INFORMATION TECHNOLOGY & MANAGEMENT CONSULTING PROFESSIONAL SERVICES AGREEMENT



For Administrative Purposes Only								
Ministry Contract No.: <u>IS19IIT096</u> Requisition No.: Solicitation No.(if applicable): Commodity Code:	Financial Information Client: Responsibility Centre:	s.17 71020						
Contractor Information	Service Line: STOB: Project:	30029 6309 7121267						
Supplier Name: QUARTECH SYSTEMS LTD. Supplier No.: Telephone No.: 250-380-9686 E-mail Address: dean.colpman@quartech.com Website:	Template version: July 4, 20	16						

TABLE OF CONTENTS

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

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

14.	Interpretation
15.	Execution and Delivery of Agreement
	SCHEDULE A – SERVICES
	Part 1 - Term Part 2 - Services Part 3 - Related Documentation Part 4 - Key Personnel
	SCHEDULE B – FEES AND EXPENSES
	Part 1 - Maximum Amount Payable Part 2 - Fees Part 3 - Expenses Part 4 - Statements of Account Part 5 - Payments Due
	SCHEDULE C – APPROVED SUBCONTRACTOR(S)
	SCHEDULE D – INSURANCE
	SCHEDULE E – PRIVACY PROTECTION SCHEDULE
	SCHEDULE F – ADDITIONAL TERMS
	SCHEDULE G – SECURITY SCHEDULE

THIS AGREEMENT is dated for reference the 15th day of May, 2019.

BETWEEN:

QUARTECH SYSTEMS LTD. (the "Contractor") with the following specified address: 200-1012 DOUGLAS STREET VICTORIA BC V8W 2C3

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by **MINISTER OF ENERGY, MINES AND PETROLEUM RESOURCES** (the "Province") with the following specified address:

2ND FLOOR, 2975 JUTLAND ROAD PO BOX 9364 VICTORIA BC V8W 9M3

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

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

1 DEFINITIONS

General

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

Meaning of "record"

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

2 SERVICES

Provision of services

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

Term

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

Supply of various items

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

Standard of care

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

Standards in relation to persons performing Services

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

Instructions by Province

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

Confirmation of non-written instructions

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

Effectiveness of non-written instructions

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

Applicable laws

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

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
 - (a) the fees described in that Schedule;

- (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and
- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

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

Statements of accounts

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

Withholding of amounts

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

Appropriation

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

Currency

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

Non-resident income tax

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

Prohibition against committing money

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

Refunds of taxes

3.8 The Contractor must:

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

4 REPRESENTATIONS AND WARRANTIES

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

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

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

Security

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

Confidentiality

- 5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:
 - (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
 - (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
 - (c) if it is information in any Incorporated Material.

Public announcements

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

Restrictions on promotion

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

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

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

Ownership and delivery of Material

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

Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:
 - (a) Received Material that the Contractor receives from the Province; and
 - (b) Produced Material, other than any Incorporated Material.

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

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
 - (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - (b) the right to sublicense or assign to third-parties any or all of the rights granted to the Province under section 6.4(a).

Right of Province to negotiate license of Produced Material

6.5 After the end of the Term, the Province in its sole discretion, may negotiate with the Contractor to provide the Contractor a license (which may be exclusive or non-exclusive) for the Contractor to use, reproduce, modify or distribute some or all of the Produced Material.

7 RECORDS AND REPORTS

Work reporting

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

Time and expense records

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

8 AUDIT

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

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by
 - (a) any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement; or
 - (b) any representation or warranty of the Contractor being or becoming untrue or incorrect.

Monetary limitations of indemnity

- 9.2 The indemnification by the Contractor pursuant to section 9.1 is limited to:
 - (a) \$2,000,000 per Loss; and
 - (b) \$4,000,000 in the aggregate for all Losses.

Exceptions to monetary limitations

- 9.3 The limitations set out in section 9.2 do not apply to a Loss resulting from or relating to any of the following:
 - (a) bodily injury or damage to real property or tangible personal property;
 - (b) third-party intellectual property rights; or
 - (c) a breach of section 5.1, 5.2, 5.3 or 6.1 of this Agreement.

