

Contract Summary

HST Information Office Contracts

Contract #	Supplier Name	Services Rendered	Method of Award	Start Date	End Date	Contract Amount	Expenditures	Outstanding Balance
C12HST24347	2037770 ONTARIO INC.	Provide all services related to the administration & delivery of telephone town halls covering the Province of BC.	Direct Award - Confidentiality	26-Apr-11	13-May-11	\$177,600.00	\$167,800.00	\$9,800.00
C11HST23580	BACKBONE TECHNOLOGY INC.	Integrated digital design & creative services, custom application development, e-business solutions & server/ network administration	Direct Award - Confidentiality	13-Dec-10	13-Dec-11	\$67,200.00	\$52,746.75	\$14,453.25
C11HST23645	INGLIS, LIANE	Professional services to assist in researching a variety of info & database work for the HST Information Office	Direct Award - Confidentiality	04-Jan-11	10-Jul-11	\$16,500.00	\$9,941.30	\$6,558.70
C12HST24191	OMAN, JOHN	Professional services in animation for the internet & concept artwork.	Direct Award	21-Mar-11	01-Jul-11	\$6,000.00	\$4,999.38	\$1,000.62

Independent Advisory Panel Contracts

Note: The following contracts were entered into by the HST Information Office on behalf of the Independent Advisory Panel ("Independent Panel") . The Independent Panel or its designate determined the services required in the research, preparation and final release of the Independent Panel Report to the Public. In order to ensure that the Independent Panel was independent, unbiased and provided only fact based information, non-government entities and third party groups were chosen by the Independent Panel or designate to undertake this work. The Contractors dealt directly with and took direction from the Independent Panel or designate for all work related to the Report during the term of the Contracts.

Contract #	Supplier Name	Services Rendered	Method of Award	Start Date	End Date	Contract Amount	Expenditures	Outstanding Balance
C11HST24270	0831478 B.C. LTD.	Professional services in researching, reviewing & assisting the Independent Advisory Panel	Direct Award	01-Mar-11	30-May-11	\$37,500.00	\$10,896.51	\$26,603.49
C11HST23545	ANDREW, MARC RICHARD JAMES	Professional services in developing and implementing plans for the HST Information Office	Direct Award - Confidentiality	10-Nov-10	10-Jul-11	\$47,200.00	\$33,433.40	\$13,766.60
C12HST24395	KIRK & CO. CONSULTING LTD.	Public & media relations advice & services to the Independent Advisory Panel in the release of their Report to the Public	Direct Award - Confidentiality	01-May-11	23-May-11	\$25,000.00	\$0.00	\$25,000.00
C12HST24429	MEDIA2O PRODUCTIONS INC.	Professional services in videotaping and producing videos of the Independent Panel members discussing their report & findings	Direct Award - Confidentiality	28-Apr-11	08-May-11	\$10,810.00	\$0.00	\$10,810.00
C12HST24227	NATIONAL PUBLIC RELATIONS (VANCOUVER) INC	Assisting & providing advice directly to the Independent Advisory Panel in the review of the draft report.	Direct Award - Confidentiality	08-Apr-11	06-May-11	\$4,000.00	\$0.00	\$4,000.00
C11HST23667	PERRIN, THORAU AND ASSOCIATES LTD.	Professional services in research, policy analysis & advice to the Independent Advisory Panel	Direct Award - Emergency	25-Jan-11	30-Apr-11	\$42,500.00	\$27,066.02	\$15,433.98
C11HST23795	VICTORIA CONSULTING NETWORK LTD.	Professional services in research, policy analysis & advice to the Independent Advisory Panel	Direct Award - Emergency	25-Jan-11	30-Apr-11	\$44,000.00	\$28,594.23	\$15,405.77

GENERAL SERVICE AGREEMENT



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Ministry Contract No.: <u>C18M5724347</u> Requisition No.: _____ Solicitation No. (if applicable): _____ Commodity Code: <u>AC,AC14</u> _____ Contractor Information Supplier Name: <u>2037770 Ontario Inc.</u> Supplier No.: _____ Telephone No.: <u>1-613-482-0622</u> E-mail Address: <u>rciano@campaignresearch.ca</u> Website: <u>http://www.campaignresearch.ca/</u>	Financial Information Client: _____ <u>022</u> Responsibility Centre: _____ <u>32955</u> Service Line: _____ <u>32753</u> STOB: _____ <u>6001</u> Project: _____ <u>3200000</u> Template version: <u>October 21, 2010</u>
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Schedule A - Services

PART 1. TERM:

1. The term of this Agreement commences on April 26th and ends on May 13th, 2011.

PART 2. SERVICES:

The Contractor will be responsible for providing all services related to the administration and delivery of 12 telephone town halls covering the Province of British Columbia as part of the Government of BC's HST consultation. The Town halls would invite households to participate in an interactive town hall meeting from the comfort of their home and offices.

Outputs

The Contractor will provide the following services:

- a. provide advance teleconferencing technology to create live interactive town hall meetings;
- b. administer and deliver up to 12 town halls in a three week delivery period;
- c. calling publicly available (listed) household numbers in the Province of British Columbia;
- d. ensure each town hall has a scheduled duration of up to 90 minutes;
- e. provide a written transcript for each call;
- f. make up to 100 inbound telephone participant lines available for every call;
- g. provide all data management and phone directory services;
- h. provide onsite technical support professional for every town hall event;
- i. have easy and convenient call in and participation options;
- j. populate the system with personalized call lists;
- k. ability for participants to ask questions or provide comments for each town hall meeting;
- l. ability for all participants in the telephone town hall and those in the question queue to be able to leave a recorded message at the end of each town hall.
- m. Provide a written summary report of the end of call messages left by participants
- n. provide call screening capability;
- o. to control who and when participants can talk live to ensure all questions are heard by all participants;
- p. have reporting capability and data services;
- q. conduct an interactive survey or poll with all participants during the town hall;
- r. have immediate response to response tallies;
- s. Initiate each telephone town hall meeting through automatic dialing of phone number on the contractor's call list;
- t. provide a recorded message inviting telephone call recipient to participate in the telephone town hall, by staying on their line;
- u. if a telephone call goes to voicemail, rather than a live answer, the recorded message will be left indicating the nature of the call;

- v. allow a participant to indicate they would like to ask a question by pressing a number on their telephone keypad, whereupon the participant will be placed in a question queue;
- w. provide an opportunity for the Province to speak to a participant in the question queue prior to the participant posing the question in the live tele-town hall;
- x. each participant in the question queue will be given the following notice:

When posing your question we encourage you not to provide information that would cause you or others to be identified, such as full names. Your name and opinions are personal information under the *Freedom of Information and Protection of Privacy Act*, and will be collected under section 26(c) of that Act for purposes of facilitating your participation in this tele-town hall and hear your thoughts on the HST. If you have questions about the collection of your personal information you may contact the Manager, Strategic Project Management for the HST Information Office at 604 660-4546.

