employees and agents.

##### Insurance

- 9.2 The Contractor must comply with the Insurance Schedule attached as Schedule D.

##### Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

##### Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
  - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

##### Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

## 10 FORCE MAJEURE

### Definitions relating to force majeure

10.1 In this section and sections 10.2 and 10.3:

- (a) "Event of Force Majeure" means one of the following events:
  - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
  - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
  - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
  - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
- (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

### Consequence of Event of Force Majeure

10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

### Duties of Affected Party

10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

## 11 DEFAULT AND TERMINATION

### Definitions relating to default and termination

11.1 In this section and sections 11.2 to 11.4:

- (a) "Event of Default" means any of the following:
  - (i) an Insolvency Event,
  - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
  - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
- (b) "Insolvency Event" means any of the following:
  - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
  - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
  - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
  - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
  - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or



- (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

#### Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
  - (b) pursue any remedy or take any other action available to it at law or in equity; or
  - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

#### Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

#### Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

#### Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
  - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

#### Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

#### Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

## 12 DISPUTE RESOLUTION

### Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
  - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
  - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.

### Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

### Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

## 13 MISCELLANEOUS

### Delivery of notices

- 13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:
- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
  - (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
  - (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

### Change of address or fax number

- 13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

### Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights under this Agreement without the Province's prior written consent.

## Subcontracting

- 13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:
- (a) any person retained by the Contractor to perform obligations under this Agreement; and
  - (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

## Waiver

- 13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

## Modifications

- 13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

## Entire agreement

- 13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

## Survival of certain provisions

- 13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

## Schedules

- 13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

## Independent contractor

- 13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:
- (a) an employee or partner of the Province; or
  - (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

## Personnel not to be employees of Province

- 13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

#### Key Personnel

- 13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

#### Pertinent information

- 13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

#### Conflict of interest

- 13.14 The Contractor must not provide any services to any person in circumstances which, in the Province's reasonable opinion, could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Province under this Agreement.

#### Time

- 13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

#### Conflicts among provisions

- 13.16 Conflicts among provisions of this Agreement will be resolved as follows:
- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
  - (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

#### Agreement not permit nor fetter

- 13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

#### Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

#### Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

#### Additional terms

- 13.20 Any additional terms set out in the attached Schedule F apply to this Agreement.



Governing law

- 13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

14 INTERPRETATION



14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

15 EXECUTION AND DELIVERY OF AGREEMENT

- 15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

<p>SIGNED on the <u>22</u> day of <u>November</u>, 2011 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p></p> <p>Signature(s)</p> <p><u>Don Millar</u> Print Name(s)</p> <p><u>PRESIDENT</u> Print Title(s)</p>	<p>SIGNED on the <u>22</u> day of <u>November</u>, 2011 on behalf of the Province by its duly authorized representative:</p> <p></p> <p>Signature</p> <p><u>Denise Champion</u> Print Name</p> <p><u>Executive Director</u> Print Title</p>
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## Schedule A – Services

### PART 1. TERM:

Regardless of the date of Execution, the term of this Agreement commences on October 1<sup>st</sup>, 2011 and ends on March 31<sup>st</sup>, 2012.

### PART 2. SERVICES:

As directed by the Contract Manager, or their designated alternate, the Contractor will provide a full range of advisory services to the Deputy Minister, Government Communications and Public Engagement.

### PART 3. RELATED DOCUMENTATION: Not applicable.

### PART 4. KEY PERSONNEL: Not applicable.

## Schedule B – Fees and Expenses

### 1. MAXIMUM AMOUNT PAYABLE:

**Maximum Amount:** Despite sections 2 and 3 of this Schedule, \$72,000 is the maximum amount which the Province is obliged to pay to the Contractor for Fees and Expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

### 2. FEES:

\$10,000 per month, for performing the services during the term of this agreement.

