

Wray, Jennifer MNGD:EX

From: Stewart, Dawn M GCPE:EX
Sent: Thursday, January 16, 2014 9:12 AM
To: Smith, Pam M CSNR:EX
Cc: Wray, Jennifer MNGD:EX
Subject: RE: Inventa
Attachments: Inventa Insurance Certificate - Govt of BC .pdf; Inventa Signed Standing offer.pdf; Inventa Travel Authorization letter.doc; 20131204153359.pdf; Inventa signed Expenses document.pdf; Standing Offer - Inventa.docx

Follow Up Flag: Flag for follow up
Flag Status: Completed

Hi Pam,

Nice chatting, attached is the signed standing offer with Inventa, the schedules and the first signed workorder for this project.

Thank you

Dawn Stewart
Financial Services Officer
Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



BC JOBS PLAN



This email message, including any attachments, is confidential and is intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you have received this communication in error, please delete the message, including any attachments, and notify me immediately by email or telephone.

From: Smith, Pam M CSNR:EX
Sent: January-16-14 8:33 AM
To: Stewart, Dawn M GCPE:EX
Subject: Inventa

Dawn,

Can I get a copy of the SO –GCPE024 for this Supplier for my files please.

Pam Smith
Corporate Services Manager - Financial Services Branch - CSNR
Supporting the Ministry of Aboriginal Relations and Reconciliation, Ministry of Energy and Mines and Ministry of Natural Gas Development



CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act

The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Director, Client Services, Core Government and Crowns at 250 356-8915, PO Box 9405 STN PROV GOVT, Victoria BC V8W 9V1.

Please refer *all other questions* to the contact named in Part 1.

Part 1 To be completed by the Province

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO (Name of office) Government Communications & Public Engagement		AGREEMENT IDENTIFICATION NO. SO-GCPE024	
PROVINCE'S CONTACT PERSON NAME & TITLE Dawn Stewart, Financial Officer		PHONE NO 250 356-8595	
MAILING ADDRESS 4 th Floor 617 Government Street, Victoria BC		FAX NO	
Inventa Sales and Promotions Inc.		POSTAL CODE V8W 9V1	
210 – 1401 West 8 th Avenue, Vancouver BC		V6H 1C9	

Part 2 To be completed by the Insurance Agent or Broker

INSURED	NAME Inventa Sales and Promotions Inc.		
	ADDRESS 210 – 1401 West 8 th Avenue, Vancouver BC		POSTAL CODE V6H 1C9
OPERATIONS INSURED	PROVIDE DETAILS		
TYPE OF INSURANCE <i>List each separately</i>	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT
Commercial General Liability	Northbridge Commercial Insurance Corporation Policy no. CBC 1933896 Bodily Injury & Property Damage, each occurrence	2014/08/18	\$5,000,000

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENT OR BROKER Aon Reed Stenhouse Inc.	ADDRESS 1200 – 401 W. Georgia Street, Vancouver BC V6B 5A1	PHONE NO 604.443.3375
SIGNED BY THE AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S) Katie Probert, BBA, CAIB		DATE SIGNED October 8, 2013



STANDING OFFER
EVENT MANAGEMENT SERVICES
FOR
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

STANDING OFFER REFERENCE NUMBER S0-GCPE024

THIS STANDING OFFER is made the 4th day of October, 2013.

INVENTA SALES AND PROMOTIONS INC.

210 – 1401 West 8th Avenue
Vancouver BC V8V 1T7
Contact: David Nichols
604 687-0544

(the "Offeror")

HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE SERVICES DESCRIBED IN SCHEDULE "A", TO HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, ON THE TERMS AND CONDITIONS DESCRIBED BELOW.

THE OFFER IS AS FOLLOWS:

DEFINITIONS

1. In this Standing Offer:

- a. "Contract" means the contract that is formed on receipt by the Offeror of a Draw Down for the Services described in the Draw Down, and which is on the terms and conditions set out in the Province's General Services

Agreement, a copy which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and which includes as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) attached to the RSO.