Inputs

The Contractor will make every effort to make himself/ herself available to provide his/ her services and expertise when requested by the Contract Manager or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Contract Manager or designate when time conflicts exist.

Outcomes

Reporting requirements

1. The Contractor will have tele-conference meetings as requested by the Contract Manager or designate.
2. The Contractor will provide updates as requested by the Contract Manager or designate.

PART 3. RELATED DOCUMENTATION:

Not Applicable.

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

(a) Richard Clano
(b) Shalin Behroyan

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$177,600.00 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:

Rate per Unit/Deliverable

Fees: at a rate of **\$21** for each telephone town hall provided by the Contractor as Services during the Term up to **\$21** telephone town halls.

Fees: The "Maximum Amount" of Fees payable \$177,600.00

3. EXPENSES:

Expenses:

None.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all telephone town halls provided during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 - Ministry Invoice Payment Policy

Appendix 2 - Certificate of Insurance to be completed

ATTACHED
ATTACHED

INFORMATION TECHNOLOGY & MANAGEMENT CONSULTING PROFESSIONAL SERVICES AGREEMENT



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<p>Ministry Contract No.: 2010HST101</p> <p>Requisition No.: _____</p> <p>Solicitation No.(if applicable): _____</p> <p>Commodity Code: AC,AC14 _____</p> <p>Contractor Information</p> <p>Supplier Name: Backbone Technology Inc. _____</p> <p>Supplier No.: _____</p> <p>Telephone No.: 604-713-8560 _____</p> <p>E-mail Address: _____</p> <p>Website: http://www.backbonetechnology.com/ _____</p>	<p>Financial Information</p> <p>Client: _____</p> <p>Responsibility Centre: _____</p> <p>Service Line: _____</p> <p>STOB: _____</p> <p>Project: _____</p> <p>022 _____</p> <p>32955 _____</p> <p>34753 _____</p> <p>6001/6002 _____</p> <p>3200000 _____</p> <p>Template version: September 29, 2010</p>
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Schedule A – Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on December 13, 2010 and ends on December 13, 2011.
2. The Province, at its sole discretion, reserves the right to extend the term of the contract.

PART 2. SERVICES:

The Contractor will be responsible for delivering custom-developed online solutions in the conception, development, programming, implementation and design of a highly functional and interactive HST Information Office website that ensures information on HST is distributed in an efficient and timely manner. The contractor will build the HST Information website and provide all software licensing, project management, and hosting services in the operations of the website.

Outputs

The Contractor will provide the following services:

1. produce a highly functional and interactive website that encourages discussion and knowledge-sharing;
2. provide hosting services for the HST Information website;
3. Software Licenses:
 - a. provide the Province with the use of supported software via the Internet for the term of the contract;
 - b. obtain software licenses and provide license administration, including subscriptions to product and updates support;
4. identify the HST Information Office's requirements and develop custom features to the website;
5. develop and deliver a project plan/ schedule and project charter through meetings and consultations;
6. design and deliver site architecture (site maps) for the website;
7. update and upgrade the website, as necessary or as requested on an ongoing basis after site launch on a per hour basis;
8. build and maintain data warehouse and storage for all digital assets (video footage, high resolution still photography, etc);
9. provide quality assurance testing of website;
10. provide additional hosting and support services, if required;
11. provide improvements and/or edits to the system, as requested by the Contract Manager or designate;
12. develop a host of web-based content and network management solutions;
13. design the visual and user interface for the website if required;
14. provide technical development and integration of the website;
15. provide Backbone's integrated web management framework (WWMF) and Content Management System (CMS) (EXPRESSION) to manage web content;
16. provide advice, options and training in respect to a social media campaign (Twitter, Flickr, YouTube, Facebook, LinkedIn);

17. provide 24x7 Help Desk, emergency management, and security support;
18. provide follow-up and ongoing technical support through the term of the contract;
19. provide trouble-shooting and remedial procedures;
20. provide training to staff for current and ongoing updates to the system;
21. provide an operations manual; and,
22. manage backup services:
 - a. configure, manage, monitor and maintain an enterprise backup system;
 - b. perform daily incremental backups and weekly full backups;
 - c. duplicate backups daily and weekly full backups;

Inputs

The contractor must:

- (a) be available on a daily/ weekly basis to provide their services and knowledge during the term of the contract, unless otherwise negotiated with the Contract Manager or designate;
- (b) designate key personnel to the team for the development of the website;
- (c) provide the Province copies of software licenses for the website;
- (d) provide a draft project plan and/or site map for approval by the Contract Manager or designate; and,
- (e) provide training/ operations manual to the Contract Manager or designate prior to the live launch of the website.

Reporting requirements

1. The Contractor will have daily/weekly meetings by telephone or in person with the Contract Manager or designate.
2. The Contractor will provide daily/ weekly updates as needed/ requested by the Contract Manager or designate.
3. The contractor will provide monthly progress report with the monthly invoices.

PART 3. RELATED DOCUMENTATION:

1. Not applicable
2. The following are Appendices to this Schedule A:

Appendix 1 – Engagement Letter	ATTACHED: NOT APPLICABLE
Appendix 2 – Solicitation document excerpt	ATTACHED: NOT APPLICABLE
Appendix 3 – Proposal excerpt	ATTACHED: NOT APPLICABLE

PART 4 KEY PERSONNEL: - need key personnel from backbone

1. The Key Personnel of the Contractor are as follows:

(a) Marc Charalanbous

(b) Craig Ford

(c) Jamie Sinclair

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$67,200.00 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:

Hourly Rate

Fees: at a rate of **\$21** per hour for those hours during the term when the Contractor provides the Services.