### 3. EXPENSES:

- a. travel, accommodation and meal expenses on the same basis as the Province pays its Group II employees when they are on travel status. Appendix 1 – Group 2 Rates Expenses for Contractors, attached;

excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (a) above to the extent that the Contractor is entitled to claim credits (including HST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

### 4. STATEMENTS OF ACCOUNT:

**Statements of Account:** In order to obtain payment of any fees and expenses under this Agreement, the Contractor must deliver to the Province at the end of the Term or, if the Contractor completes the Services before that time, on the completion of the Services, a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement;
- (c) the Contractor's calculation of all fees claimed under this Agreement, including a declaration that the Services for which the Contractor claims fees have been completed;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any HST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the Contractor's calculation of all applicable taxes payable by the Province in relation to the Services;
- (f) a description of this Agreement to which the statement relates;
- (g) a statement number for identification; and any other billing information reasonably requested by the Province.

## 5. PAYMENTS DUE:

Within 30 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the Province as required to obtain the discount.

### **Schedule C – Approved Subcontractor(s):**

Not applicable.

### **Schedule D – Insurance**

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
  - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
    - (i) include the Province as an additional insured,
    - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
    - (iii) include a cross liability clause;
  - (b) Professional Liability in an amount not less than \$1,000,000 per claim, insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under this Agreement and this insurance must be endorsed to provide the Province 30 days advance written notice of cancellation.

### **Schedule E – Privacy Protection Schedule:**

#### **Definitions**

1. In this Schedule,
  - (a) "access" means disclosure by the provision of access;
  - (b) "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
  - (c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
  - (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

#### **Purpose**

2. The purpose of this Schedule is to:
  - (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and

- (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor's statutory obligations under the Act with respect to personal information.

### **Collection of personal information**

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
  - (a) the purpose for collecting it;
  - (b) the legal authority for collecting it; and
  - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

### **Accuracy of personal information**

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

### **Requests for access to personal information**

- 7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

### **Correction of personal information**

- 8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
- 9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
- 10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
- 11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

### **Protection of personal information**

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

#### **Storage and access to personal information**

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

#### **Retention of personal information**

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

#### **Use of personal information**

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

#### **Disclosure of personal information**

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

#### **Notice of foreign demands for disclosure**

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
  - (a) receives a foreign demand for disclosure;
  - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
  - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

#### **Notice of unauthorized disclosure**

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

#### **Inspection of personal information**

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's



premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

#### **Compliance with the Act and directions**

21. The Contractor must in relation to personal information comply with:
  - (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
  - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

#### **Notice of non-compliance**

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

#### **Termination of Agreement**

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

#### **Interpretation**

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

**Schedule F – Additional Terms  
CONFIDENTIALITY AGREEMENT**

Whereas:

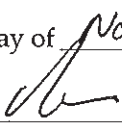
- A. Reception Point Consulting Inc. (Don Millar) and Her Majesty the Queen in right of the Province of British Columbia, as represented by the Minister of Labour, Citizens' Services and Open Government, Government Communications and Public Engagement (the "Province") entered into an agreement entitled C12GCPE25063, dated October 1, 2011, (the "Agreement") for the provision of certain advisory related services provided by the Contractor to the Province.
- B. In this Confidentiality Agreement, including these Recitals, unless the context requires otherwise, words have the same meaning as defined in the Agreement.

I, DONALD E. MILLAR (print name), agree as follows:

1. I will treat as confidential and will not, without the prior written consent of the Province use, publish, disclose or permit to be used, published or disclosed, the Material that comes to my knowledge, is supplied to, or obtained by me, as a result of my Access except insofar:
  - (a) as the Material to be used, published, or disclosed is general public knowledge or was in my possession prior to my Access to that Material;
  - (b) as the Material to be used, published or disclosed is provided by a third party without a restriction that it be held confidential; or
  - (c) as such use, publication, or disclosure is required by law including, without limitation, the *Freedom of Information and Protection of Privacy Act* (British Columbia).
2. I will not use, reproduce or duplicate any Material except as is necessary in providing the Services under the Agreement.
3. If I do not adhere to the provisions contained in this Confidentiality Agreement, the Province may, at its sole discretion and without prior written notice to me, revoke my access to the Material, and seek any other appropriate remedies.
4. Despite any other provision of this Confidentiality Agreement, my Access to the Material expires with the expiry or termination of the Agreement.
5. Upon the expiry or earlier revocation of my Access, I will immediately return to the Province all Material in my possession as a result of my Access.
6. The obligations imposed on me as a result of this Confidentiality Agreement will survive the expiry or termination of the Agreement and will continue indefinitely.