- b. "Contractor" means the Offeror who is in receipt of a Draw Down requesting the Services under this SO.
- c. "Draw Down" means a written draw down form issued by a Purchaser to an Offeror against this SO for the provision of a specified quantity of Services at the prices set out in this SO;
- d. "Ministry" means the Province's Ministry of [Insert Ministry name];
- e. "Offeror" means (insert legal name) also identified as (insert doing business as name if applicable).
- f. "Offeror's Representative" means the representative and designated back-up assigned by the Offeror to administer the SO.
- g. "Prices" mean the prices for the Services set out in Schedule "B" to the SO;
- h. "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes Procurement Services and the Ministry;
- i. "Province Representative" means Name, Procurement Specialist, or such other individual designated from time to time by the Province to administer this SO on behalf of the Province;
- j. "Purchaser" means an employee of the Ministry authorized to issue a Draw Down;
- k. "Procurement Services" means the Procurement Services Branch, Ministry of Technology, Innovation and Citizen's Services;
- l. "Services" means those services described in Schedule "A"; and
- m. "Standing Offer" or "SO" means this SO;

1.2 All references to dollars, currency, and money must mean Canadian dollars (\$CAD).

EXPIRY

- 2.1 This Standing Offer will expire on **October 3rd, 2016** unless withdrawn in accordance with section 3.1 K or section 9, or renewed by the Province for up to (2) additional (one) year periods.

STANDING OFFER - GENERAL

- 3.1 The Offeror makes the Offer set out in this SO on the following understandings:
 - a. the establishment of this SO does not oblige the Province to authorize or order all or any of the Services from the Offeror;
 - b. a Contract is formed only on receipt of a Draw Down by the Offeror;
 - c. a Draw Down Form shall form a Contract only for those Services in respect of which a Draw Down has been issued by a Purchaser, provided always that such Draw-Down is made in accordance with the provisions of this SO;
 - d. the Contract will be on the terms and conditions set out in the Province's General Services Agreement which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and will include as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) and G (if applicable) attached to this SO.
 - e. the Province reserves the right to procure the specified Services by any other means, including the use of other agreements, or by other procurement or contracting methods;
 - f. the liability of a Purchaser will be limited to that which arises from a Contract made prior to the expiry date described in Section 2.1;
 - g. the Province reserves the right to set aside this SO, for whatever reason, and not make it available for any Draw Downs. The Province will promptly notify the Offeror of such action;

- h. any changes to this SO are to be documented by way of a written addendum between the Offeror and the Province;
- i. the Offeror's Representative, and a designated back-up individual, will be available during the Province's normal business hours, and will have the authority to represent the Offeror with respect to all issued arising under this SO;
- j. if the Offeror offers a lower price to others in the British Columbia public sector for substantially the same services and terms and conditions of a Contract during the term of this SO, that lower price will also apply to this SO. For the purposes of this section, a lower price is a price that is lower than the unit price in Schedule "A";
- k. the Offeror will provide the Province's Representative with 60 days written notice of any changes to the list of Services included in Schedule "A", and the Province will determine, in its sole discretion, whether to accept such changes; and

DRAW DOWN MECHANISM

- 4. Services may be ordered by various methods including: in person, facsimile, or email, RSO long as a written Draw Down presented that includes as a minimum:
 - (a) The reference number for this SO;
 - (b) The name/description of the Purchaser;
 - (c) The specified quantity of the Services that are being ordered; and
 - (d) The maximum amount payable for the Draw Down.
- 5. Draw Downs against a SO paid for with the Province's corporate Purchasing card must be accorded the same prices and be subject to the same terms and conditions as any other Draw-Down.
- 6. If the Purchaser establishes a Draw Down to the Offeror prior to the expiry of this SO and receives the Services, then the

Purchaser will pay to the Offeror the amounts payable as described in Schedule "A".

- 7. If there is any conflict or inconsistency among any of the Provisions of the following documents:

- a) This SO; and
- b) A Draw Down,

Then the order of precedence will be (a) and then (b).

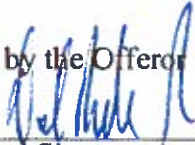
GENERAL TERMS AND CONDITIONS THAT APPLY TO DRAW DOWNS OF SERVICES

- 8. The terms and conditions contained in the Province's General Service Agreement, a copy of which can be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and Schedules A to G of this SO will constitute the full and complete agreement (the "Contract") between the parties. In the Province's General Services Agreement, "you" means the Contractor and "we" means the Purchaser.

NOTIFICATION OF WITHDRAWAL

- 9. In the event that the Offeror wishes to withdraw this SO, the Offeror shall provide no less than thirty (30) days' written notice to the Province Representative, and such withdrawal of this SO will not be effective until receipt of such notification by the Province Representative and the expiry of such notice period.
- 9. The Offeror will fulfil any Draw Downs made before the expiry of such notice period.

SIGNED by the Offeror



(Authorized Signatory)

DAVID NICHOLS

Print Name

SVP & CO-FOUNDER

Title



October 4th, 2013

To: All Government Vendors

This letter is to introduce and inform all authorized Province of British Columbia travel industry suppliers to Inventa Sales and Promotions Inc. as a cost recoverable Contractor to the Province of BC. Employee's and sub-contractor's of Inventa Sales and Promotions Inc. are permitted access to provincial government rates allowed to all regular government employees for the period October 4th, 2013 to October 3, 2016.