3. EXPENSES:

Expenses:

- (a) travel, accommodation and meal expenses for travel greater than 32 kilometers away from Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status; and
- (b) the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and
- (c) licensing fees for software and monthly hosting fees as required for the website development; excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (c) 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 for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 – Appendix 1 Group 2 Rates Expenses for Contractors	ATTACHED
Appendix 2 – Travel Expense Claim for Service Contractor	ATTACHED
Appendix 3 – Ministry Invoice Payment Policy	ATTACHED

MODIFICATION AGREEMENT # 1

Contract #: C11HST23645

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by

the Minister of Finance
(the "Province", "we", "us", or "our", as applicable)

AND

Liane Inglis
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

A. The parties entered into an agreement dated January 4, 2011, a copy of which is attached as Exhibit 1 (the "Agreement").

B. The parties have agreed to modify the Agreement.

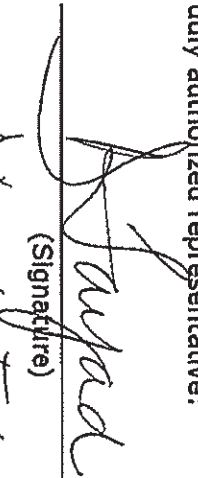
AGREEMENT

The parties agree as follows:


- (1) The "Maximum Amount" "Fees" section 2 of Schedule B of the Agreement is increased from \$9,000 to \$16,500.00.
- (2) The term of the agreement is extended to end of July 10, 2011.
- (3) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 14th day of April, 2011.

SIGNED AND DELIVERED on the 17th day of May, 2011 on behalf of the Province by its duly authorized representative:


(Signature)
Deborah Fayad
(Print Name)

SIGNED AND DELIVERED on the 2 day of May, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):


(Signature)
Liane Inglis
(Contractor or Authorized Signatory)

Previous Contract Total:	\$9,000.00
Amendment Amount:	\$7,500.00
New Contract Total:	\$16,500.00

GENERAL SERVICE AGREEMENT



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Ministry Contract No.: <u>2010HST702 C1/HST23645</u> Requisition No.: _____ Solicitation No. (if applicable): _____ Commodity Code: <u>AC.AC14</u>	Financial Information Client: <u>022</u> Responsibility Centre: <u>32935</u> Service Line: <u>34753</u> STOB: <u>6001</u> Project: <u>3200000</u>
Contractor Information Supplier Name: <u>Liane Ingalls</u> Supplier No.: _____ Telephone No.: <u>778-998-9596</u> E-mail Address: <u>lianei@sfu.ca</u> Website: _____	Template version: <u>October 21, 2010</u>

Schedule A - Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on January 4, 2011 and ends on May 4, 2011.
2. The Province reserves the right to extend the term of this agreement for an additional three months.

PART 2. SERVICES:

The Contractor will be responsible for assisting and researching a variety of information and database and outreach work on behalf of and for the HST Information Office. The Contractor will provide support in the implementation of the Strategic Plan and Communications Plan of the HST Information Office.

Outputs

The Contractor will provide the following services:

1. policy analysis and public management;
2. database and outreach work;
3. research policy and other information required by the HST Office;
4. review relevant information concerning the HST (e.g. news releases, stories, newspaper articles and related sources);
5. research, write, and edit communication products and documents in order to inform businesses, stakeholders, and the general public on a variety of issues/initiatives/programs relative to the HST and the referendum;
6. assist in the development and writing of content for the website and Communications Plan;
7. review information services and recommend enhancements/improvements (e.g. updates to FAQ's, web-site content, etc.);
8. maintain relevant, up-to-date information and use the database for record keeping and follow up purposes;
9. pro-actively research a variety of sources;
10. compile reports and statistics as required; and,
11. keep the HST Office aware of any potential challenges, issues, developments, and new or potential sources arising from enquiries and/or research findings.

Inputs

The Contractor must be available on a weekly basis to provide her services during the term of the contract, unless otherwise negotiated with the Contract Manager or designate.

Reporting requirements

1. The Contractor will attend weekly meetings in person or by phone with the HST Office.
2. The Contractor will report on activities, as required, on a daily/ weekly basis with the Contract Manager or designate.
3. The Contractor will provide updates as needed/ requested by the Contract Manager or designate.

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, \$9,000.00 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:

Hourly Rate

Fees: at a rate of **\$21** per hour for those hours during the Term when the Contractor provides the Services.

3. EXPENSES:

Expenses:

None.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

GENERAL SERVICE AGREEMENT



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Ministry Contract No.: <u>C12HST24191</u> Requisition No.: _____ Solicitation No. (if applicable): _____ Commodity Code: <u>AC,AC14</u> _____ Contractor Information Supplier Name: <u>John Oman</u> Supplier No.: <u>2300800</u> Telephone No.: <u>604-928-5820</u> E-mail Address: <u>joman.visuals@gmail.com</u> Website: _____	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>6001/6002</u> Project: <u>3200000</u> Template version: <u>October 21, 2010</u>
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Schedule A – Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on March 21, 2011 and ends on July 1, 2011.
2. The Province reserves the right to extend the term of this agreement for an additional three months.

PART 2. SERVICES:

The Contractor will be responsible for creating concept artworks, scripts, story reels and completed animation, as mutually agreed upon by both parties, for the HST Information Office.

Outputs

The Contractor will provide the following services:

- a. create concept artwork for animation pieces;
- b. create story reels for animation pieces ;
- c. create completed animation pieces for the internet and other mediums as requested by the Contract Manager or designate;
- d. provide expertise and input for concept artwork and story reels;
- e. creative services tangential to animation pieces, as required; and,
- f. produce a minimum of five (5) completed animation pieces of the "stickman" concept, as directed by the Contract Manager or designate.

Inputs

The Contractor will make every effort to make himself available to provide his services and expertise when requested by the Contract Manager or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Contract Manager or designate when time conflicts exist.

Reporting requirements

1. The Contractor will attend meetings in person or by phone with the Contract Manager or designate.
2. The Contractor will report on activities on a project to project basis to the Contract Manager or designate.
3. The Contractor will provide updates of projects as needed/ requested by the Contract Manager or designate.

PART 3. RELATED DOCUMENTATION:

Not applicable.