SIGNED AND DELIVERED

this 22 day of November 2011

  
(Signature)



## APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for HST credits).

### Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

#### 1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

#### 2. Mileage Rates When Using Private Vehicle:

Effective March 29, 2009, the private mileage allowance is \$.50 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

#### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

#### 4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at [www.pss.gov.bc.ca/csa/categories/vehicle\\_rentals/vehicle\\_rentals\\_daily/vehicle\\_rentals\\_daily.html#suppliers](http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers). Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

**PAI** (personal accident insurance) will not be reimbursed.

**CDW/LDW** (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

#### 5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at [www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html](http://www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html)

Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed.

The "number in party" identified on the receipt must show only one person.

#### Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

#### b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

#### 6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

#### 7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

#### 8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

### Other Expenses

#### 1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

#### 2. HST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded HST. A contractor with an HST registration number can claim input tax credits from Canada Revenue Agency.

#### 3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

# DIRECT AWARD JUSTIFICATION

## FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the justification for direct awarding a service contract and ensures compliance with government contract policy. The original completed and signed form must be retained in the program contract file.

### CONTRACT INFORMATION

Ministry: Ministry of Labour, Citizens' Services

Program: Deputy Minister's Office

Contract Manager Name and Phone Neil Sweeney

387-1723

Legal Contractor Name: Reception Point Consulting Inc

Contract Value: \$72,000

Term: Oct 1, 2011 - Mar 31, 2012

STOB: 6001 6002

Contract Type ☒ New ☐ Multi-year ☐ Renewal

#### Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

### RATIONALE FOR ALL DIRECT AWARD CONTRACTS

1. Describe the services required and provide an explanation of why you need to acquire these services.

Provide a full-range of advisory services.

The services are of a confidential and privileged nature. This contractor has the trust and confidence of this administration, and has proven experience in this field. Confidentiality is paramount and the contractor has signed a confidentiality agreement as part of the contract documentation.

2. Under which Core Policy and Procedures Manual exception is this direct award request being made (see section 6.3.3)?

☐ Public Sector Organization

☐ Sole Source

☐ Sole Source - Notice of Intent

☐ Security, Order, etc.

☐ Emergency

☒ Confidentiality

☐ No Exceptions Apply - \$25,000 to \$75,000 posted on BC Bid or three quotes obtained

☐ No Exceptions Apply - Less than \$25,000 neither cost effective nor reasonable

3. Explain the reason why this contract meets the criteria of the above selection (i.e. how would a competitive process compromise government confidentiality, cause economic disaster or be contrary to the public interest)?

Refer to above.

4. Will this purchase obligate government to this vendor for future purchases (e.g., maintenance, licensing or continuing need)? If yes, provide details.

No.

5. Were alternative vendors evaluated? If yes, who were they and why were they unacceptable? If no, why were alternatives not evaluated?

Refer to above.

### ADDITIONAL RATIONALE FOR SOLE SOURCE CONTRACTS ONLY

1. Why is the requested vendor the only one that can meet your requirements? Provide specific, quantifiable factors and/or qualifications and explain why they are necessary.

2. What other suppliers did you consider before arriving at the conclusion that the sole source direct award criteria was met and the requested vendor was the only one that met your needs.

### APPROVALS

#### CONTRACT MANAGER

Neil Sweeney

Name (Please Print)

Signature & Date

#### EXPENSE AUTHORITY

Denise Champion

Name (Please Print)

Signature & Date

2011/11/22

## AGREEMENT ON INTERNAL TRADE (AIT) / BRITISH COLUMBIA - ALBERTA, INVESTMENT &amp; LABOUR MOBILITY AGREEMENT (TILMA)

Complete Part 3 for new contracts only. Do not complete for renewals/amendments. Select only one box.

☐ Purchase Subject to AIT/TILMA (100)

The purchase is for services over \$75K and is not excluded or exempted under any other provision of the AIT/TILMA or other category below.

☐ Purchase Not Subject to AIT/TILMA (200)

The purchase is for services \$75K or less.

