



Ministry of
Technology, Innovation
and Citizens' Services

MODIFICATION AGREEMENT NO. 1

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
as represented by the Minister of Technology, Innovation and Citizens' Services (the
"Province", "we", "us", or "our", as applicable)

AND

HOOKE CRAIG LUM GROUP, Attn: Edric Lum, Suite 350 – 5620, 152nd Street, Surrey,
British Columbia, V3S 3K2 (the "Contractor", "you", or "your", as applicable)

BACKGROUND

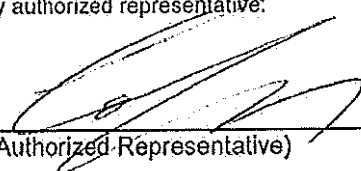
- A. The parties entered into an agreement dated July 30, 2013, identified as Ministry Contract No.:
C13RAEG27219 (the "Agreement").
- B. The parties have agreed to modify the Agreement:

AGREEMENT

The parties agree as follows:

1. The "Maximum Amount" section of Schedule B of the Agreement is increased by \$6,025.00 from
\$6,785.00 to \$12,810.00 for updates to original appraisal report and preparation meeting.
2. This Agreement may be executed by the parties in separate counterparts each of which when so
executed and delivered will be an original, and all such counterparts may be delivered by a method
provided for in Section 13.1 of the Agreement or any other method agreed to by the parties.
3. In all other respects, the Agreement is confirmed.

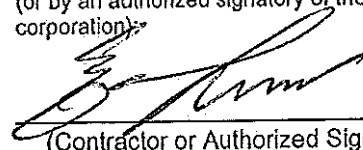
SIGNED AND DELIVERED on the 5th day of
September, 2013 on behalf of the Province by its
duly authorized representative:


(Authorized Representative)

COLYN STRONG
(Print Name)

*Fiscal 13/14 Contract C13RAEG27219
R/C 32M37 SL 25007 STOB 4886
PC 3200000 CPJ1009291 (Req No. 27219)

SIGNED AND DELIVERED on the _____ day of
September, 2013 by or on behalf of the Contractor
(or by an authorized signatory of the Contractor if a
corporation):


(Contractor or Authorized Signatory)

EDRIC LUM
(Print Name)

Previous Contract Total:	\$ 6,785.00
Amendment Amount:	\$ 6,025.00
New Contract Total:	\$12,810.00

Ministry of Technology,
Innovation and Citizens'
Services

Mailing Address:
700-0885 Hornby Street
Vancouver, BC V6Z 2G3
Telephone: (604) 660-3149

SERVICE CONTRACT CHECKLIST

Page 1

FORM USAGE AND ROUTING:

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

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

Legal Contractor Name: Hooker Craig Lum Group

Req #: 27219

Contract #: C13RAEG27219

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

Brief Description of Services:

To attend preparation meetings and provide a full updated property appraisal report. CPJ1009291

Term: 120 days

Rate (per hour or day): \$6,025.00

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

Complete for Capital Asset Contracts (STOB 2000):

OFA STOBs:

2175-Heavy Equipment
2195-Operating Equipment
2215-Office Furniture & Equip.
2275-Mainframe HW & Servers
2281-MF HW & Servers WIP
2205-PC Hardware
2316-Mainframe Software
2321-Mainframe Software WIP
2335-Major Systems Software
2355-PC Software
2395-Tenant Improvements

Amount	Cl	Resp	Service Line	STOB	Project	OFA STOB	Service Date (DD-MMM-YYYY)	Asset # (if applicable)
6,025.00	112	32M37	25007	4886	3200000		05-SEP-2013	

6,025.00 CONTRACT TOTAL

Commonly Used Contract STOBs:

600102 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt).
600304 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.
602021 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

610102 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).
6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).
630910 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

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

Open Process

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

Direct Process:

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

Direct Award:

- ☐ Public Sector Organization (200)
The contract is negotiated and directly awarded without competitive process because the contract is with another government organization.
- ☐ Sole Source (201)
The contract is negotiated and directly awarded without competitive process because the ministry can strictly prove that only one contractor is qualified. A NOI is not required. Note: Evidence of how the ministry "proved" sole source must be documented in the contract file.
- ☐ Sole Source - Notice of Intent (205)
The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but cannot strictly prove that only one contractor is qualified and a Notice of Intent is posted. A NOI must be posted on BC Bid when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. Note: It is recommended that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis.
- ☐ Security, Order, etc. (203)
The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health.