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

(a) John Omar

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$6,000.00 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:

Hourly Rate

Fees: at a rate of **\$21** per hour for those hours during the Term when the Contractor provides the Services.

Fees: The "Maximum Amount" of Fees payable \$5,000.00

3. EXPENSES: The "Maximum Amount" of Expenses payable \$1,000.00

Expenses:

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status; and
 - b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and
- excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described (a) and (b) 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

- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 – Appendix 1 Group 2 Rates Expenses for Contractors
Appendix 2 – Travel Expense Claim for Service Contractor
Appendix 3 – Ministry Invoice Payment Policy
Appendix 4 – Certificate of Insurance to be completed

ATTACHED
ATTACHED
ATTACHED
ATTACHED

MODIFICATION AGREEMENT #2

Contract #: C11HST24148

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by
the Minister of Finance
(the "Province", "we", "us", or "our", as applicable)

AND

0831478 BC Ltd.
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

A. The parties entered into an agreement dated March 1, 2011, a copy of which is attached as Exhibit 1 (the "Agreement").

B. The parties have agreed to modify the Agreement.

AGREEMENT

The parties agree as follows:

- (1) The "Maximum Amount" "Fees" section of Schedule B of the Agreement is increased from \$17,500.00 to \$35,500.00.
- (2) The "Expenses" section of Schedule B of the Agreement remains unchanged.
- (3) The "Maximum Amount" section of Schedule B of the Agreement is increased to \$37,500.00.

(4) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 24th day of May, 2011.

SIGNED AND DELIVERED on the 3rd day of June, 2011 on behalf of the Province by its duly authorized representative:


(Signature)

DEBORAH FAY
(Print Name)

SIGNED AND DELIVERED on the 30th day of May, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):


(Signature)

Miao Cheng (0831478 BC LTD)
(Contractor or Authorized Signatory)

Previous Contract Total:	\$19,500.00
Amendment Amount:	\$18,000.00
New Contract Total:	\$37,500.00

MODIFICATION AGREEMENT # 1

Contract #: C11HST24148

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by
the Minister of Finance
(the "Province", "we", "us", or "our", as applicable)

AND

0831478 BC Ltd.
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement dated March 1, 2011, a copy of which is attached as Exhibit 1. (the "Agreement").
- B. The parties have agreed to modify the Agreement.

AGREEMENT

The parties agree as follows:

- (1) The term of the agreement is extended to end on May 30, 2011.
- (2) In all other respects, the Agreement is confirmed.
- The parties have duly executed this modification agreement as of the 14th day of April, 2011.

SIGNED AND DELIVERED on the 14th day of April, 2011 on behalf of the Province by its duly authorized representative:



(Signature)

Steve Klack

(Print Name)

SIGNED AND DELIVERED on the 15th day of April, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):



(Signature)

Mico CERANETIS

(Contractor or Authorized Signatory)

Previous Contract Total:	\$19,500.00
Amendment Amount:	\$0.00
New Contract Total:	\$19,500.00

GENERAL SERVICE AGREEMENT



**BRITISH
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Ministry Contract No.: <u>C11HST24148</u> Requisition No.: _____ Solicitation No. (if applicable): _____ Commodity Code: <u>AC.AC14</u> Contractor Information Supplier Name: <u>0831478BCLTD (Miro Cementie)</u> Supplier No.: _____ Telephone No.: <u>778-865-1557</u> E-mail Address: <u>miro@catalyticco.com</u> Website: _____	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>60016002</u> Project: <u>3200000</u> Template version: <u>October 21, 2010</u>
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Schedule A – Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on March 1, 2011 and ends on April 15, 2011.
2. The Province reserves the right to extend the term of this agreement for an additional three to six months.

PART 2. SERVICES:

An Independent Advisory Panel was established to research, review, write and make public a report on the fact base that accurately describes the implications of whether or not to extinguish the HST and return to the PST and GST system. The panel will review what the choice means to the B.C. economy, to the provincial budget, and to impacts on the consumer.

The Contractor will work with the members of the Independent Advisory Panel, who will direct and provide the base information, content and context, in writing sections of this report. The Contractor will assist with writing this report to a level suitable for public release and with editing as required.

Outputs

The Contractor will provide the following services:

- a. work with the Independent Advisory Panel in researching, reviewing, and producing a fact-based report that accurately describes the implications of each option;
- b. assist in the dissemination of information on the options in a manner that meets the public interest;
- c. review and summarize background information to produce drafts of specific sections;
- d. provide advice in determining the best way in informing British Columbians with respect to the options of the Initiative Vote;
- e. articulate the complex issues in a manner that resonates with the public domain, while also meeting the needs of the Independent Advisory panel;
- f. communicate clearly and effectively to a broad range of audiences and on a broad range of issues;
- g. provide and conduct primary and secondary research, if required;
- h. gather and evaluate information, sources, ideas and research;
- i. translate technical material into plain language;
- j. provide a working knowledge of CP style for any writing destined for the media;
- k. edit drafts based on feedback and comments;
- l. edit documents for different types of media (magazines, newspapers, web pages, etc);
- m. assist the project team in a variety of editing functions, as needed;
- n. provide facilitation/ support services to the project team;
- o. produce a draft and final report to the satisfaction of the Independent Advisory Panel, and,
- p. produce and deliver final products in Word, Excel, Power Point, web page or other formats as appropriate.

Inputs

The Contractor will make every effort to make himself available to provide his services and expertise when requested by the Advisory Panel or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Advisory Panel of designate when time conflicts exist.

Outcomes

Reporting requirements

1. The Contractor will attend meetings in person, phone or e-mail with members of the Advisory Panel.
2. The Contractor will report on activities on a daily/ weekly basis with members of the Advisory Panel.
3. The Contractor will provide updates as requested by the Advisory Panel or designate.
4. The Contractor will provide briefing notes/ summaries as requested by the Advisory Panel or designate.

PART 4 KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

(a) Miro Cernettg

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$19,500.00 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. PRBS:

Hourly Rate

Fees: at a rate of **\$21** per hour for those hours during the Term when the Contractor provides the Services.