☐ Excluded - Exempted Commodity/Service (300)

The purchase is for services that are exempted from coverage of AIT/TILMA or to which the AIT/TILMA does not apply by virtue of its specific reference in Chapter 5 of the agreement (e.g., health &amp; social services).

☐ Excluded - Emergency (400)

A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.

☐ Excluded - Security, Order, etc. (500)

A purchase where compliance with the open tendering provisions set out in Ch. 5 of the AIT/TILMA would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.

☐ Excluded - Product Compatibility/Exclusive Rights (600)

A purchase which must ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.

☐ Excluded - Procurement of Prototype (700)

The procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.

☐ Excluded - Regional/Economic Development (800)

A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT/TILMA for regional and economic development purposes.

## POLICY COMPLIANCE - NEW CONTRACTS - Complete for new contracts only. Do not complete for renewals/amendments

Yes No N/A

- Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)
- As per the AIT/TILMA, did you advertise on BC Bid for any contract over \$75,000 or if a prequalification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)
- Executive Financial Officer (EFO) pre-approval is required for all service contracts over \$50,000 that are being directly awarded. Has a briefing note been signed by the EFO for inclusion in the contract file?
- If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.3.a) have the reasons been clearly explained and documented for inclusion in the contract file? (CPPM 6.3.3.a)
- If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPM 6.3.2.a.11)
- Can you confirm that this contract does not constitute an employer/employee relationship (CPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-06e.pdf>
- If the General Service Agreement was not used, did you obtain Legal Services and/or Risk Management approval? Documentation of approval must be kept in the correct file. (CPPM 6.3.3.d)
- Does Schedule A clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)
- Does Schedule A clearly identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)
- If sub-contractors will be providing any of the services are they identified in Schedule C?
- If this is a professional services contract (e.g., IT, accounting, management consulting), have you completed and attached Schedule D (Insurance) & Schedule F (Additional Terms)?
- If Schedule D (Insurance) is attached, is the insurance adequate to cover the risks associated with this contract <http://www.fin.gov.bc.ca/pt/rmb/forms/colover.stm>?
- If the contractor will be involved with "personal information" as defined in the FOIPPA, have you completed and attached Schedule E (Privacy Protection - <http://www.mser.gov.bc.ca/privacyaccess/PPS/minpps.doc>)? (CPPM 6.3.3.e.11)
- Has the Information Package for Service Contractors been forwarded to the contractor?
- Appendix 1 must be attached to all service contracts including travel expenses. Have you attached Appendix 1?

## CONTRACT AMENDMENTS - Complete Part 5 for contract amendments only.

Reason for amendment:

Previous Amount: \$0.00

Amendment Amount: \$0.00

New Contract Total: \$0.00

## POLICY COMPLIANCE

Yes No

- Does the amendment format comply with those outlined in CPPM? (CPM 6.3.3.e.9)? [http://www.fin.gov.bc.ca/cams/fsa/branch/forms/modification\\_agreement.doc](http://www.fin.gov.bc.ca/cams/fsa/branch/forms/modification_agreement.doc)
- The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment?
- Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)?

## APPROVALS - Complete Part 6 for all contracts and amendments

Contract Mgr. Name: Neil Sweeney

\*\*ADM Name:

AP/PO Clerk:

Signature &amp; Date

Signature &amp; Date 2011/11/22

Initials &amp; Date

\*\*ADM sign-off is only required if the contract was directly awarded or the answer to any of the questions in Part 4 or 5 was 'NO'.



# SERVICE CONTRACT CHECKLIST

Page 1

## FORM USAGE AND ROUTING:

This form must be completed for all service contract and amendments to service contract involving an increase to the dollar value. It requires approval from the contract manager and the ADM (only in certain circumstances) before the contract/amendment is signed. After being signed by both parties, attach the original contract/amendment to the original Service Contract Checklist and forward to Accounts.

## DESCRIPTION OF CONTRACT - Complete Part 1 for all contracts and amendments.

Legal Contractor Name Reception Point Consulting Inc

Req #: 25063

Contract #: C12GCPE25063

Contract Type: ☒ New ☐ Multi-year ☐ Renewal ☐ Amendment

Brief Description of Services:

Term: Oct 1, 2011 - Mar 31, 2012

Rate (per hour or day) \$10,000/mth

Provide a full-range of advisory services.