- ☐ Emergency (202)
The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process.
- ☐ Confidentiality (204)
The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.
- ☐ No Justification (206)
Where a direct award has been made which is not justified under one of the exceptional conditions specified in the Core Policy and Procedures Manual section 6.3.3 a (1) (i.e., 200 - 204), or a Notice of Intent was required but has not been issued, or it is provided for under another policy.
- ☐ Direct Award - Under \$25,000 (207)
A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply.

Pre-qualification:

- ☐ Selected Vendor From Pre-qualification List (400)
A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established.
- ☐ Purchase from a Corporate Supply Arrangement (500)
A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).

- ☐ Competition Among Vendors on a Pre-qualification List (401)
A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established.
Check appropriate box to indicate which competitive process was used:

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

SERVICE CONTRACT CHECKLIST

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AGREEMENT ON INTERNAL TRADE (AIT) / BRITISH COLUMBIA - ALBERTA TRADE, INVESTMENT & LABOUR MOBILITY AGREEMENT (TILMA)
Complete Part 3 for new contracts only. Do not complete for renewals/amendments. Select only one box.

PART 3	☐ Purchase Subject to AIT/TILMA (100) The purchase is for services over \$75K and is not excluded or exempted under any other provision of the AIT/TILMA or other category below.	☐ Excluded - Product Compatibility/Exclusive Rights (800) A purchase which must ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.
	☒ Purchase Not Subject to AIT/TILMA (200) The purchase is for services \$75K or less.	☐ Excluded - Procurement of Prototype (700) The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
	☐ Excluded - Exempted Commodity/Service (300) The purchase is for services that are exempted from coverage of AIT/TILMA or to which the AIT/TILMA does not apply by virtue of its specific reference in Chapter 5 of the agreement (e.g., health & social services).	☐ Excluded - Regional/Economic Development (800) A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT/TILMA for regional and economic development purposes.
	☐ Excluded - Emergency (400) A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.	
	☐ Excluded - Security, Order, etc. (600) A purchase where compliance with the open tendering provisions set out in Ch. 5 of the AIT/TILMA would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.	

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

YES NO N/A

PART 4	1. Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.6)	☐	☐	☐
	2. As per the AIT/TILMA, did you advertise on BC Bld for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)	☐	☐	☐
	3. Program Assistant Deputy Minister (ADM) pre-approval is required for all service contracts that are being directly awarded. Has a briefing note been signed by the ADM for inclusion in the contract file?	☐	☐	☐
	4. If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented for inclusion in the contract file? (CPPM 6.3.3.a)	☐	☐	☐
	5. If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)	☐	☐	☐
	6. Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-06s.pdf .	☐	☐	☐
	7. If the General Services Agreement was not used, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.d)	☐	☐	☐
	8. Does Schedule A clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)	☐	☐	☐
	9. Does Schedule A clearly identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)	☐	☐	☐
	10. If sub-contractors will be providing any of the services are they identified in Schedule C?	☐	☐	☐
	11. If this is a professional services contract (e.g., IT, accounting, management consulting), have you completed and attached Schedule D (Insurance) & Schedule F (Additional Terms)?	☐	☐	☐
	12. If Schedule D (Insurance) is attached, is the insurance adequate to cover the risks associated with this contract http://www.fin.gov.bc.ca/p/rmb/tornis/colover.stm ?	☐	☐	☐
	13. If the contractor will be involved with "personal information" as defined in the FOIPPA, have you completed and attached Schedule E (Privacy Protection - http://www.mser.gov.bc.ca/privacyaccess/PPS/minpps.doc)? (CPPM 6.3.3.e.11)	☐	☐	☐
	14. Has the Information Package for Service Contractors been forwarded to the contractor?	☐	☐	☐
	15. Appendix 1 must be attached to all service contracts including travel expenses. Have you attached Appendix 1?	☐	☐	☐

CONTRACT AMENDMENTS - Complete Part 5 for contract amendments only.

Reason for amendment:
To attend preparation meetings and provide a full updated property appraisal report.
CPJ1008291.

Previous Contract Total:	6,025.00
Amendment Amount:	6,785.00
New Contract Total:	12,810.00

POLICY COMPLIANCE

YES NO

PART 5	1. Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)? http://www.fin.gov.bc.ca/camss/sa/Branch/Forms/Modification_Agreement.doc	☒	☐
	2. The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment?	☒	☐
	3. Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)?	☒	☐

APPROVALS - Complete Part 6 for all contracts and amendments

PART 6	Contract Mgr. Name: COLYN STRONG	ADM Name: SARF AHMED	AP/PO Clerk:
	Signature & Date	Signature & Date	Initials & Date
	** ADM sign-off is only required if the contract was directly awarded or the answer to any of the questions in Part 4 or 5 was 'NO'.		