Vehicle rental agencies should note that all conditions of the provincial government agreement apply with the exception of Personal Injury Insurance (PII). Purchase of PII is at the discretion of the customer and is not a reimbursable cost.

The Contractor named above agrees that the services or goods obtained by virtue of this Letter of Authorization are to be used solely for services supplied to the Province of BC. The cost of the service or goods will be reimbursed to the Contractor by the government, at the rate(s) supplied.

This Letter of Authorization is not transferable and is not to be used by anyone other than the Contractor named above. Personal or other use of this letter or services/goods provided through the use of this letter, for other than that stated in the Contractor's agreement, is forbidden. Such use may result in termination of the agreement and future ability to receive authorization to access government contracts, Corporate Supply Arrangements (CSAs) or Standing Offers (SOs) in the future. Should you require verification of this letter please contact me at 250 356-8595

Thank you,

Dawn Stewart

Dawn Stewart
Financial Services Officer
Government Communications and Public Engagement



Government Communications and Public Engagement
Work Order Request
(Draw Down Form)

Supplier: Inventa

Standing Offer # SO-GOPE024

Event: LNG In BC Conference 2014

Start Date: October 21, 2013


Completion Date: 31-Dec-13


Brief Description of Event: Development and management of the LNG In BC Conference for 2014 including; agenda development and confirmation, speaker engagement, sponsorship negotiation and management, conference logistics, creative look and feel as well as overlay, conference environment and enhancements, financial management, administration.

Description	Number of Units	Cost per Unit	Estimated Cost
CLIENT SERVICES			
Account Manager (Group Client Director)	120	\$ 215.00	\$ 25,800.00
Project Manager (Client Manager - Finance)	20	\$ 125.00	\$ 2,500.00
Vice President	80	\$ 225.00	\$ 18,000.00
Account Executive		\$ 100.00	\$
Account Coordinator	160	\$ 85.00	\$ 13,600.00
Production Manager	360	\$ 125.00	\$ 45,000.00
CREATIVE			
Creative Director	40	\$ 215.00	\$ 8,600.00
Art Director	30	\$ 150.00	\$ 4,500.00
Studio Designer	30	\$ 125.00	\$ 3,750.00
Event Director and Conference Operations (External)	480	\$ 140.00	\$ 67,200.00
AGENCY HARD COSTS (may include total cost, attach detailed estimate)			\$
SUB-CONTRACTED SERVICES (may include total cost, attach detailed estimate)			\$
Sub-total			\$184,450.00
PST If Applicable			\$0.00
Total			\$184,450.00

Please note that FINAL COSTS MAY VARY +/- 10%

To be completed by AGENCY	Docket #:
	
Authorized Signatory Approval	David Nichols
	Oct. 19/13
	Date

To be completed by Government Communications and Public Engagement	Work Order/Drawdown #:
	
Corporate Director Strategic Planning & Events	Melissa Safarik
	Oct 25/13
	Date

To be completed by MINISTRY OR GOPE EXPENSE AUTHORITY	Project #:
	
Expense Authority Approval	Suzanne Marshaw
	Oct 25/13
	Date

Updated 10/22/13

APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

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

Travel Expenses

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

1. Meal Allowances:

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

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

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2013, the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. Taxi and Parking:

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

4. Car Rentals:

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

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

5. Accommodation:

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

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at <http://csa.pss.gov.bc.ca/businesstravel>. Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

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

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

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

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

6. Airfare:

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

7. Miscellaneous Travel Expenses:

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

8. Out-of-Province Travel:

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

Other Expenses

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

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

2. GST:

Contractors registered with the Canada Revenue Agency for GST purposes are entitled to claim input tax credits for the GST paid on their travel expenses and must deduct this before they invoice the ministry.

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

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



STANDING OFFER
EVENT MANAGEMENT SERVICES
FOR
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

STANDING OFFER REFERENCE NUMBER S0-GCPE024

THIS STANDING OFFER is made the 4th day of October, 2013.

INVENTA SALES AND PROMOTIONS INC.

210 – 1401 West 8th Avenue
Vancouver BC V8V 1T7
Contact: David Nichols
604 687-0544

(the "Offeror")

HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE SERVICES DESCRIBED IN SCHEDULE "A", TO HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, ON THE TERMS AND CONDITIONS DESCRIBED BELOW.

THE OFFER IS AS FOLLOWS:

DEFINITIONS

1. In this Standing Offer:
 - a. "**Contract**" means the contract that is formed on receipt by the Offeror of a Draw Down for the Services described in the Draw Down, and which is on the terms and conditions set out in the Province's General Services

Agreement, a copy which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and which includes as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) attached to the RSO.