## CONTRACT CODING: (if more lines needed attach separate sheet)

## Complete for Capital Asset Contracts (STOB 2000):

## OFA STOBs:

2175-Heavy Equipment  
2195-Operating Equipment  
2215-Office Furniture & Equip.  
2275-Mainframe HW & Servers  
2281-M/F HW & Servers WIP  
2295-PC Hardware  
2315-Mainframe Software  
2321-Mainframe Software WIP  
2335-Major Systems Software  
2355-PC Software  
2395-Tenant Improvements

Amount	CL	Resp	Service Line	STOB	Project	OFA STOB	Service Date (DD-MMM-YYYY)	ASSET # (if applicable)
\$12000	112	32348	34420	6002	32N0113			
\$60000	112	32348	34420	6001	32N0113			
\$72000	CONTRACT TOTAL							

## Commonly Used Contract STOBs:

6001/02 - Operational - Fees/Expenses for contracts that provide for a direct provision of good or services in the delivery of government programs (e.g., project mgmt).  
6003/04 - Regulatory - Fees/expenses for contract that provide a direct provision of goods or services required by statute or regulation.  
6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fee/expenses for contracts with the provision of advisory services to the ministers (e.g., management consulting)  
6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related good/services in the delivery of government programs (e.g., data processing, operating lease rentals).  
6308/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

## SELECTION PROCESS - Complete Part 2 for new contracts only. Do not complete for renewals or amendments. Select only one

### Open Process:

- ☐ Request for Proposal (RFP) (100) RFP #  
Suppliers submit proposals on how, and at what price, they would provide a service.
- ☐ Invitation to Quote (ITQ) (100) ITQ #  
For price based services only - you know exactly what you want done and are looking for the best price.
- ☐ Other Open Competitive Process (100)  
Identify process used:  
An open competitive process other than Request for Proposal or Invitation to Quote (e.g., Joint Solution Procurement, Invitation to Tender), normally by advertising the opportunity on BC Bid.

### Direct Process:

- ☐ Three Verbal or Written Bids (300)  
Only used for contracts less than \$25,000. A RFP or ITQ is required for contracts valued at \$25,000 or more. Documentation of bids must be kept on the contract file. Note: Obtaining verbal bids is not recommended but if used, the process must be documented in writing and included in the contract file. (e.g., communication between ministry and vendors).
- ☐ Direct Invitation to Selected Vendors (300)  
A competitive solicitation, for contracts \$25,000 or more, that is issued to a limited list of vendors and not advertised on BC Bid. If vendors are on a pre-qualification list, use category 401 below.  
Note: A RFP or ITQ is required by ministry policy for contracts valued at \$25,000 or more.

### Direct Award:

- ☐ Public Sector Organization (200)  
The contract was negotiated and directly awarded without competitive process because the contract is with another government organization.
- ☐ Sole Source (201)  
The contract is negotiated and directly awarded without competitive process because the ministry can strictly prove that only one contractor is qualified. A NOI is not required. Note: Evidence of how the ministry "proved" sole source must be documented in the contract file.
- ☐ Sole Source - Notice of Intent (205)  
The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but cannot strictly prove that only one contractor is qualified and a Notice of Intent is posted. A NOI must be posted on BC Bid when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. Note: It is recommended that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis.
- ☐ Security, Order, etc. (203)  
The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health.
- ☐ Emergency (202)  
The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process.
- ☐ Confidentiality (204)  
The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise governmental confidentiality, cause economic disruption or be contrary to public interest.
- ☐ No Justification (206)  
Where a direct award has been made which is not justified under one of the exceptional conditions specified in the Core Policy and Procedures Manual section 6.3.3.a (1) (i.e., 200-204), or a Notice of Intent was required but has not been issued, or it is provided for under another policy.
- ☐ Direct Award - Under \$25,000 (207)  
A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply.

### Pre-qualification:

- ☐ Selected Vendor From Pre-Qualification List (400)  
A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established.
- ☐ Purchase from a Corporate Supply Arrangement (500)  
A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).
- ☐ Competition Among Vendors on a Pre-qualification List (401)  
A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established. Check appropriate box to indicate which competitive process was used:

- ☐ RFP ☐ ITQ ☐ 3 Verbal or Written Bids  
☐ Other (please identify):



# Purchase Order

Your invoice, Packages  
and all correspondence  
must bear the following  
Document No.