Fees: The "Maximum Amount" of Fees payable \$17,500.00

3. EXPENSES: The "Maximum Amount" of Expenses payable \$2,000.00

Expenses:

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status; and
 - b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and
- excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described (a) and (b) 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 for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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; and the Billing Period to which the statement pertains;
- c. the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- d. a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- f. a description of this Agreement;
- g. a statement number for identification; and
- h. any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 - Appendix 1 Group 2 Rates Expenses for Contractors	ATTACHBD
Appendix 2 - Travel Expense Claim for Service Contractor	ATTACHBD
Appendix 3 - Ministry Invoice Payment Policy	ATTACHBD
Appendix 4 - Certificate of Insurance to be completed	

MODIFICATION AGREEMENT # 2

Contract #: C11HST23545

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by
the Minister of Finance

(the "Province", "we", "us", or "our", as applicable)

AND

Marc Richard James Andrew

(the "Contractor" "you" or "your" as applicable)

BACKGROUND

A. The parties entered into an agreement dated November 10, 2010, a copy of which is attached as Exhibit 1 (the "Agreement").

B. The parties have agreed to modify the Agreement.

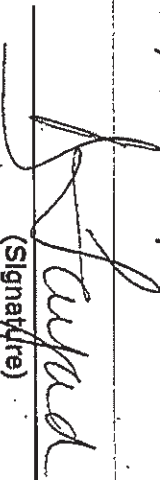
AGREEMENT

The parties agree as follows:

- (1) The "Maximum Amount" "Fees" section 2 of Schedule B of the Agreement is increased from \$35,400.00 to \$47,200.00.
- (2) The "Maximum Amount" payable section 1 of Schedule B of the Agreement is increased from \$35,400.00 to \$47,200.00.
- (3) The term of the agreement is extended to end on July 10, 2011.
- (4) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 9th day of May, 2011.

SIGNED AND DELIVERED on the 17th day of May, 2011 on behalf of the Province by its duly authorized representative:


(Signature)

Heboral Fayad
(Print Name)

SIGNED AND DELIVERED on the 16 day of May, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):


(Signature)

Marc Richard James Andrew
(Contractor or Authorized Signatory)

Previous Contract Total:	\$35,400.00
Amendment Amount:	\$11,800.00
New Contract Total:	\$47,200.00

MODIFICATION AGREEMENT

Contract #: C11HST23545

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by
the Minister of Finance.
(the "Province", "we", "us", or "our", as applicable)

AND

Marc Richard James Andrew
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

A. The parties entered into an agreement dated November 10, 2010, a copy of which is attached as Exhibit 1 (the "Agreement").

B. The parties have agreed to modify the Agreement.

AGREEMENT

The parties agree as follows:

- (1) The "Maximum Amount" "Fees" section 2 of Schedule B of the Agreement is increased from \$17,700 to \$35,400.00.
- (2) The term of the agreement is extended to end on May 10, 2011.
- (3) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 8th day of February, 2011.

SIGNED AND DELIVERED on the 8th day of February, 2011 on behalf of the Province by its duly authorized representative:

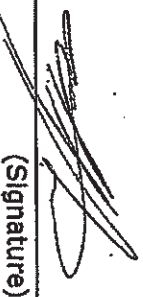


(Signature)

Steve Klok

(Print Name)

SIGNED AND DELIVERED on the 2nd day of February, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories, if the Contractor is a corporation):



(Signature)

(Contractor or Authorized Signatory)

Previous Contract Total: \$17,700.00

Amendment Amount:	\$17,700.00
New Contract Total:	\$35,400.00

GENERAL SERVICE AGREEMENT



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<p>Ministry Contract No.: <u>2010HST100</u></p> <p>Requisition No.: _____</p> <p>Solicitation No.(if applicable): _____</p> <p>Commodity Code: <u>AC,AC14</u> _____</p> <p>Contractor Information</p> <p>Supplier Name: <u>Marc Richard James Andrew</u></p> <p>Supplier No.: _____</p> <p>Telephone No.: <u>778-835-0633</u></p> <p>E-mail Address: <u>marcandrew@futurepacific.ca</u></p> <p>Website: _____</p>	<p>Financial Information</p> <p>Client: <u>022</u></p> <p>Responsibility Centre: <u>32955</u></p> <p>Service Line: <u>34753</u></p> <p>STOB: <u>6001</u></p> <p>Project: <u>3200000</u></p> <p>Template version: <u>October 21, 2010</u></p>
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Schedule A - Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on November 10, 2010 and ends on February 10, 2011.
2. The Province reserves the right to extend the term of this agreement for an additional three to six months.

PART 2. SERVICES:

The Contractor will be responsible for assisting and providing advice in the coordination, development, implementation and delivery of fact based information regarding the HST to ensure an informed dialogue and debate with respect to the HST Initiative vote is undertaken with all British Columbians.

The Contractor will assist in the development and implementation of the Strategic Plan and Communications Plan of the HST Information Office through stakeholder consultation and a variety of traditional and innovative communication tools.

Output

The Contractor will provide the following services:

- a. assisting in the development of the Strategic Plan for the HST Information office;
- b. assisting in the development and implementation of the Communications plan;
- c. assisting in the strategy for disseminating information through a variety of communication channels;
- d. developing/reviewing content for strategic messages in articles, videos, photos info graphics, etc.;
- e. ensuring the accuracy of information with respect to the Initiative vote options being disseminated;
- f. developing forums and materials to stimulate dialogue and discussions for traditional communication mediums (radio, print and television), online channels (web and social media) and interested 3rd party stakeholder groups;
- g. assisting in the establishment and maintenance of stakeholder relations;
- h. populating and creating an Internal list of contacts for stakeholders, activists, business groups, etc.;
- i. developing strategies for outreach;
- j. work with and provide information about specific impacts of the Initiative vote options to key stakeholder groups and specific communities;
- k. create information in a more understandable format for stakeholder groups and communities;
- l. attend meetings with stakeholders, government officials, communities on behalf of and/or with members of the HST Information office;
- m. attend internal communication and strategic meetings; and,
- n. provide assistance and expertise on projects as determined by the HST Information Office.

Inputs

The Contractor must be available on a weekly basis to provide his services, knowledge and reputation during the term of the contract, unless otherwise negotiated with the Contract Manager or designate.