- b. **“Contractor”** means the Offeror who is in receipt of a Draw Down requesting the Services under this SO.
 - c. **“Draw Down”** means a written draw down form issued by a Purchaser to an Offeror against this SO for the provision of a specified quantity of Services at the prices set out in this SO;
 - d. **“Ministry”** means the Province's Ministry of **Technology Innovation and Citizens’ Services**.
 - e. **“Offeror”** means Inventa Sales and Promotions Inc. also identified as (insert doing business as name if applicable).
 - f. **“Offeror's Representative”** means the representative and designated back-up assigned by the Offeror to administer the SO.
 - g. **“Prices”** mean the prices for the Services set out in Schedule “B” to the SO;
 - h. **“Province”** means Her Majesty the Queen in Right of the Province of British Columbia and includes Procurement Services and the Ministry;
 - i. **“Province Representative”** means Name, Procurement Specialist, or such other individual designated from time to time by the Province to administer this SO on behalf of the Province;
 - j. **“Purchaser”** means an employee of the Ministry authorized to issue a Draw Down;
 - k. **“Procurement Services”** means the Procurement Services Branch, Ministry of Technology, Innovation and Citizen’s Services;
 - l. **“Services”** means those services described in Schedule “A”; and
 - m. **“Standing Offer”** or **“SO”** means this SO;
- 1.2 All references to dollars, currency, and money must mean Canadian dollars (\$CAD).

EXPIRY

- 2.1 This Standing Offer will expire on **October 3rd, 2016** unless withdrawn in accordance with section 3.1 K or section 9, or renewed by the Province for up to (2) additional (one) year periods.

STANDING OFFER - GENERAL

- 3.1 The Offeror makes the Offer set out in this SO on the following understandings:
- a. the establishment of this SO does not oblige the Province to authorize or order all or any of the Services from the Offeror;
 - b. a Contract is formed only on receipt of a Draw Down by the Offeror;
 - c. a Draw Down Form shall form a Contract only for those Services in respect of which a Draw Down has been issued by a Purchaser, provided always that such Draw-Down is made in accordance with the provisions of this SO;
 - d. the Contract will be on the terms and conditions set out in the Province’s General Services Agreement which may be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and will include as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E (if applicable), F, and G (if applicable) and G (if applicable) attached to this SO.
 - e. the Province reserves the right to procure the specified Services by any other means, including the use of other agreements, or by other procurement or contracting methods;
 - f. the liability of a Purchaser will be limited to that which arises from a Contract made prior to the expiry date described in Section 2.1;
 - g. the Province reserves the right to set aside this SO, for whatever reason, and not make it available for any Draw Downs. The Province will promptly notify the Offeror of such action;

- h. any changes to this SO are to be documented by way of a written addendum between the Offeror and the Province;
- i. the Offeror's Representative, and a designated back-up individual, will be available during the Province's normal business hours, and will have the authority to represent the Offeror with respect to all issued arising under this SO;
- j. if the Offeror offers a lower price to others in the British Columbia public sector for substantially the same services and terms and conditions of a Contract during the term of this SO, that lower price will also apply to this SO. For the purposes of this section, a lower price is a price that is lower than the unit price in Schedule "A";
- k. the Offeror will provide the Province's Representative with 60 days written notice of any changes to the list of Services included in Schedule "A", and the Province will determine, in its sole discretion, whether to accept such changes; and

DRAW DOWN MECHANISM

- 4. Services may be ordered by various methods including: in person, facsimile, or email, RSO long as a written Draw Down presented that includes as a minimum:
 - (a) The reference number for this SO;
 - (b) The name/description of the Purchaser;
 - (c) The specified quantity of the Services that are being ordered; and
 - (d) The maximum amount payable for the Draw Down.
- 5. Draw Downs against a SO paid for with the Province's corporate Purchasing card must be accorded the same prices and be subject to the same terms and conditions as any other Draw-Down.
- 6. If the Purchaser establishes a Draw Down to the Offeror prior to the expiry of this SO and receives the Services, then the

Purchaser will pay to the Offeror the amounts payable as described in Schedule "A".

- 7. If there is any conflict or inconsistency among any of the Provisions of the following documents:
 - a) This SO; and
 - b) A Draw Down,

Then the order of precedence will be (a) and then (b).

GENERAL TERMS AND CONDITIONS THAT APPLY TO DRAW DOWNS OF SERVICES

- 8. The terms and conditions contained in the Province's General Service Agreement, a copy of which can be found at http://www.pss.gov.bc.ca/psb/gsa/gsa_index.html as may be updated from time to time, and Schedules A to G of this SO will constitute the full and complete agreement (the "Contract") between the parties. In the Province's General Services Agreement, "you" means the Contractor and "we" means the Purchaser.