Province to notify Contractor of Loss

9.4 To claim indemnification for a Loss pursuant to section 9.1, the Province must notify the Contractor in writing of the Loss as soon as reasonably practicable after the Province becomes aware of the Loss provided that a failure by the Province to provide such notification will not invalidate the claim unless the Contractor is materially prejudiced by that failure.

Third-party intellectual property infringement claims

- 9.5 If the Loss is on the basis of a third-party claim that any element of the Material infringes the intellectual property rights of any person,
 - (a) then, without limiting section 9.1, the Contractor must defend the Province against that claim at the Contractor's expense and the Contractor must pay all associated costs, damages and legal fees that a court or arbitrator finally awards or are included in a settlement agreed to by the Contractor; and
 - (b) the Province must cooperate with the Contractor in the defence of the claim and, where appropriate in the discretion of the Province, will allow the Contractor to appoint and instruct counsel and otherwise control the defence and any related settlement negotiations.

Insurance

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

Workers compensation

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

Personal optional protection

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

Evidence of coverage

9.9 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.7 and 9.8.

10 FORCE MAJEURE

Definitions relating to force majeure

- 10.1 In this section and sections 10.2 and 10.3:
 - (a) "Event of Force Majeure" means one of the following events:
 - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
 - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
 - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
 - (iv) a freight embargo
 - if the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
 - (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure

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

Duties of Affected Party

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

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

- 11.1 In this section and sections 11.2 to 11.4:
 - (a) "Event of Default" means any of the following:
 - (i) an Insolvency Event,
 - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
 - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
 - (b) "Insolvency Event" means any of the following:
 - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
 - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
 - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
 - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
 - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
 - (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

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

Delay not a waiver

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

Province's right to terminate other than for default

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

Payment consequences of termination

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

Discharge of liability

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

Notice in relation to Events of Default

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

12 DISPUTE RESOLUTION

Dispute resolution process

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

Location of arbitration or mediation

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

Costs of arbitration or mediation

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

13 MISCELLANEOUS

Delivery of notices

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

Change of address or fax number

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

Assignment

13.3 The Contractor must not assign any of the Contractor's rights or obligations under this Agreement without the Province's prior written consent. Upon providing written notice to the Contractor, the Province may assign to any person any of the Province's rights under this Agreement and may assign to any "government corporation", as defined in the *Financial Administration Act*, any of the Province's obligations under this Agreement

Subcontracting

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

Waiver

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

Modifications

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

Entire agreement

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

Survival of certain provisions

13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.5, 7.1, 7.2, 8.1, 9.1 to 9.6, 9.9, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.

Schedules

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

Independent contractor

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

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

Personnel not to be employees of Province

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

Key Personnel

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

Pertinent information

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

Conflict of interest

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

Time

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

Conflicts among provisions

13.16 Conflicts among provisions of this Agreement will be resolved as follows:

- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
- (b) a provision in a schedule will prevail over any conflicting provision in a document attached to, or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

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

Remainder not affected by invalidity

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

Further assurances

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

Additional terms

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

Governing law

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

14 INTERPRETATION

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

15 EXECUTION AND DELIVERY OF AGREEMENT



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

The parties have executed this Agreement as follows:

SIGNED on the 17th day of May, 2019 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):	SIGNED on the // day of
Signature(s)	Signature
DEAN COLPMAN Print Name(s)	CATHERINE CHERNOFF Print Name
Vice President Print Title(s)	DIRECTOR Print Title

Schedule A - Services

PART 1. TERM:

- 1. Subject to section 2 of this Part 1, the term of this Agreement commences on 15 May 2019 and ends on 31 March 2020.
- 2. The Ministry reserves the right, at its sole option, to renew the Contract for an **additional (1) one year** term.

PART 2. SERVICES:

The Province requires a Full Stack Developer to work on the following products or other products as required:

- Applications, Comments, Reasons for Decision (a.k.a. Public Review and Comment): https://github.com/bcgov?utf8=%E2%9C%93&q=prc
- Behavioral Driven Development (BDD) Stack: https://github.com/BCDevOps/BDDStack

The readme within each repo provides links to documentation, wireframes, and Scrum boards containing all current and planned. The Resource will:

- Deliver direction on automated testing for functional testing at the GUI/feature level, API layer tests at the story level, and unit/component tests at the task level.
- Submit pull requests as a member of 2 agile teams.

