

MODIFICATION AGREEMENT
CONTRACT NUMBER: C03PRE704
MULLENS, ANNE

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the **Office of the Premier, Public Affairs Bureau** at PO Box 9409 Stn Prov Govt, Victoria, British Columbia, V8W 9V1
(the "Province", "we", "us", or "our", as applicable)

AND

Mullens, Anne, at s.22
s.22 (the "Contractor", "you", or "your" as applicable)

BACKGROUND

The parties entered into an agreement dated June 10th, 2002, and amended August 8th, 2002 copies of which are attached hereto.

A. The parties have agreed to modify the Agreement.

AGREEMENT

The parties agree as follows:

- (1) That the "Term" described in Schedule A of the Agreement shall be extended to December 31st, 2002
- (2) That Schedule A be amended to include additional services for a simplified, production-ready document that is an abridged version of the master document, a series of smaller 'issue' documents that can be used for more precise communication needs, and other communication materials, as required.
- (3) That the "Fees" described in Schedule B shall be increased by \$15,000 to a maximum of \$38,500 for the Contract Term.
- (4) That the "Expenses" described in Schedule B shall be increased by \$1,000 to a maximum of \$2,000 for the Contract Term.
- (5) That the "Maximum Amount" described in Schedule B shall be increased by \$16,000 to an amount not to exceed \$40,500 for the Contract Term.
- (6) In all other respects, the Agreement is confirmed.

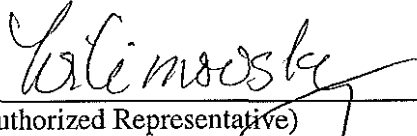
The parties have duly executed this modification agreement as of the 12th day of September, 2002.

Previous Contract Total:	\$24,500.00
Amendment Amount:	\$16,000.00
New Contract Total:	\$40,500.00

MODIFICATION AGREEMENT
CONTRACT NUMBER: C03PRE704
MULLENS, ANNE

SIGNED AND DELIVERED on behalf of the
Province by its authorized representative:

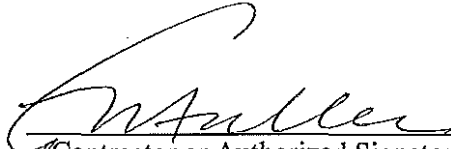
Public Affairs Bureau



(Authorized Representative)

SIGNED AND DELIVERED by or on behalf
of (or by an authorized signatory of the
Contractor if a corporation)

Mullens, Anne



(Contractor or Authorized Signatory)

Previous Contract Total:	\$24,500.00
Amendment Amount:	\$16,000.00
New Contract Total:	\$40,500.00

SI VICE CONTRACT CHECKLIST

FORM USAGE AND ROUTING:

This form must be completed and signed by the contract manager for ALL service contracts (and service contract amendments involving an increase to the dollar value) before they are signed by both parties. After the contract is signed by both parties attach the original to the Service Contract Checklist original and forward to Accounts, Financial Services and Administration, Ministry of Management Services.

NOTE: Further to Treasury Board Directive #1/02, program areas must ensure that all contracts are in compliance with government and ministry policies. For Direct Award contracts, programs must document the reasons for the direct award and the documentation must be kept on file.

DESCRIPTION OF CONTRACT:

Legal Contractor Name: Mullens, Anne		Contract #: C03PRE704	
Contract Type: <input type="checkbox"/> New <input type="checkbox"/> Multi-year <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment (Reason: increase in additional services)			
Brief Description of Services: Provide Writing Services		Previous Amount: \$24,500.00 Amendment Amount: \$16,000.00 New Contract Total: \$40,500.00	
Term: Jun, 10 2002, - Dec, 31 2002,		Rate: \$80/hr per Hour or Day	
Account Coding:			
Client: 004	Resp: 36300	Service Line: 34420	STOB: 6002; 6001 Project: 36N0105

SELECTION PROCESS:

<input type="checkbox"/> Advertised Nationally (required for contracts over \$100,000) (GMOP 6.3.3) <input type="checkbox"/> RFP (suppliers submit proposals on how, and at what price, they would provide a service) (GMOP 6.3.4.2.3) <input type="checkbox"/> ITQ (for price based services only - you know exactly what you want done and are looking for the best price) (GMOP 6.3.4.2.2)	<input type="checkbox"/> Obtained 3 Verbal or Written Bids (under \$25,000 only). An RFP or ITQ is required for contracts over \$25,000 (GMOP 6.3.2.1) Note: Documentation of bids must be kept on the contract file.	Direct Award (GMOP 6.3.2.2). One of the following boxes must be checked for all direct award contracts: <input checked="" type="checkbox"/> Only one qualified contractor and Notice of Intent was used for contracts over \$50,000 and if over \$100,000 Purchasing Commission opinion obtained. <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Confidential
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SERVICE CONTRACT COMPLIANCE WITH GMOP (General Mgmt Operating Policy Manual) Chapter 6:

	Yes	No	N/A
1. Does the contract format comply with those outlined in GMOP? (GMOP 6.5.2 and 6.5.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the contract deliverables clearly identified in "Schedule A"? (GMOP 6.5.2.4 #6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appendix 1 must be attached to all service contracts that include travel expenses. Have you attached Appendix 1? (GMOP 6.5.2.4 #11)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If sub-contractors will be providing any of the services are they identified in "Schedule C"? (GMOP 6.5.2.4 #13) If this is a personal service contract, is the name of the assigned individual identified on the contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you confirm that this contract does not constitute an employer/employee relationship and if unsure, have you reviewed it with the Ministry of Management Services Human Resource Services Branch? (GMOP 6.2.3.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If this is a "new" contract, can you confirm you have not used the same contractor for similar work within the last 3 months (3 months from previous expiry date)? If so, the original contract must be amended. (GMOP 6.2.5 #4)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. If this is a contract amendment, the original amount must be added to the cumulative amendment amount(s) to determine the new total for approval requirements. Has the appropriate spending authority official approved the amendment,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the Information Package for Service Contractors been forwarded to the contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the Early Payment clause applies to this contract, is it included in Schedule E?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Training Accord: Is this contract or agreement for training? If yes, identify the type of training provider. <input type="checkbox"/> Public Educational Institution <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For profit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(Note 1): If the contract is an Emergency or Confidential Direct Award or the answer to any of the questions in this section is 'NO', the ADM responsible for the program must approve the Service Contract Checklist.

Approval Name _____ Signature _____	Assistant Deputy Minister (Note 1) Name <u>WILIMOVSEY</u> Signature <u>[Signature]</u>	FSA Accounts Clerk Initials _____ Date _____
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**PUBLIC AFFAIRS BUREAU
CONTRACT AMENDMENT PRE-APPROVAL**

CONTRACTOR NAME (registered company name): Anne Mullens

REASON FOR AMENDMENT: Additional services required.

TERMS OF AGREEMENT: FROM: June 10th, 2002

TO: December 31st, 2002

MAXIMUM FEES PAYABLE: \$38,500

MAXIMUM EXPENSES PAYABLE: \$2,000

ALLOWABLE EXPENSES (if applicable): Travel and other pre-approved expenses.

FEE SCHEDULE (HR/DAY/WK): \$80/hourly

BILLING DATES (ie. Bi-weekly, monthly): Last day of each month of the Contract Term

CHANGE TO TERMS OF SERVICES – SCHEDULE A (if applicable): Additional materials required.

APPROVAL

AMOUNT(S) TO BE RECOVERED: (recovery agreement(s) MUST be attached)

AGENCY(S): _____

AMOUNT: \$ _____

RECOMMENDED BY (Contract Manager): _____

Signature

APPROVED BY (Program Spending Authority): _____

Signature

DATE: September 12th, 2002



Public Affairs Bureau
4th Floor, 617 Government St.
PO BOX 9409 Stn Prov Govt
Victoria BC V8W 9V1
General Enquiries: (250) 387-1337

MEMORANDUM

Date: September 12, 2002

File: 1070-20

To: Note to File

Re: Anne Mullens

The contract was direct awarded in accordance with the exception criteria included in the General Management Operating Policy (GMOP).