NOTIFICATION OF WITHDRAWAL

- 9. In the event that the Offeror wishes to withdraw this SO, the Offeror shall provide no less than thirty (30) days' written notice to the Province Representative, and such withdrawal of this SO will not be effective until receipt of such notification by the Province Representative and the expiry of such notice period.
- 9. The Offeror will fulfil any Draw Downs made before the expiry of such notice period.

SIGNED by the Offeror

(Authorized Signatory)

Print Name

Title

SCHEDULE "A"

SERVICES

Working with the Province, the Contractor will be responsible for developing and implementing a comprehensive event management plan for key events which will include, but not be limited to, the following services:

- a) logistics management;
- b) communications and information management; and
- c) financial management.

LOGISTICS MANAGEMENT

The Contractor will be responsible for the following, as it relates to logistics management:

- a) Identifying requirements for design, production and delivery of all materials in support of celebration events and overarching activities;
- b) Establishing contact with appropriate City officials and other key players in the municipality;
- c) Arranging all pre-event and on-site logistical needs including, but not limited to, photography and videographer services;
- d) Working with municipalities to roll-out government initiatives, ensuring a consistent look and feel province-wide while tailoring to the unique needs of the community;
- e) Assisting the Province with developing and implementing a promotional strategies for events;
- f) Developing a checklist of, and procuring all required event elements;
- g) Undertaking all planning, organization, bookings, materials, invitations, on-site support and follow-up;
- h) Identifying requirements for signage to the GCPE's and/or Ministry's Project Manager. The Province is responsible for designing and providing final, print-ready artwork. The Contractor is responsible for production and installation of signage. The Province's Project Manager will provide the Contractor with a key contact who is responsible for ensuring the design and supply of final, print-ready artwork; and
- i) Providing the Province with a summary of findings and recommendations coming out of an event; incorporating improvements to subsequent events, and/or statistical information such as number of attendees, customer satisfaction results, etc.

COMMUNICATIONS AND INFORMATION MANAGEMENT

The Contractor will be responsible for the following, as it relates to communications and information management:

- a) Establishing contact with appropriate key players;
- b) Communicating requirements to the Province for design and production of media releases and/or ad copy;
- c) Developing and implementing a media relations strategy;
- d) Identifying and communicating requirements for the design and production of additional information materials that may be required including, but not limited to, promotional materials other than advertising; and
- e) The Contractor and all sub contractors will keep confidential all products produced and ideas put forward and finally agreed upon and will not disclose prior to media releases, and/ or without the express permission of the Province.

FINANCIAL MANAGEMENT

The Contractor will be responsible for the following, as it relates to financial management:

- a) Working with the Province to ensure the celebrations/events are carried out within budget;
- b) Coordinating payment for all suppliers (excluding ad placement costs). For ease of administration, the Province may pay directly for expenses incurred; and
- c) Providing financial reports to the Province.

EVENT MANAGEMENT

As part of Service delivery relating to a specific event(s), the Contractor will be responsible for the following:

- a) Providing all staff required for onsite management of all activities at the event;
- b) Developing and delivering on entertainment and theme-specific programming options;
- c) Designing, producing, and installing the overall creative “look”, displays, and exhibits for the event,
- d) Identifying, procuring, securing, and installing equipment and infrastructure to meet the physical requirements necessary to deliver the event;
- e) Ongoing consultation with and reporting to the Province, including meetings with stakeholders as required;

- f) Ongoing liaison with, and coordination of, all potential collaborators and agencies involved in the event;
- g) Liaison with suppliers in order to assist and coordinate all shipping and delivery of production items and technical requirement associated with activities taking place during the event;
- h) Developing and delivering on invitations and invitation lists for the event, including managing RSVPs;
- i) Ongoing liaison and coordination of stakeholders participating in the event;
- j) Collecting, managing and collating event performance measurement data, such as surveys and a final report to the Province; and
- k) Actively monitoring all aspects of event planning and delivery.

The Contractor will be expected to manage all administrative responsibilities associated with the Contract, including but not limited to:

- a) Provision of accurate financial accounting of all billable items associated with the Contract;
- b) Appropriate assignment of all staff and/or subcontractors who deliver any part of the Services required under the Contract; and
- c) Overall coordination of all activities required to perform the Services.