The features to build will be determined through Sprint Planning and Backlog Refinement meetings where Product Backlog Items are defined and selected to work on each sprint.

Note: At its sole discretion, the Ministry reserves the right to negotiate additional work on other Natural Resource Ministries systems or subsystems. This will be added to the Contract based on contractor performance and delivery, system similarities, or contracted skill sets.

The developer will have experience with each of the following:

- a) JavaScript (React / Redux); b) Python; c) REST API Web Services; d) PostgreSQL (or equivalent);
- e) Git (or equivalent); f) Working on an Agile Development Team; g) Deployment to a Cloud Platform (OpenShift, Azure, AWS); h) Continuous Integration and Continuous Delivery (Deployment Pipeline Automation); i) Test Driven Development Automated Unit Testing; and j) MVC Coding Design Patterns

Preference will be given for experience with each of the following:

k) Django REST Framework; l) Scrum; m) OpenShift; n) Jenkins; o) Behaviour Driven Development / Front-end Test Automation (Groovy, Gradle, Spock, Maven, Selenium); p) API Level Test Automation (Newman, Postman or Python Request Builder)

Reporting Requirements

As requested, attend daily standups, sprint review meetings, or sprint planning meetings. Track the completion of acceptance criteria on the project tracking tool (e.g. Trello, Jira, or GitHub) https://apps.nrs.gov.bc.ca/int/jira/projects/ACRFD/issues/ACRFD-3?filter=allopenissues

Identify and document subtasks as required by the Scrum team on the tracking tool.

Inputs

The Contractor must:

Respond to requests for change

Conduct a substantial amount of their work with the Product Team in a co-located manner

Submit Work: https://github.com/bcgov?utf8=%E2%9C%93&q=prc

Work with an Agile System Development Life Cycle - http://github.com/bcgov/agile-sdlc/wiki

Pull from the backlog - https://apps.nrs.gov.bc.ca/int/jira/projects/ACRFD/issues/ACRFD-3?filter=allopenissues

PART 3. RELATED DOCUMENTATION:

Product Backlog:

PART 4 KEY PERSONNEL:

- 1. The Key Personnel of the Contractor are as follows:
 - (a) Nick Phura (\$120/hr)

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

<u>Maximum Amount</u>: Despite sections 2 and 3 of this Schedule, \$249,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

The Province of British Columbia may, in its sole discretion and based on performance of the Contractor, may extend the term for an additional two (2) additional one (1) year terms

2. FEES:

Hourly Rate

<u>Fees</u>: at a rate specified below for each resource for those hours during the Term when the Contractor provides the Services.

(a) Nick Phura (\$120/hr)

3. EXPENSES:

<u>Expenses</u>: At the sole discretion of the Province, we may request services that will result in the vendor incurring expenses, which can be preapproved as part of vendor estimates for services rendered. Those services will be permitted based on the Province's Group 1 terms for expenses.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for period from and including the 1st day of a month to and including the last day of that month.

- (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 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;
- a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

Electronic Invoices are to be sent within 8 business days from the end of the month to IITFinance@gov.bc.ca AND cc Gary.T.Wong@gov.bc.ca

Schedule C – Approved Subcontractor(s)

"Not applicable."

Schedule D - Insurance

- 1. The Contractor must, without limiting the Contractor's obligation 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 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; and
 - (b) Professional Errors and Omissions Liability insuring the Contractor's liability resulting from errors or omissions in the performance of the Services in an amount per occurrence, and in the aggregate, calculated as follows:
 - (i) not less than \$1,000,000, if the "Maximum Amount" set out in Schedule B is less than \$500,000; and
 - (ii) not less than \$2,000,000, if the "Maximum Amount" set out in Schedule B is \$500,000 or greater.
- 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, 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. Despite section 1(b) of this Schedule, if in the Province's sole discretion, the Province has approved in writing either a fronted self-insurance program or a duly licensed captive insurer as an alternative to the Professional

Liability Insurance requirement set out in section 1(b), then the Contractor must maintain throughout the Term that alternative in accordance with the terms of the approval.