Due to the additional requests and services, the Contractor's expertise and familiarity with the documents, it is more productive and cost effective for this particular company to produce the required materials.



Claudia Willimovsky
Assistant Deputy Minister
Public Affairs Bureau

Wilimovsky, Claudia PAB:EX

From: Anne Mullens [s.22]
Sent: Tuesday, September 10, 2002 1:36 PM
To: Wilimovsky, Claudia PAB:EX
Subject: Health vision documents

Claudia,

Further to our conversation, at the end of July 2002, I submitted:

1. A 78 page health vision document that outlined:

- all aspects of the health care changes initiated in the last year and those in planning;
- that looked at the history of our current health care system and what lies ahead in the future, where we are and where we are going.
- that was a discussion piece for handout to ministry of health and key members of government

and

2. Briefing notes for the Premiers Conference.

This work used up all but about \$250 of the original contract.

It is now clear in discussions with the Premier, Martyn Brown, Penny Ballem and others that this work has helped focus their communications requirements surrounding the initiatives and through that has emerged a different series of products they wish to receive.

- 1.) A simplified, production-ready document that is an abridged version of the master document.
- 2.) A series of smaller "issue" documents - such as the consolidation of acute care around the province -- that they can use for more precise communication needs. The number and size of these small documents are not clear right now but are to be determined as needed, according to Irwin Henderson.

I estimate that this new work, from what I can tell, will take at least 3 weeks, or 120 hours of my writing time at \$80/hr. I am unable to clearly estimate the amount of time required through edits, back and forth with key individuals etc., but my experience has been that it adds at least another week to the process.

Thank you for investigating the way to meet the contractual needs of this new slate of work.

Regards,
Anne Mullens

MODIFICATION AGREEMENT
CONTRACT NUMBER: C03PRE704
MULLENS, ANNE

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the **Office of the Premier, Public Affairs Bureau** at PO Box 9409 Stn Prov Govt, Victoria, British Columbia, V8W 9V1
(the "Province", "we", "us", or "our", as applicable)

AND

Mullens, Anne, at s.22
s.22 (the "Contractor", "you", or "your" as applicable)

BACKGROUND

The parties entered into an agreement dated June, 10th, 2002 copy of which is attached hereto.

A. The parties have agreed to modify the Agreement.

AGREEMENT

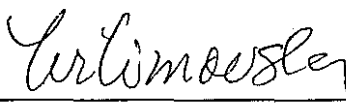
The parties agree as follows:

- (1) That the "Fees" described in Schedule B shall be increased by \$3,500 for the Contract Term.
- (2) That the "Expenses" described in Schedule B shall be increased by \$1,000 for the Contract Term.
- (3) That the "Maximum Amount" described in Schedule B shall be increased by \$4,500 to an amount not to exceed \$24,500 for the Contract Term.
- (4) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 8th day of August, 2002.


SIGNED AND DELIVERED on behalf of the
Province by its authorized representative:

Public Affairs Bureau


(Authorized Representative)

SIGNED AND DELIVERED by or on behalf
of (or by an authorized signatory of the
Contractor if a corporation)

Mullens, Anne


(Contractor or Authorized Signatory)

Previous Contract Total:	\$20,000.00
Amendment Amount:	\$4,500.00
New Contract Total:	\$24,500.00

A1 DIX 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 GST credits).

TRAVEL EXPENSES

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

1. Meal Allowances:

Effective April 1, 2000 the following meal allowances can be claimed which must not exceed \$44.50 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7 a.m. or ends after 7 a.m.
Lunch only	\$22.00	claim if travel starts before 12 noon or ends after 12 noon.
Dinner only	\$28.50	claim if travel starts before 6 p.m. or ends after 6 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	\$44.50	

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2001 the private mileage allowance is \$.42 per kilometer (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:

Avis Rent a Car Systems Inc., Hertz Canada Ltd., Best Choice Auto Rentals, National Car Rental (Canada) Inc., Budget Rent a Car of Canada Ltd., Ron Ridley Rentals Ltd., Enterprise Rent A Car British Columbia and Thrifty Canada Ltd. are to be used. Other rental firms are to be used only when these firms cannot supply vehicles. Contractors and non-employees 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 one of the above companies located outside B.C.; or when renting from any other firm (both in and outside B.C.).