8
SCHEDULE "B"

FEES:

At the following rates for performing the Services:

Account Manager (Group Client Director)	\$215.00/hour
Project Manager (Client Manager)	\$125.00/hour
Vice President	\$225.00/hour
Account Executive	\$100.00/hour
Account Coordinator	\$85.00/hour
Production Manager	\$125.00/hour
Creative Director (Creative Department)	\$215.00/hour
Art Director (Creative Department)	\$150.00/hour
Studio Designer (Creative Department)	\$125.00/hour
Event Director and Conference Operations (External)	\$140.00/hour

If required, and approved by the Contract Manager, the Contractor may receive advanced payments. The Contractor will be required to submit proof of payment, for the sum of the advances, or repayment at the current interest rate will be required,

EXPENSES:

- a. pre-approved travel, accommodation and meal expenses for travel greater than 32 kilometers away from 210 –1401 West 8th Avenue, Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status;
- b. all other pre-approved expenses required to perform the services under the terms of this agreement; and

excluding goods and services tax ("GST") 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 GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

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 on each day 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 GST 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.

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.

SCHEDULE "C"
APPROVED SUBCONTRACTORS

The Province reserves the right to approve all sub-contractors if /when sub-contracting applies.

SCHEDULE “D”

INSURANCE

1. The Contractor must, without limiting the Contractor’s obligations or liabilities and at the Contractor’s own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the Province as an additional insured,
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy’s expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor’s sole discretion.

SCHEDULE E

PRIVACY PROTECTION SCHEDULE

Definitions

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

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the Province to comply with the Province’s statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor’s

statutory obligations under the Act with respect to personal information.

Collection of personal information

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

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the

Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

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

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the

person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

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

Storage and access to personal information

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

Retention of personal information

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

Use of personal information

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

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's

obligations, or the exercise of the Contractor's rights, under the Agreement.

17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

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

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

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the

Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

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

Notice of non-compliance

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

compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Termination of Agreement

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

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.

SCHEDULE F

ADDITIONAL TERMS

Appendix 1 – Group 2 Rates Travel Expenses for Contractor

Appendix 2 – Workorder (Drawdown) Template and Change Order Template

SCHEDULE G

SECURITY SCHEDULE

Definitions

1. In this Schedule,
 - (a) “Equipment” means any equipment, including interconnected systems or subsystems of equipment, software and networks, used or to be used by the Contractor to provide the Services;
 - (b) “Facilities” means any facilities at which the Contractor provides or is to provide the Services;
 - (c) “Information” means information
 - (i) in the Material, or
 - (ii) accessed, produced or obtained by the Contractor (whether verbally, electronically or otherwise) as a result of the Agreement;
 - (d) “Record” means a “record” as defined in the *Interpretation Act*;
 - (e) “Sensitive Information” means
 - (i) Information that is “personal information” as defined in the *Freedom of Information and Protection of Privacy Act*, or
 - (ii) any other Information specified as “Sensitive Information” in Appendix G6, if attached; and
 - (f) “Services Worker” means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include
 - (i) the Contractor or a subcontractor if an individual, or
 - (ii) an employee or volunteer of the Contractor or of a subcontractor.

Schedule contains additional obligations

2. The obligations of the Contractor in this Schedule are in addition to any other obligations in the Agreement or the schedules attached to it relating to security including, without limitation, the obligations of the Contractor in the Privacy Protection Schedule, if attached.

Services Worker confidentiality agreements

3. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Sensitive Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Sensitive Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

4. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to have access to Sensitive Information or otherwise be involved in providing the Services if, after having subjected the Services Worker to the personnel security screening requirements set out in Appendix G1 and any additional requirements the Contractor may consider appropriate, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk. The Contractor must create, obtain and retain Records documenting the Contractor's compliance with the security screening requirements set out in Appendix G1 in accordance with the provisions of that appendix.

Services Worker activity logging

5. Subject to section 6, the Contractor must create and maintain detailed Records logging the activities of all Service Workers in relation to:
 - (a) their access to Sensitive Information; and
 - (b) other matters specified by the Province in writing for the purposes of this section.
6. The Records described in section 5 must be made and maintained in a manner, and contain information, specified in Appendix G2, if attached.

Facilities and Equipment protection and access control

7. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and
 - (b) limit access to Facilities and Equipment of the Contractor
 - (i) being used by the Contractor to provide the Services, or
 - (ii) that may be used by someone to access Information

to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.

8. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Sensitive Information access control

9. The Contractor must:
 - (a) create, maintain and follow a documented process for limiting access to Sensitive Information to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons; and
 - (b) comply with the information access control requirements set out in Appendix G3, if attached.

Integrity of Information

10. The Contractor must:
 - (a) create, maintain and follow a documented process for maintaining the integrity of Information while possessed or accessed by the Contractor; and
 - (b) comply with the information integrity requirements set out in Appendix G4, if attached.
11. For the purposes of section 10, maintaining the integrity of Information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the Information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

12. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 7, 9 and 10.