<b>ISSUED DATE:</b> 2011/11/23	<b>DOCUMENT NO.</b> C12GCPE25063	<b>Revision</b> 0	<b>Release</b>
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**TO :**  
RECEPTION POINT CONSULTING, INC.  
604-1233 CORDOVA ST W  
VANCOUVER, BC V6C 3R1

**SHIP TO :**  
Address in line reference.

**ATTENTION :**

**ATTENTION :**  
STEWART, DAWN M  
Dawn.Stewart@gov.bc.ca  
250 356-8595

**FOR MINISTRY OF** Finance and Labour & Citizens Services

**SUPPLIER NO.** 2373437

**INVOICE TO :**  
GCPE-OPS HEADQUARTERS  
469-617 GOVERNMENT ST  
PO BOX 9409 STN PROV GOVT  
  
VICTORIA, BC V8W 9V1

**ATTENTION :**

**FREIGHT TERMS**  
**SHIP VIA**

**FOB**  
**PAYMENT TERMS** 30 Days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
12000 \$\$	<b>COMMODITY :</b> AD.AD00 FY12 - Expenses - Stob 6002 - Provide full-range of advisory services.	1.00	12,000.00

o **SHIP TO:**  
GCPE-OPS HEADQUARTERS  
469-617 GOVERNMENT ST  
PO BOX 9409 STN PROV GOVT  
  
VICTORIA, BC V8W 9V1

**REQUIRED BY DATE:** 2011/11/17

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
60000 \$\$	<b>COMMODITY :</b> AD.AD00 FY12 - Fees - Stob 6001 - Provide full-range of	1.00	60,000.00

	advisory services.		
--	--------------------	--	--

## o SHIP TO:

REQUIRED BY DATE: 2011/11/17

GCPE-OPS HEADQUARTERS  
469-617 GOVERNMENT ST  
PO BOX 9409 STN PROV GOVT

VICTORIA, BC V8W 9V1

PURCHASE ORDER SUB TOTAL	72,000.00 \$ CDN
TAX	8,640.00 \$ CDN
PURCHASE ORDER TOTAL	80,640.00 \$ CDN

For The Province

Print Name : \_\_\_\_\_

## Purchase Order Terms and Conditions

1. The terms and conditions contained on this Purchase Order and the ITQ (under which this Purchase Order is issued) will constitute the full and complete agreement between the parties (the "Agreement").
  2. The Contractor must promptly notify the Province at the Purchasing Services as noted on the ITQ if the order cannot be filled.
  3. The Province reserves the right to cancel this Agreement, if promised or specified delivery is not met or if goods or services fail to meet specification requirements. Over shipments against this order may be returned with all freight charges to the Contractor's account. Order numbers must be shown on all invoices, packing slips and packages. Shipments must be accompanied by a properly completed delivery slip.
  4. The Province has the right of inspection and approval. Inspection by the Province of advance samples shall not constitute final acceptance and the Contractor will remain bound by any warranties set out in the specification requirements. No substitutions are permitted unless previously agreed to by the Province and confirmed in writing.
  5. The Contractor must indemnify the Province against any claim of any person, firm, or corporation alleging that the sale by the Contractor to the Province hereunder constitutes an infringement of patent rights, copyright or any other intellectual property rights.
  6. The Contractor is an independent contractor and must indemnify, protect, and save harmless the Province, its agents, employees, successors and assigns from any and all damage, liabilities and claims of whatsoever nature arising out of the furnishing by the Contractor, its agents or employees, of the materials and/or performing of the services covered by this order or incidental or ancillary thereto.
  7. The Contractor must not change prices, terms or conditions without the prior written permission of the Purchasing Agent as noted on this Purchase Order.
  8. The Agreement is governed by the laws of the Province of British Columbia.
  9. Notwithstanding any other provision of the Agreement, the payment of money by the Province to the Contractor under the Agreement is subject to: a) there being sufficient monies available in the appropriation, as defined in the FINANCIAL ADMINISTRATION ACT RSBC 1996 Chapter 138, as amended from time to time (the "Act"), to enable the Province, in any fiscal year or part thereof when any payment of money by the Province to the Contractor falls due under this Agreement, to make that payment; and b) Treasury Board, as defined in the Act, not having controlled or limited expenditure under any appropriation referred to in subparagraph (a) of this paragraph.
  10. The Contractor must not provide any goods or services to any person which in the Province's reasonable opinion could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's obligations to the Province under the Agreement.
  11. Time will be of the essence in this Agreement.
  12. The Contractor must comply with all applicable laws in providing the goods/services specified.
  13. Payment terms are subject to the Province of British Columbia's interest on overdue accounts payable regulations.
  14. The Province is dedicated to successful negotiation with the Contractors to resolve any conflict arising in the performance of this Agreement. In the event of unsuccessful informal negotiations however, the following clause applies:
- All disputes rising out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, will be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Center pursuant to its Rules of Procedure.
- The place of arbitration will be Vancouver, British Columbia.