5. Accommodation:

a) *Hotel/motel* (Receipt/copy of receipt and proof of payment required). The maximum amounts that may be claimed for hotel/motel are:

Summer (May 1 to September 30):

- \$115 plus tax in Greater Vancouver (which includes Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Burnaby, New Westminster, Coquitlam, Port Coquitlam, White Rock, and Surrey);
- \$95 plus tax in Greater Victoria (which includes Victoria, Saanich, Esquimalt and Oak Bay);

FCR FSA 021 REV 01/04

Summer (May 1 to September 30) con't:

- \$65 plus tax in Whistler; and
- \$70 plus tax in all other areas of the province.

Winter (October 1 to April 30):

- \$80 plus tax in Greater Vancouver;
- \$70 plus tax in Greater Victoria;
- \$80 plus tax in Whistler area; and
- \$65 plus tax in all other areas of the province.

These limits may be exceeded in *exceptional circumstances* if prior Deputy Minister approval is obtained. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

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 Deputy Minister 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. GST:

GST paid by the contractor will not be reimbursed if the contractor has a mechanism to claim input tax credits from Revenue Canada (i.e. the contractor has a GST registration number and his/her livelihood is from contracting). In these cases, when travel receipts are submitted for reimbursement, they must be adjusted to deduct GST. GST paid by contractors will be reimbursed if the contractor does not have a mechanism to claim input tax credits.

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

Misc. 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 misc. expenses.

Contractor Initials: _____

SERVICE CONTRACT CHECKLIST

FORM USAGE AND ROUTING:

This form must be completed and signed by the contract manager for ALL service contracts (and service contract amendments involving an increase to the dollar value) before they are signed by both parties. After the contract is signed by both parties attach the original to the Service Contract Checklist original and forward to Accounts, Financial Services and Administration, Ministry of Management Services.

NOTE: Further to Treasury Board Directive #1/02, program areas must ensure that all contracts are in compliance with government and ministry policies. For Direct Award contracts, programs must document the reasons for the direct award and the documentation must be kept on file.

DESCRIPTION OF CONTRACT:

Legal Contractor Name: <u>Mullens, Anne</u>		Contract #: <u>C03PRE704</u>
Contract Type: <input type="checkbox"/> New <input type="checkbox"/> Multi-year <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment (Reason: <u>additional services</u>)		
Brief Description of Services: <u>Provide Writing Services</u>		Previous Amount: <u>\$20,000.00</u>
		Amendment Amount: <u>\$4,500.00</u>
Term: <u>Jun, 10 2002, - Oct, 31 2002,</u> Rate: <u>\$80/hr</u> per Hour or Day		New Contract Total: <u>\$24,500.00</u>

Account Coding:

Client: 004 Resp: 36300 Service Line: 34420 STOB: 6002; 6001 Project: 36N0105

SELECTION PROCESS:

<input type="checkbox"/> Advertised Nationally (required for contracts over \$100,000) (GMOP 6.3.3) <input type="checkbox"/> RFP (suppliers submit proposals on how, and at what price, they would provide a service) (GMOP 6.3.4.2.3) <input type="checkbox"/> ITQ (for price based services only - you know exactly what you want done and are looking for the best price) (GMOP 6.3.4.2.2)	<input type="checkbox"/> Obtained 3 Verbal or Written Bids (under \$25,000 only). An RFP or ITQ is required for contracts over \$25,000 (GMOP 6.3.2.1) Note: Documentation of bids must be kept on the contract file.	Direct Award (GMOP 6.3.2.2) One of the following boxes must be checked for all direct award contracts: <input type="checkbox"/> Only one qualified contractor and Notice of Intent was used for contracts over \$50,000 and if over \$100,000 Purchasing Commission opinion obtained. <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Confidential
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SERVICE CONTRACT COMPLIANCE WITH GMOP (General Mgmt Operating Policy Manual) Chapter 6:

	Yes	No	N/A
1. Does the contract format comply with those outlined in GMOP? (GMOP 6.5.2 and 6.5.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the contract deliverables clearly identified in "Schedule A"? (GMOP 6.5.2.4 #6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appendix 1 must be attached to all service contracts that include travel expenses. Have you attached Appendix 1? (GMOP 6.5.2.4 #11)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If sub-contractors will be providing any of the services are they identified in "Schedule C"? (GMOP 6.5.2.4 #13) If this is a personal service contract, is the name of the assigned individual identified on the contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you confirm that this contract does not constitute an employer/employee relationship and if unsure, have you reviewed it with the Ministry of Management Services Human Resource Services Branch? (GMOP 6.2.3.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If this is a "new" contract, can you confirm you have not used the same contractor for similar work within the last 3 months (3 months from previous expiry date)? If so, the original contract must be amended. (GMOP 6.2.5 #4)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. If this is a contract amendment, the original amount must be added to the cumulative amendment amount(s) to determine the new total for approval requirements. Has the appropriate spending authority official approved the amendment,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the Information Package for Service Contractors been forwarded to the contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the Early Payment clause applies to this contract, is it included in Schedule E?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Training Accord: Is this contract or agreement for training? If yes, identify the type of training provider. <input type="checkbox"/> Public Educational Institution <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For profit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(Note 1): If the contract is an Emergency or Confidential Direct Award or the answer to any of the questions in this section is 'NO', the ADM responsible for the program must approve the Service Contract Checklist.

Approval Name _____ Signature _____	Assistant Deputy Minister (Note 1) <u>CLAUDIA WILIMENSKY</u> Name <u>REFER TO ATTACHED</u> Signature	FSA Accounts Clerk Initials _____ Date _____
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PUBLIC AFFAIRS BUREAU
CONTRACT AMENDMENT PRE-APPROVAL

CONTRACTOR NAME (registered company name): Anne Mullens

REASON FOR AMENDMENT: Additional services required.

TERMS OF AGREEMENT: FROM: June 10th, 2002

TO: October 31st, 2002

MAXIMUM FEES PAYABLE: \$23,500

MAXIMUM EXPENSES PAYABLE: \$1,000

ALLOWABLE EXPENSES (if applicable): Travel costs.

FEE SCHEDULE (HR/DAY/WK): \$80/hourly

BILLING DATES (ie. Bi-weekly, monthly): Last day of each month of the Contract Term.

CHANGE TO TERMS OF SERVICES – SCHEDULE A (if applicable): N/A

APPROVAL

AMOUNT(S) TO BE RECOVERED: (recovery agreement(s) MUST be attached)

AGENCY(S): _____ AMOUNT: \$ _____

RECOMMENDED BY (Contract Manager): *W. L. Mearns*
Signature

APPROVED BY (Program Spending Authority): _____
Signature

DATE: August 8th, 2002



Province of
British Columbia

Service Contract

MINISTRY CONTRACT NO.: C03PRE704

SERV : 34420

RSP: 36300

STOB: 6001

PROJECT: _____

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, AND
represented by
Office of the Premier

Mullens, Anne

(the "Province", "we", "us", or "our" as applicable) at the following address:

(the "Contractor", "you", or "your" as applicable) at the following address:

Chief Information Office
PO Box 9409 STN PROV GOVT
Victoria, British Columbia

s.22

Postal Code: V8W 9V1

Fax Number: 250 387-3534

Postal Code: s.22

Fax Number: _____

THE PROVINCE AND THE CONTRACTOR AGREE TO THE TERMS ON THE REVERSE SIDE OF THIS DOCUMENT AND IN THE SCHEDULES OUTLINED BELOW.