Notice of security breaches

13. If Contractor becomes aware that:
 - (a) unauthorized access, collection, use, disclosure, alteration or disposal of Information or Records containing Information; or
 - (b) unauthorized access to Facilities or Equipment

has occurred or is likely to occur (whether or not related to a failure by the Contractor to comply with this Schedule or the Agreement), the Contractor must immediately notify the Province of the particulars of that occurrence or likely occurrence. If the Contractor provides a notification under this section other than in writing, that notification must be confirmed in writing to the Province as soon as it is reasonably practicable for the Contractor to do so.

Review of security breaches

14. If the Province decides to conduct a review of a matter described in section 13 (whether or not the matter came to the attention of the Province as a result of a notification under section 13), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Retention of Records

15. Unless the Agreement otherwise specifies, the Contractor must retain all Records in the Contractor's possession that contain Information until directed by the Province in writing to dispose of them or deliver them as specified in the direction.

Storage of Records

16. Until disposed of or delivered in accordance with section 15, the Contractor must store any Records in the Contractor's possession that contain Information in accordance with the provisions of Appendix G5, if attached.

Audit

17. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy:
 - (a) any Records in the possession of the Contractor containing Information; or
 - (b) any of the Contractor's Information management policies or processes (including the processes described in sections 7, 9 and 10 and the logs described in sections 5 and 12) relevant to the Contractor's compliance with this Schedule

and the Contractor must permit, and provide reasonable assistance to the exercise by the Province of the Province's rights under this section.

Termination of Agreement

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

Interpretation

19. In this Schedule, unless otherwise specified:

- (a) references to sections are to sections of this Schedule; and
 - (b) references to appendices are to the appendices attached to this Schedule.
20. Any reference to the “Contractor” in this Schedule includes any subcontractor retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors comply with this Schedule.
21. The appendices attached to this Schedule are part of this Schedule.
22. If there is a conflict between a provision in an appendix attached to this Schedule and any other provision of this Schedule, the provision in the appendix is inoperative to the extent of the conflict unless the appendix states that it operates despite a conflicting provision of this Schedule.
23. If there is a conflict between:
- (a) a provision of the Agreement, this Schedule or an appendix attached to this Schedule; and
 - (b) a documented process required by this Schedule to be created or maintained by the Contractor
- the provision of the Agreement, Schedule or appendix will prevail to the extent of the conflict.
24. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

SCHEDULE G – Appendix G1 – Security screening requirements

The personnel security screening requirements set out in this Appendix G1 are for the purpose of assisting the Contractor determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of “primary identification” of the Services Worker and at least one piece of “secondary identification” of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none">• B.C. driver’s licence or learner’s licence (must have photo)• B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none">• Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none">• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if holder’s name is on card)• Credit card (only if holder’s name is on card)• Passport• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver’s licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if owner’s signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (only if has signature strip)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify

the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.

Manahan, Suzanne MNGD:EX

From: Manahan, Suzanne MNGD:EX
Sent: Thursday, October 3, 2013 10:49 AM
To: Calder, David MNGD:EX
Cc: Calder, Kursti D MNGD:EX
Subject: Re: LNG Conference

Looks like we are establishing the draw down.

Could you also check the LNG mailbox and forward me any emails I need to see. I don't have access on my phone. Thanks

On Oct 3, 2013, at 10:46 AM, "Calder, David MNGD:EX" <David.C.Calder@gov.bc.ca> wrote:

So much for a list! Great choice though – do we assume that GCPE is drawing up the contract or should I?
D

From: Manahan, Suzanne MNGD:EX
Sent: Thursday, October 3, 2013 10:42 AM
To: Calder, David MNGD:EX; Calder, Kursti D MNGD:EX
Subject: Fwd: LNG Conference

FYI, let's keep confidential until contracts are signed.

Begin forwarded message:

From: "Champion, Denise GCPE:EX" <Denise.Champion@gov.bc.ca>
Date: October 3, 2013 at 10:14:22 AM PDT
To: "Hansen, Brian MNGD:EX" <Brian.Hansen@gov.bc.ca>, "Manahan, Suzanne MNGD:EX" <Suzanne.Manahan@gov.bc.ca>, "Woolley, Paul GCPE:EX" <Paul.Woolley@gov.bc.ca>
Cc: "Stewart, Dawn M GCPE:EX" <Dawn.Stewart@gov.bc.ca>
Subject: FW: LNG Conference

Good Morning,

See my e-mail below, advising Inventa of their selection as the successful proponent for the LNG conference.