Reporting requirements

1. The Contractor will attend weekly meetings in person or by phone with various staff of the HST Office.
2. The Contractor will report on activities on a daily/ weekly basis with the Contract Manager or designate.
3. The Contractor will provide updates of meetings as needed/ requested by the Contract Manager or designate.
4. The Contractor will provide briefing notes/ summaries as requested by the Contract Manager or designate.
5. The contractor will provide a final report summarizing the work provided and any suggestion as to improve the process at the end of the contract term.

PART 3. RELATED DOCUMENTATION:

1. 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, \$17,700.00 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:

Flat Rate

Fees: \$21 per month for performing the Services during the Term.

3. EXPENSES:

Expenses: None.

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
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

GENERAL SERVICE AGREEMENT



**BRITISH
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Ministry Contract No.: <u>C12HST24395</u> Requisition No.: _____ Solicitation No.(if applicable): _____ Commodity Code: <u>AC.AC14</u> Contractor Information Supplier Name: <u>Kirk & Co. Consulting Ltd.</u> Supplier No.: <u>074784</u> Telephone No.: <u>604-688-7220</u> E-mail Address: <u>info@kirkandco.ca</u> Website: <u>http://www.kirkandco.ca/</u>	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>6001 / 6002</u> Project: <u>3200000</u> Template version: <u>October 21, 2010</u>
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PK
max76125@kirkandco.ca

Schedule A – Services

PART 1. TERM:

1. Term of this Agreement commences on May 1st, 2011 and ends on May 23rd, 2011.

PART 2. SERVICES:

The Contractor will be responsible for assisting and providing public and media relations advice and services directly to the Independent Advisory Panel ("Independent Panel") in the release of their Panel Report to the general public.

The Independent Panel Report will describe the implications of each option in front of voters with regard to the HST referendum and the implications to the B.C. Economy, the provincial budget and the impacts on the consumer.

Outputs

The Contractor will provide the following services:

- a. provide targeted and effective communications;
- b. provide advice on public consultancy;
- c. provide community and media relations services;
- d. provide issues management services;
- e. be the first point of contact for the media;
- f. direct questions and enquiries with regard to the Independent Panel Report;
- g. organize and schedule all media enquiries for the Panel Chair;
- h. responsible for the distribution of the Report to requesting media groups and interested parties; and,
- i. provide assistance and expertise on other matters, as requested by the Independent Panel.

Inputs

The Contractor will make every effort to make himself available to provide his services and expertise when requested by the Independent Panel or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Independent Panel or designate when time conflicts exist.

Reporting requirements

1. The Contractor will attend meetings in person, phone or e-mail when requested by the Independent Panel or designate.
2. The Contractor will provide updates as requested by the Independent Panel or designate.

PART 3. RELATED DOCUMENTATION:

Not applicable.

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

- (a) Judy Kirk, President
- (b) Stefan Krepiakovich, Manager, Client Services
- (c) Tim Lai, Manager, Client Services
- (d) Emille Yee, Communications Coordinator
- (e) Max Tobias, Communications/ Executive Assistant
- (f) Lisa Santos, Communications Assistant

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$25,000.00 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. FBES:

Hourly Rate

Fees: at the rates for those hours during the Term when the Contractor provides the Services.

	Hourly Rate
President	
Manager, Client Services	
Communications Coordinator	S21
Communications/ Executive Assistant	
Communications Assistant	

Fees: The "Maximum Amount" of Fees payable \$19,000.00

3. EXPENSES: The "Maximum Amount" of Expenses payable \$6,000.00.

Expenses:

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status; and
 - b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses;
- excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (b) 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 for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for Identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 – Appendix 1 Group 2 Rates Expenses for Contractors	ATTACHED
Appendix 2 – Travel Expense Claim for Service Contractor	ATTACHED
Appendix 3 – Ministry Invoice Payment Policy	ATTACHED
Appendix 4 – Certificate of Insurance to be completed	ATTACHED

GENERAL SERVICE AGREEMENT



For Administrative Purposes Only

Ministry Contract No.: <u>C12H5T24429</u> Requisition No.: _____ Solicitation No.(if applicable): _____ Commodity Code: <u>AC.AC14</u>	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>6001</u> Project: <u>3200000</u>
Contractor Information Supplier Name: <u>Media2o Productions Inc.</u> Supplier No.: <u>2309647</u> Telephone No.: <u>604-957-1625</u> E-mail Address: <u>extend@media2o.com</u> Website: <u>www.media2o.com</u>	Template version: <u>October 21, 2010</u>

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on April 28, 2011 and ends on May 8, 2011.

PART 2. SERVICES:

The Contractor will be responsible for providing professional services in the videotaping and production of four (4) videos of the members of the Independent Advisory Panel.

Outputs

The Contractor will provide the following services:

- a. shoot and produce videos of the four panel members;
- b. provide additional filming when necessary;
- c. provide a makeup artist;
- d. provide a compilation of all footage and edited footage;
- e. provide still photos;
- f. provide digital copies of the videos to be used for the Internet and website; and,
- g. provide a data file of all footage on DVD.

Inputs

The Contractor will make every effort to make himself/herself available to provide his/her services and expertise when requested by the Contract Manager or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Contract Manager or designate when time conflicts exist.

Outcomes

Reporting requirements

1. The Contractor will report to the Contract Manager or designate on the day of the video shoot.
2. The Contractor will provide updates as requested by the Contract Manager or designate.

PART 3. RELATED DOCUMENTATION:

Not applicable.

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

- (a) Tristan Jutras
- (b) Brian Sword

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$10,810.00 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 of this Agreement).

2. FEES:

Flat Rate

Fees: \$10,810.00 for performing the Services during the Term.

Fees: The "Maximum Amount" of Fees payable \$10,810.00

3. EXPENSES:

None.

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
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 – Ministry Invoice Payment Policy
Appendix 3 – Certificate of Insurance to be completed

ATTACHED
ATTACHED

GENERAL SERVICE AGREEMENT



**BRITISH
COLUMBIA**

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Ministry Contract No.: <u>CI2HST24227</u> Requisition No.: _____ Solicitation No. (if applicable): _____ Commodity Code: <u>ACAC14</u> _____ Contractor Information Supplier Name: <u>NATIONAL Public Relations</u> Supplier No.: <u>2083234/001</u> Telephone No.: (604) 684-6655 _____ E-mail Address: <u>mgoehring@national.ca</u> Website: <u>www.national.ca</u> _____	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>6001</u> Project: <u>3200000</u> Template version: <u>October 21, 2010</u>
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Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on April 8, 2011 and ends on May 6, 2011.