Schedule E – Privacy Protection Schedule

"Not applicable"

Schedule F - Additional Terms

"Not applicable"

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 obligation 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 to 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				
Issued by ICBC: B.C. driver's licence or learner's licence (must have photo) B.C. Identification (BCID) card Issued by provincial or territorial government: Canadian birth certificate Issued by Government of Canada: Canadian Citizenship Card Permanent Resident Card Canadian Record of Landing/Canadian Immigration Identification Record	 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

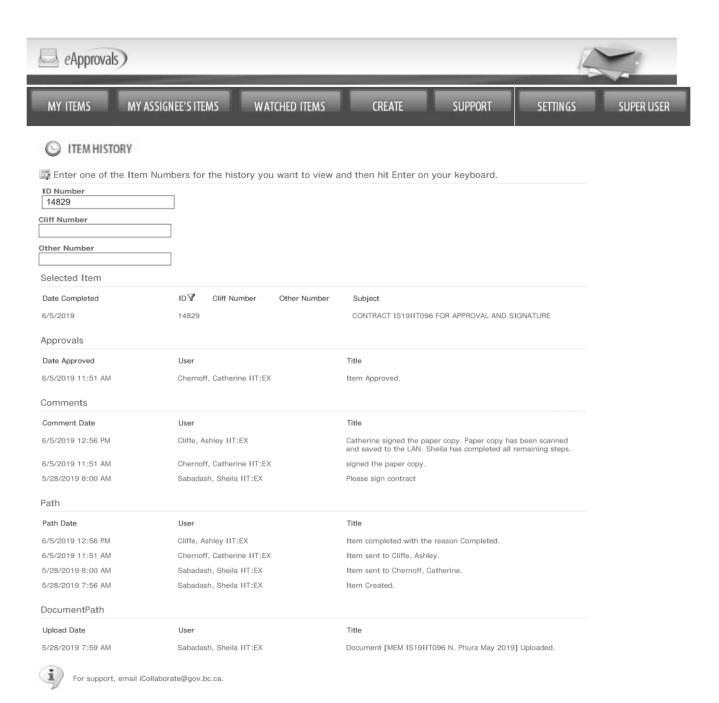
3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant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

Criminal history check

5. The Contractor must arrange for and retain documented results of a criminal history check on a Services Worker obtained through the Services Worker's local policing agency. Criminal history checks must be repeated as necessary to ensure that at all times the most recent criminal history check on a Services Worker was completed within the previous five years. eApprovals Page 1 of 1



MA	Information	Management	and	Information	Technology	for the	Natural	Resource	Ministries
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IM/IT PROCUREMENT CONTRACT APPROVAL REQUEST

AGRI	×	FLNR
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□ ENV

This form must be completed to initiate all procurement for IM/IT contracts. It is to be completed in 3 phases of the contract process (Part A: Planning, Part B: PreAward and Part C: Awarding). Instructions are included at the bottom of the form and can be made visible by selecting the Show/Hide Paragraph function (\P).

PART A – PLANNING													
Division	/Branch			IIT		Location	n: Victo	Victoria					
Project T	Γitle:			Public Review & Comment (PRC) / Applications, Comments, Reasons for Decision (ACRFD)									
Contract	: Manager/N	Monitor Name:		Gary Wo	ong			Phone:	250	- 896 - 390	5		
Expense	Authority I	Name:		Catherin	e Cherno	ff		Phone:					
Describe Purpose		on, Services/V	Vork,		Victoria, automated testing for Public Review & Comment (PRC) / Applications, Comments, Reasons for Decision (ACRFD) systems.								
Why can	't existing s	staff fill the nee	ed?	No in-ho	use autor	nated tes	ting resou	rce					
Describe the impact to program delivery if not approved.				facilitate	PRC / ACRFD systems require baseline automated testing to be set up, to facilitate ongoing bug fixes and enhancements for Continuous Service Improvement.								
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		Agreement:		te:May 15,				+	March 3	1, 2020			
Total est	limated vali	ue of contract:	249,000) 	Number	of Annual F	_		2				
Client	Resp	Service Line	STOB	Project #	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5	Amount Year 6	App or Project Acronym for PO Line		
s.17	71020	30029	6309	712126 7									
Recover	able? Ye	es 🗆 No 🗆	If yes,	, provide rec	overy codir	ng:					,		
Client	Resp	Service Line	STOB	Project #	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5	Amount Year 6	App or Project Acronym for PO Line		
					15000 0	99,00 0							
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Qualified Receiver/Contract Monitor email approval acceptable		Expense Authority (if required) email approval acceptable		Executive Approval (if required) email approval acceptable				
Signature Date		Signature Date		Signature Date				
PRINT NAME:	1	PRINT NAME:	ĺ	PRINT NAME:				