For billing purposes, you will need to prepare a draw down for the recently established Standing Offer for Event Management services. Dawn Stewart, GCPE's Financial Officer, is available to assist with this if required.

Please let me know if we can be of further assistance...

Denise

From: Champion, Denise GCPE:EX
Sent: October-03-13 10:11 AM
To: 'david@inventaworld.com'
Subject: LNG Conference

Good Morning, David.

I am pleased to inform you that Inventa has been selected as the successful proponent for the LNG conference. Following is key contact information for this project:

Brian Hansen, ADM and Lead Negotiator, Energy and LNG Initiatives , 250 952-0124
Suzanne Manahan, Executive Director, Regulatory & FN Engagement, LNG Initiative, 250 952-0729
Paul Woolley, Communications Director (GCPE Project Manager), 250-952-0621

Please contact Brian or Suzanne upon receipt of this e-mail to make arrangements to get the planning process underway.

Congratulations and we look forward to working with you and your team on this important initiative!

Denise

Denise J. Champion

Executive Director, Corporate Services
Government Communications & Public Engagement
Phone: 250 953-4685
Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca

Manahan, Suzanne MNGD:EX

From: Hansen, Brian MNGD:EX
Sent: Thursday, October 3, 2013 12:09 PM
To: David Nichols
Cc: Manahan, Suzanne MNGD:EX; Alexa Freudigmann; Carolyn Mitchell; Bumstead, Melissa MNGD:EX; Champion, Denise GCPE:EX
Subject: Re: LNG Conference & Inventa Introductions

Look forward to working with you and your team David.

Sent from my iPhone

On Oct 3, 2013, at 11:11 AM, "David Nichols" <dnichols@inventaworld.com> wrote:

Hello Brian and Suzanne,

As per the email below I am reaching out to you both directly so that you have my contact details. I am very excited to be given the opportunity to work with you both on the LNG Conference next year.

I have copied Alexa Freudigmann (Group Account Director) on this email as she will be the lead person working with our Inventa team to bring this exciting conference to life.

I learned through Melissa that you are both in Vancouver this week and would be happy to find a time to meet with you both in person if your schedules allow, as my office is here in Vancouver. I have also copied my assistant Carolyn on this email who can help coordinate schedules in the coming days and week.

In the meantime...enjoy the much needed sun in Vancouver and I look forward to meeting you both in person.

All the best

David

David Nichols
Co-Founder & Executive VP
o:604-687-0544x225
c:604-690-3377

INVENTA
1401 West 8th Ave, suite 210
Vancouver BC
www.inventaworld.com
'we bring brands to life'

From: Champion, Denise GCPE:EX [<mailto:Denise.Champion@gov.bc.ca>]
Sent: October-03-13 10:11 AM
To: David Nichols
Subject: LNG Conference

Good Morning, David.

I am pleased to inform you that Inventa has been selected as the successful proponent for the LNG conference. Following is key contact information for this project:

Brian Hansen, ADM and Lead Negotiator, Energy and LNG Initiatives , 250 952-0124
Suzanne Manahan, Executive Director, Regulatory & FN Engagement, LNG Initiative, 250 952-0729
Paul Woolley, Communications Director (GCPE Project Manager), 250-952-0621

Please contact Brian or Suzanne upon receipt of this e-mail to make arrangements to get the planning process underway.

Congratulations and we look forward to working with you and your team on this important initiative!

Denise

Denise J. Champion

Executive Director, Corporate Services
Government Communications & Public Engagement
Phone: 250 953-4685
Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca

Manahan, Suzanne MNGD:EX

From: Hansen, Brian MNGD:EX
Sent: Thursday, October 3, 2013 12:07 PM
To: Woolley, Paul GCPE:EX
Cc: Manahan, Suzanne MNGD:EX; Beaupre, Darren GCPE:EX; Ash, Christine GCPE:EX; Calder, David MNGD:EX; Peters, Melissa GCPE:EX
Subject: Re: Inventa LNG Proposal

All great news Paul.

Sent from my iPhone

> On Oct 3, 2013, at 11:36 AM, "Woolley, Paul GCPE:EX" <Paul.Woolley@gov.bc.ca> wrote:
>
> Howdy, See attached Inventa's proposal for the LNG Conference which was the successful bid on the RFQ. ☺
>
> I was just at GCPE and they have generously offered to have Kevin Watt help us out with planning for the conference. Great guy and good to work with. We will arrange a time for him to come over and meet you next week sometime if you'd like that. Just let Chris know a day that may work and we'll set up a walk by for introductions so everyone knows one another.
>
> Also, we are happy to have someone sit in on calls with Inventa moving forward if that helps. ☺
>
> Cheers,
> Paul
> <Inventa LNG Proposal.docx>