PART 2. SERVICES:

The Contractor will be responsible for assisting and providing advice directly to the Independent Advisory Panel (“Independent Panel”) in the review of the draft report that describes the implications of each option in front of voters with regard to the HST referendum. The report will outline the implications to the B.C. Economy, the provincial budget and the impacts on the consumer.

The Independent Panel will discuss the scope of review of the draft report directly with the Contractor and all dealings with the Independent Panel will be independent from government.

Outputs

The Contractor will provide the following services:

- a. confidential review of the draft report being produced by the Independent Panel;
- b. provide comments and advice directly to the Independent Panel on the scope of the review;
- c. maintain the high standards of transparency and corporate responsibility with regards to the scope of the review and the report;
- d. ensure the findings of the report are consistent with the scope of the review;
- e. ensure the high integrity of the report and the members of the Independent Panel;
- f. attend meetings, as requested by the Independent Panel;
- g. work directly with the writer of the Independent Panel; and,
- h. provide assistance and expertise on other matters, as requested by the Independent Panel.

Inputs

The Contractor will make every effort to make himself available to provide his services and expertise when requested by the Independent Panel or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Independent Panel or designate when time conflicts exist.

Reporting requirements

1. The Contractor will attend meetings in person, phone or e-mail with the Independent Panel or designate.
2. The Contractor will report on activities as requested by the Independent Panel or designate.
3. The Contractor will provide updates as requested by the Independent Panel or designate.
4. The Contractor will provide summaries or other documentation as requested by the Independent Panel or designate.

PART 3. RELATED DOCUMENTATION:

1. The Contractor must perform the Services in accordance with the obligations set out in this Schedule A including any engagement letter, Solicitation document excerpt, proposal excerpt or other documentation attached as an Appendix to, or specified as being incorporated by reference in, this Schedule.
2. The following documentation is incorporated by reference into this Schedule A:

APPENDED ATTACHED

Appendix 1 – Undertaking of Confidentiality

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

(a) Michael Goehring



Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$4,000.00 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:

Hourly Rate

Fees: at a rate of **\$21** per hour for those hours during the Term when the Contractor provides the Services.

Fees: The "Maximum Amount" of Fees payable \$4,000.00

3. EXPENSES:

Expenses: None.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (g) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 – Ministry Invoice Payment Policy
Appendix 2 – Certificate of Insurance to be completed

ATTACHED
ATTACHED

MODIFICATION AGREEMENT

Contract #: C11HST23667

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by
the Minister of Finance
(the "Province", "we", "us", or "our", as applicable)

AND

Perrin, Thorau & Associates Ltd.
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

A. The parties entered into an agreement dated January 25, 2011, a copy of which is attached as Exhibit 1 (the "Agreement").

B. The parties have agreed to modify the Agreement.

AGREEMENT

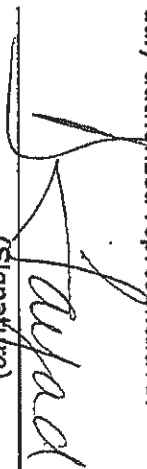
The parties agree as follows:

- (1) The "Maximum Amount" "Fees" section 2 of Schedule B of the Agreement is increased from \$28,000.00 to \$38,500.00.
- (2) The "Maximum Amount" payable section 1 of Schedule B of the Agreement is increased from \$32,000.00 to \$42,500.00.

(3) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 25th day of April, 2011.

SIGNED AND DELIVERED on the 24th day of April, 2011 on behalf of the Province by its duly authorized representative:


(Signature)

Deborah Fayard
(Print Name)

SIGNED AND DELIVERED on the 30th day of April, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):


(Signature)

Dan Perrin
(Contractor or Authorized Signatory)

Previous Contract Total:	\$32,000.00
Amendment Amount:	\$10,500.00
New Contract Total:	\$42,500.00

GENERAL SERVICE AGREEMENT



**BRITISH
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Ministry Contract No.: <u>C11HST23667</u> Requisition No.: _____ Solicitation No. (if applicable): _____ Commodity Code: <u>AC.AC14</u>	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>60016002</u> Project: <u>3200000</u>
Contractor Information Supplier Name: <u>Perrin, Thorau & Associates Ltd.</u> Supplier No.: <u>916361</u> Telephone No.: <u>250-655-3431</u> E-mail Address: <u>dan.perrin@perrinthorau.ca</u> Website: _____	Template version: <u>October 21, 2010</u>

Schedule A – Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on January 25, 2011 and ends on April 30, 2011.
2. The Province reserves the right to extend the term of this agreement for an additional three to six months.

PART 2. SERVICES:

The Contractor will be responsible for providing research, policy analysis and advice to the Independent Advisory Panel for the upcoming HST Initiative Vote. The Contractor will assist the Advisory Panel in the independent review of the choice British Columbians have in deciding the option of whether or not to extinguish the HST and return to the PST and GST system.

Outputs

The Contractor will provide the following services:

- a. work with the Independent Advisory Panel in researching, reviewing, and producing a fact-based report that accurately describes the implications of each option;
- b. provide analysis on the fiscal implications of each option to the provincial budget in the both the short and long term;
- c. provide analysis on the expected impact of each option to B.C. businesses and B.C.'s economic competitiveness;
- d. provide analysis on the consumer impacts to individuals/ families of each option;
- e. research relevant information and analysis from other jurisdictions;
- f. review previous research and analysis of the HST and the PST and GST tax options;
- g. identify and describe the shortcomings and virtues of each option;
- h. assist in the dissemination of information on the options in a manner that meets the public interest;
- i. provide advice in determining the best way in informing British Columbians with respect to the options of the Initiative Vote;
- j. ensure the accuracy of information with respect to the Initiative vote options being disseminated; and,
- k. present all findings to the members of the Advisory Panel;

Inputs

The Contractor must be available to provide his/ her services and expertise as requested by the Advisory Panel or designate during the term of the contract, unless otherwise negotiated.