**MODIFICATION AGREEMENT #1**  
**RECEPTION POINT CONSULTING INC**  
**CONTRACT NUMBER: C12GCPE25063 – AMENDMENT #001**

BETWEEN

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,**  
represented by the **Minister of Labour, Citizens' Services and Open Government,**  
**Government Communications and Public Engagement** at PO Box 9409 STN PROV GOVT,  
Victoria, British Columbia, V8W 9V1 (the "Province", "we", "us", or "our", as applicable)

AND

**RECEPTION POINT CONSULTING INC,** at #604 – 1233 West Cordova Street, Vancouver,  
British Columbia, V6C 3R1 (the "Contractor" "you" or "your" as applicable)

**BACKGROUND**

- A. The parties entered into an agreement dated for reference October 1, 2011.
- B. The parties have agreed to modify the Agreement.

**AGREEMENT**

The parties agree as follows:

- (1) That effective January 1<sup>st</sup>, 2012, the "Fees" described in "Schedule B" shall be revised as follows: "Not to exceed \$10,000 per month, for performing the Services during the term of this Agreement."
- (2) Regardless of the date of execution, this contract amendment is effective January 1, 2012, and
- (3) In all other respects, the Agreement is confirmed.

**SIGNED AND DELIVERED on the**

**17<sup>th</sup> day of December, 2011** on behalf of  
the Province by its authorized  
representative:

**Government Communications and  
Public Engagement**


  
(Authorized Representative)

Denise Champion  
Print Name

**SIGNED AND DELIVERED on the**

**17<sup>th</sup> day of December, 2011** by or on behalf of  
(or by an authorized signatory of the Contractor  
if a corporation):

**Reception Point Consulting Inc**

  
(Contractor or Authorized Signatory)

Don Millar  
Print Name

## Page No. 1

# INVOICE CODING SHEET

### Early Payment Clause

GCPE

*PAYEE NAME <u>RECEPTION POINT CONSULTING</u>		*SUPPLIER # _____		*SITE _____	
CONTRACT/PO # <u>C12GCPE25063</u>		INVOICE DATE <u>21-NOV-2011</u> DD-MMM-YYYY		INVOICE # <u>REC111130</u>	
DATE INVOICE REC'D <u>23-NOV-2011</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>30-NOV-2011</u> DD-MMM-YYYY		RECEIPT# <u>65487</u>	
US CURRENCY? YES <input type="checkbox"/>					

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	REC111130

DATE CHQ/EFT REQ'D \_\_\_\_\_ GL DATE (If applicable) \_\_\_\_\_ PAY ALONE? YES ☐  
(only if urgent) DD-MMM-YYYY DD-MMM-YYYY

RETURN CHEQUE TO MINISTRY? ☐

[illegible]

11,200.00	TOTAL
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<p><b>* EXPENSE AUTHORITY (EA) INFORMATION:</b></p> <p>_____</p> <p>EA PRINTED NAME</p> <p><b>*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:</b></p> <p>Note: This is also the line description displayed on GL detail reports.</p> <p>COMMUNICATIONS CONSULTING</p> <p>NOVEMBER 2011</p>	<p><b>* QUALIFIED RECEIVER (QR) CERTIFICATION:</b></p> <p>_____</p> <p>QR PRINTED NAME</p> <p>The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <p>_____</p> <p>QR SIGNATURE</p>
--	--