					PART B – PreAward							
		CORE	POI	ICY C	OMPLIANCE CHECKLIST				Υ	N	n/a	
1.		Corporate Supply Arrangement (CS? (CPPM 6.3.2.c.2)	SA) is	availal	ole, are the goods or services being	purch	nased th	rough the			⊠	
2.	2. For service contracts over \$100,000, has a Cost Benefit Justification (CBJ) been prepared? If yes, attach the CBJ and include in the contract file. (CPPM 6.3.1.5)									\boxtimes		
3.	If this contract is being direct 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 6.3.1.4)									×		
4.	Can	you confirm this contract does not	cons	titute a	n employer/employee relationship?	(CPF	PM 6.3.1	<u>.7</u>).	⋈			
			BEST	r PRAC	TICES CHECKLIST				Υ	N	n/a	
1.	Has	a <u>Risk Assessment</u> been prepared	to d	etermin	e the possible need for additional in	suran	ice requ	irements?				
		PROCUREME	NT P	ROCES	SS - SEE FOOTNOTES FOR CODI	E DES	SCRIPT	ION				
×	100	OPEN COMPETITIVE PROCESS		204	DIRECT AWARD – CONFIDENTIALITY		400	SELECTED VEND	VENDOR FROM PRE- TION LIST			
	200	DIRECT AWARD – PUBLIC SECTOR ORG.		205	DIRECT AWARD – NOTICE OF INTENT		401	COMPETITION AI ON A PRE-QUALI				
	201	DIRECT AWARD – SOLE SOURCE		206	DIRECT AWARD – NO JUSTIFICATION		500	PURCHASE FROM			RATE	
	202	DIRECT AWARD – EMERGENCY		207	DIRECT AWARD - UNDER \$25,000		600	OTHER PURCHA	SE PF	SE PROCESS		
	203	DIRECT AWARD – SECURITY, ORDER		300	DIRECT INVITATION TO SELECTED VENDORS		601	OTHER – CONTIN AGREEMENTS	NUING	à		
If D	irect A	ward, Contractor's legal name:										
Rat	ional fo	or Direct Award to this contractor:										
If a	Direct	Award was selected under <u>201, 20</u>	06 or	207 ab	ove, has your program used these s	ervice	es in the	e past year? Y	· c	1 N		
If ye	es, plea	ase state:										
•		end date of the previous contract a										
•	if the	e opportunity was competitively bid	l or d	irect av	varded:							
		ct Award purchase obligate govern maintenance, etc.)	men	t to this	vendor for future purchases or serv	ices?	(e.g.	Y 🗆 N		N/A	A 🗆	
Pro	vide de	etails::										

To be completed by IM/IT or the Natural Resource Ministries Procurement/Contract Section Only:					
Solicitation No.					
Contract No					