Outcomes

Reporting requirements

1. The Contractor will attend meetings in person or by phone with members of the Advisory Panel.
2. The Contractor will report on activities on a daily/ weekly basis with members of the Advisory Panel.
3. The Contractor will provide updates as requested by the Advisory Panel or designate.

4. The Contractor will provide briefing notes/ summaries as requested by the Advisory Panel or designate.
5. The Contractor will provide a final report summarizing the work provided and any suggestion as to improve the process at the end of the contract term.

PART 3. RELATED DOCUMENTATION:

Not applicable.

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:
 - (a) Dan Perrin

Schedule B - Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$32,000.00 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:

Hourly Rate

Fees: at a rate of \$21 per hour for those hours during the Term when the Contractor provides the Services.

Fees: The "Maximum Amount" of Fees payable \$28,000.00

3. EXPENSES:

Expenses: The "Maximum Amount" of Expenses payable \$4,000.00

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from Brentwood Bay, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status; and
 - b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and
- excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (b) 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 for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 - Appendix 1 Group 2 Rates Expenses for Contractors
Appendix 2 - Travel Expense Claim for Service Contractor
Appendix 3 - Ministry Invoice Payment Policy

ATTACHED
ATTACHED
ATTACHED

MODIFICATION AGREEMENT

Contract #: C11HST23795

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by
the Minister of Finance
(the "Province", "we", "us", or "our", as applicable)

AND

Victoria Consulting Network Ltd.
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

A. The parties entered into an agreement dated January 25, 2011, a copy of which is attached as Exhibit 1 (the "Agreement").

B. The parties have agreed to modify the Agreement.

AGREEMENT

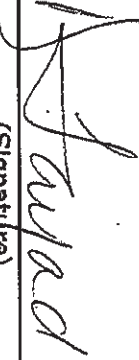
The parties agree as follows:

- (1) The "Maximum Amount" "Fees" section 2 of Schedule B of the Agreement is increased from \$28,000.00 to \$38,500.00,
- (2) The "Maximum Amount" Expenses section 3 of Schedule B of the Agreement is increased from \$4,000.00 to \$5,500.00,
- (3) The "Maximum Amount" payable section 1 of Schedule B of the Agreement is increased from \$32,000.00 to \$44,000.00.

(4) In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 25th day of April, 2011.

SIGNED AND DELIVERED on the 10th day of May, 2011 on behalf of the Province by its duly authorized representative:


(Signature)

Deborah Fayad
(Print Name)

SIGNED AND DELIVERED on the 30th day of April, 2011 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):


(Signature)

Peter Adams
(Contractor or Authorized Signatory)

Previous Contract Total:	\$32,000.00
Amendment Amount:	\$12,000.00
New Contract Total:	\$44,000.00

GENERAL SERVICE AGREEMENT



BRITISH
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For Administrative Purposes Only

Ministry Contract No.: <u>C11HST23795</u> Requisition No.: _____ Solicitation No.(if applicable): _____ Commodity Code: <u>AC.AC14</u> Contractor Information Supplier Name: <u>Victoria Consulting Network Ltd.</u> Supplier No.: <u>183925</u> Telephone No.: <u>250-361-9444</u> E-mail Address: <u>padams-vcn@shaw.ca</u> Website: _____	Financial Information Client: <u>022</u> Responsibility Centre: <u>32955</u> Service Line: <u>34753</u> STOB: <u>60016002</u> Project: <u>3200000</u> Template version: <u>October 21, 2010</u>
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Schedule A – Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on January 25, 2011 and ends on April 30, 2011.
2. The Province reserves the right to extend the term of this agreement for an additional three to six months.

PART 2. SERVICES:

The Contractor will be responsible for providing research, policy analysis and advice to the Independent Advisory Panel for the upcoming HST Initiative Vote. The Contractor will assist the Advisory Panel in the independent review of the choice British Columbians have in deciding the option of whether or not to extinguish the HST and return to the PST and GST system.

Outputs

The Contractor will provide the following services:

- a. work with the Independent Advisory Panel in researching, reviewing, and producing a fact-based report that accurately describes the implications of each option;
- b. provide analysis on the fiscal implications of each option to the provincial budget in the both the short and long term;
- c. provide analysis on the expected impact of each option to B.C. businesses and B.C.'s economic competitiveness;
- d. provide analysis on the consumer impacts to individuals/ families of each option;
- e. research relevant information and analysis from other jurisdictions;
- f. review previous research and analysis of the HST and the PST and GST tax options;
- g. identify and describe the shortcomings and virtues of each option;
- h. assist in the dissemination of information on the options in a manner that meets the public interest;
- i. provide advice in determining the best way in informing British Columbians with respect to the options of the Initiative Vote;
- j. ensure the accuracy of information with respect to the Initiative vote options being disseminated; and,
- k. present all findings to the members of the Advisory Panel;

Inputs

The Contractor will make every effort to make himself/ herself available to provide his/ her services and expertise when requested by the Advisory Panel or designate during the term of the contract, unless otherwise negotiated. The Contractor will make necessary alternate arrangements with the Advisory Panel of designate when time conflicts exist.

Outcomes

Reporting requirements

1. The Contractor will attend meetings in person or by phone with members of the Advisory Panel.
2. The Contractor will report on activities on a daily/ weekly basis with members of the Advisory Panel.
3. The Contractor will provide updates as requested by the Advisory Panel or designate.
4. The Contractor will provide briefing notes/ summaries as requested by the Advisory Panel or designate.
5. The Contractor will provide a final report summarizing the work provided and any suggestion as to improve the process at the end of the contract term.

PART 3. RELATED DOCUMENTATION:

Not applicable.

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

(a) Peter Adams

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$32,000.00 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:

Hourly Rate

Fees: at a rate of **\$21** per hour for those hours during the Term when the Contractor provides the Services.

Fees: The "Maximum Amount" of Fees payable \$28,000.00

3. EXPENSES:

Expenses: The "Maximum Amount" of Expenses payable \$4,000.00

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from Victoria, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status; and
 - b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses; and
- excluding Harmonized sales tax ("HST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (b) 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 for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period 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 any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

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 and expenses (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.

6. RELATED DOCUMENTATION:

The following are Appendices to this Schedule B:

Appendix 1 - Appendix 1 Group 2 Rates Expenses for Contractors
Appendix 2 - Travel Expense Claim for Service Contractor
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