**ADDITIONAL INFORMATION OR INSTRUCTIONS:**

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:  
LEILA KUJANPAA 387-2526

ACCOUNTS DATE STAMP  
MINISTRY OF CITIZEN SERVICES  
DEC 06 2011  
CORPORATE FINANCIAL SERVICES

November 21, 2011

RECEPTION POINT CONSULTING, INC.  
1233 West Cordova Street, Suite 604  
Vancouver, BC V6C 3R1



SERVICES INVOICE INV# REC111130  
C12GCPE 25063  
Ministry of Finance and Corporate Relations  
Financial Services Branch  
Post Office Box 9418 PROV GOVT  
Victoria, BC V8V 1X4

Attn: Dawn Stweart

Services	Amount
Communications Consulting for November 2011: Includes strategic planning, writing	\$10,000.00
HST	\$1,200.00
<hr/>	
TOTAL	\$11,200.00

Thank you,

A handwritten signature in black ink, appearing to be "DM" or similar initials.

Don Millar

QUALIFIED RECEIVER

DATE: 11.11.05

SIGNATURE:

NEIL SWEENEY

RECEIPT # 65487  
December 5, 2011

# INVOICE CODING SHEET

### Early Payment Clause

GCPE

*PAYEE NAME <u>RECEPTION POINT CONSULTING</u>		*SUPPLIER # _____		*SITE _____	
CONTRACT/PO # <u>C12GCPE25063 /</u>		INVOICE DATE <u>21-NOV-2011</u> DD-MMM-YYYY		INVOICE # <u>REC111031</u>	
DATE INVOICE REC'D <u>23-NOV-2011</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>31-OCT-2011</u> DD-MMM-YYYY		RECEIPT# <u>65486</u>	
US CURRENCY? YES <input type="checkbox"/>					

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	REC111031

DATE CHQ/EFT REQ'D (only if urgent)	DD-MMM-YYYY	GL DATE (if applicable)	DD-MMM-YYYY	PAY ALONE? YES	<input type="checkbox"/>
--	-------------	-------------------------	-------------	----------------	--------------------------

RETURN CHEQUE TO MINISTRY? ☐

[illegible]

11,200.00

TOTAL

## \* EXPENSE AUTHORITY (EA) INFORMATION:

EA PRINTED NAME

\*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

Note: This is also the line description displayed on GL detail reports.

COMMUNICATIONS CONSULTING  
OCTOBER 2011

**\* QUALIFIED RECEIVER (QR) CERTIFICATION:**

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

QR SIGNATURE

**ADDITIONAL INFORMATION OR INSTRUCTIONS:**

**BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:**

LEILA KUJANPAA 387-2526

\* Note: Fields with an asterisk do not need to be completed for iProcurement Invoices.

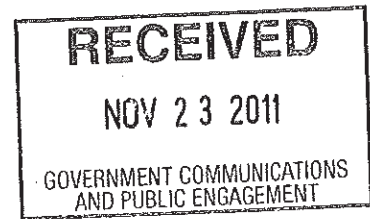
FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP

Received  
Ministry of Citizens' Services  
DEC 08 2011

November 21, 2011

RECEPTION POINT CONSULTING, INC.  
1233 West Cordova Street, Suite 604  
Vancouver, BC V6C 3R1



SERVICES INVOICE INV# REC111031  
C12GCP25063  
Ministry of Finance and Corporate Relations  
Financial Services Branch  
Post Office Box 9418 PROV GOVT  
Victoria, BC V8V 1X4

Attn: Dawn Stweart

Services	Amount
Communications Consulting for October 2011: Includes strategic planning, writing	\$10,000.00
HST	\$1,200.00
<hr/>	
TOTAL	\$11,200.00

Thank you,

  
Don Millar

QUALIFIED RECEIVER

DATE: 11.11.05

SIGNATURE: 

NEIL SWEENEY

RECEIPT# 65486  
December 5, 2011