SCHEDULE A - SERVICES

Services:

Refer to the attached "Schedule A - Services."

Term: From and including June, 10 2002,

To and including: October, 31 2002,

SCHEDULE B - FEES AND EXPENSES

Fees: Not to exceed \$20,000 at a rate of \$80 per hour for performing the Services during the Term of this Agreement. Expenses: Not applicable.

Billing Date(s): Last day of each month of the Contract Term, commencing June 30th, 2002.

Maximum Amount: \$ 20,000 is the Maximum Amount of Fees which we must pay to you under sections 1 of this Schedule.

SCHEDULE C - APPROVED SUBCONTRACTORS(S)

The following are Approved Sub-Contractors: Alicia Priest at \$80 per hour and Holly Nathan at \$55 per hour.

SCHEDULE D - INSURANCE

Not applicable.

SCHEDULE E - ADDITIONAL TERMS

The Contractor confirms they are eligible for early payment as defined in the Ministry of Management Services Invoice Payment Policy for Contractors.

The parties hereto have duly executed this agreement as of the 10 day of June, 2002

SIGNED AND DELIVERED on behalf of the Province
by an authorized representative of the Province

SIGNED AND DELIVERED by or on behalf of the Contractor
(or by an authorized signatory of the Contractor if a corporation)

Authorized Representative

Contractor or Authorized Signatory

Read Terms on Reverse Side

Schedule A – Services
Contract C03PRE704
Mullens, Anne

As directed by the Contract Manager, the Executive Director, Health Communications, or their designated alternate, the Contractor will provide writing services for the following:

1. Booklet on the government's Health Vision:
 - Where we are and where we are going;
 - A history (what we inherited) and forward looking to the future;
 - All aspects of the health care changes we have initiated in the last year and those that we plan to make;
 - A discussion piece for handout;
 - Piece for Roy Romanow's Commission on the Future of Health Care in Canada, and
 - An orienting piece for the media and others.
2. Briefing Notes for the Premier's Conference August 1:
 - Condensed version of the above;

The Contract Manager will be the contact for consolidated edits.

Final product and any research or supplemental information provided to the Contractor belongs to the Provincial Government and cannot be used for any other purposes.

Contractor's Initials 

SERVICE CONTRACT CHECKLIST

FORM USAGE AND ROUTING:

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DESCRIPTION OF CONTRACT:

Legal Contractor Name: Mullens, Anne

Contract #: C03PRE704

Contract Type: ☒ New ☐ Multi-year ☐ Renewal ☐ Amendment (Reason: _____)

Brief Description of Services:

Provide Writing Services

Previous Amount: \$0.00

Amendment Amount: \$0.00

New Contract Total: \$20,000.00

Term: Jun, 10 2002, - Oct, 31 2002, Rate: \$80/hr per Hour or Day

Account Coding:

Client: 004 Resp: 36300 Service Line: 34420 STOB: 6001 Project: 36N0105

SELECTION PROCESS:

☐ Advertised Nationally (required for contracts over \$100,000) (GMOP 6.3.3)

☐ RFP (suppliers submit proposals on how, and at what price, they would provide a service) (GMOP 6.3.4.2.3)

☐ ITQ (for price based services only - you know exactly what you want done and are looking for the best price) (GMOP 6.3.4.2.2)

☐ Obtained 3 Verbal or Written Bids (under \$25,000 only). An RFP or ITQ is required for contracts over \$25,000 (GMOP 6.3.2.1)

Note: Documentation of bids must be kept on the contract file.

Direct Award (GMOP 6.3.2.2)

One of the following boxes must be checked for all direct award contracts:

☐ Only one qualified contractor and Notice of Intent was used for contracts over \$50,000 and if over \$100,000 Purchasing Commission opinion obtained.