Updated July 2018 Page 31 of 33 FNR-2020-00672

Part C – Award											
	NOTE: Legal review is required for <u>Service</u> Contracts over \$250,000 or when Has a legal review been of the approved templates. Has a legal review been of the province of th					n obtair	ned?				
		RACT CATEGORY - SEE F	T	T T							
GMA C	PRA 🗆 E	BSA HR/LR	□ OP	□ PN	М 🗆	ı IT	□ CO	M [DTH	
		A EXCLUSION LIST - SE									
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		IPTED COMMODITY/SERVICE					FOF PROTO		CLUSIVE RIGHTS PE		
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NOTE: If your Procurement Process changes to reduce the number of vendors given the opportunity to bid from that indicated in 'Procurement Process' section above, then the EA must approve the change in Part B before awarding the contract. EA approval can be by email as long as this document is included as an attachment to the email from the EA. Provide details of Procurement Process change:											
Contract No:			Solicitation No	0.:							
Contract Compar	y Name (Full Lega	l Name):	Quartech								
Contractor's 'doir	g business as' nan	ne (if applicable)									
Contractor Signin	g Authority Name:		Dean Colpi	man							
Address:	200 - 1012 Г	Douglas Street, Victoria	BC V8W 2C	23							
Email Address:	Dean.Colpm	an@quartech.com									
Phone No		-	WCB No:								
		CONFIRMATION OF CO	NTRACT DETA	AILS FRO	M PART	A					
Has there been a	ny changes to the	value or term of the contract f	rom the 'Plann	ing' sectio	on in Par	t A?		Y 🗆	١	1 🗆	
If no, then the Qualified Receiver/Contract Monitor is the only approval required below. If yes, Expense Authority and Executive approval (if required in Part A) is required for an increase to the dollar value and an end date extending into an additional fiscal year.											
Term of Agreeme	From Date: May 15, 201		.9		To Dat	e: March	31, 2020				
Total Value: \$ 249,000											
CORE POLICY COMPLIANCE CHECKLIST (for construction contracts click n/a where appropriate)							Y	N	N/A		
1. For service of	For <u>service</u> contracts with an aggregate value over \$75,000, inclusive of all potential extensions, did you advertise on <u>BC Bid</u> ? (CPPM 6.3.2.c.4)				×						
business opp	For <u>service</u> contracts between \$25,000 and \$75,000 did you use a competitive process that is appropriate to the value, complexity and profile of the business opportunity? Opportunities must be posted on BC Bid or at least three quotes must be obtained. (<u>CPPM 6.3.2.c.5</u>) Documentation of the procurement process is required in the working file.							⊠			
<u> </u>								⊠			
	4. If a pre-qualification list of contractors was used, was the contract awarded through a competitive process as described in the list (for contracts over \$75,000, the opportunity must go to all vendors on the list)? (CPPM 6.3.2.c.4)					er 🗆		⊠			
If the General Services Agreement or approved construction template was not used, did you obtain Legal Services and Risk Management							⊠				
	approval? Documentation of approval must be kept in the contract file. (OPPM 6.3.3.6.5)					⊠					
7. 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)					⊠						
8. If sub-contractors will be providing any services, are they identified in Schedule C ?											
9. Has a Certific	Has a Certificate of Insurance been requested confirming all applicable insurance as required in Schedule D? (CPPM 6.3.3.e.11)					⊠					
10. Is Schedule	Is Schedule E – Privacy Protection Schedule required for this project? (Does the project include personal or private information)								□ 🖂		

11.	Is Schedule G/G1 – Security Schedule required for this project? (mandatory unless you get legal approval not to)				
12.	Will the contract be signed by both parties before the start date of the contract (the contractor must sign first)? (CPPM 6.3.3.e.2)				
13.	3. Is the contract written in the legal name of the contractor (do not write the contract in the name of an individual if the contract is with an organization)? (CPPM 6.3.3.e.3)				
BEST PRACTICES CHECKLIST					N/A
1.	. If a contractor is ineligible for WCB (including Personal Optional Protection), has the EA given approval to proceed?				
2.	If the contract crosses fiscal years, does Schedule A include language that work must not proceed in the new fiscal year until you have confirmed appropriation?				
3.	Has a WorkSafe BC (WCB) <u>clearance letter</u> been obtained for inclusion in the contract file?				
4.	4. For contracts including travel expenses, have you attached the per diem rates as an appendix and referenced the appendix in Schedule B ?				×
Qualified Receiver/Contract Monitor Expense Authority (if required) email Executive Ap email approval acceptable email approval					
Signatu	ure Date	Signature Date Signature	Date		
PRINT NAME:		PRINT NAME: PRINT NAME:			

Updated July 2018 Page 33 of 33 FNR-2020-00672