☐ Emergency

☒ Confidential

SERVICE CONTRACT COMPLIANCE WITH GMOP (General Mgmt Operating Policy Manual) Chapter 6:

	Yes	No	N/A
1. Does the contract format comply with those outlined in GMOP? (GMOP 6.5.2 and 6.5.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the contract deliverables clearly identified in "Schedule A"? (GMOP 6.5.2.4 #6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appendix 1 must be attached to all service contracts that include travel expenses. Have you attached Appendix 1? (GMOP 6.5.2.4 #11)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. If sub-contractors will be providing any of the services are they identified in "Schedule C"? (GMOP 6.5.2.4 #13) If this is a personal service contract, is the name of the assigned individual identified on the contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you confirm that this contract does not constitute an employer/employee relationship and if unsure, have you reviewed it with the Ministry of Management Services Human Resource Services Branch? (GMOP 6.2.3.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If this is a "new" contract, can you confirm you have not used the same contractor for similar work within the last 3 months (3 months from previous expiry date)? If so, the original contract must be amended. (GMOP 6.2.5 #4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If this is a contract amendment, the original amount must be added to the cumulative amendment amount(s) to determine the new total for approval requirements. Has the appropriate spending authority official approved the amendment,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Has the Information Package for Service Contractors been forwarded to the contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the Early Payment clause applies to this contract, is it included in Schedule E?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Training Accord: Is this contract or agreement for training? If yes, identify the type of training provider. <input type="checkbox"/> Public Educational Institution <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For profit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(Note 1): If the contract is an Emergency or Confidential Direct Award or the answer to any of the questions in this section is 'NO', the ADM responsible for the program must approve the Service Contract Checklist.

Approval	Assistant Deputy Minister (Note 1)	FSA Accounts Clerk
Name _____	Name <u>Claudia Wilimovsky</u>	Initials _____
Signature _____	Signature <u>refer to attached</u>	Date _____

PUBLIC AFFAIRS BUREAU

CONTRACT PRE-APPROVAL

CONTRACTOR NAME (if applicable): Anne Mullens

ADDRESS: On File

PHONE: On File FAX: N/A

SOCIAL INSURANCE NUMBER# (required if individual) n/a

BIDDING PROCESS: DIRECT OFFER ☒ OPEN BIDDING ☐ OTHER ☐

(IF DIRECT OFFER PROVIDE EXPLANATION OR ATTACH MEMO):

Contractor's expertise, low dollar value, time frame requirements.

TERMS OF AGREEMENT: FROM: June 10th, 2002 – August 30th, 2002

MAXIMUM FEES PAYABLE: \$20,000

MAXIMUM EXPENSES PAYABLE: N/A

ALLOWABLE EXPENSES: N/A

FEE SCHEDULE (HR/DAY/WK): HR

BILLING DATES (ie. Bi-weekly, monthly): Last day of each month of the Contract Term

DESCRIPTION OF SERVICES: (use reverse if more space required)

Produce Health Booklet/Handout for Premier's Conference

JUSTIFICATION:

APPROVAL

AMOUNT(S) TO BE RECOVERED: (recovery agreement(s) MUST be attached)

AGENCY(S): _____ AMOUNT: \$ _____

RECOMMENDED BY (Contract Manager): [Signature]

Signature

APPROVED BY (Program Spending Authority): _____

Signature

DATE: June 10th, 2002

Anne Mullens

s.22

Clause re proprietary / confidential information

Final product and any research or supplemental information provided to the contractor belongs to the government and cannot be used for any other purposes.

Single contact for consolidated edits. (Irwin Henderson)

Not responsible for design, layout, or printing. (Irwin Henderson)

Workback for printing schedule (Irwin Henderson)

Start date June 10, 2002

End date August 30, 2002

\$20,000

(Mullens \$80

Priest \$80

Nathan \$55)

Two products:

1. Booklet on the government's Health Vision

- Where we are and where we are going
- A history (what we inherited) and forward looking to the future
- All aspects of the health care changes we have initiated in the last year and those that we plan to make.
- A discussion piece for handout.

2. Handout for the Premier's Conference August 1

- Condensed version of the above.
- Piece for Roy Romanow's Commission on the Future of Health Care in Canada
- An orienting piece for the media and others