

## APPENDIX 1 PURCHASE DOCUMENT FORM

Date: April 2, 2019

### 1 CLIENT / PURCHASER INFORMATION

*To be completed by the Client / Purchaser:*

Organization / Ministry & Department Name:	Ministry of Forests, Lands, Natural Resource Operations and Rural Development – BC Wildfire Service		
Contact Name:	Clementine Hiltner	Phone:	778 584 1315
		Fax:	
CSA #:	CS-000857		
Purchase Document Number (provide a unique identifier, if applicable)			

### 2 STATEMENT OF WORK

*To be completed by the Client / Purchaser: The Purchaser is seeking to undertake the following work.*

Service Area: Please check one or more of the boxes below that pertains to your requirement:			
<input type="checkbox"/>	Development ("Service Area 1")		
<input type="checkbox"/>	Delivery ("Service Area 2")		
<input checked="" type="checkbox"/>	Pre-existing Learning ("Service Area 3")		
Overview / Project Description :	Pre-existing live in-person course		
Services or Course(s) Required:	The Leaders's Discipline – Creating coaching cultures that are rich in feedback		
Location:	Cranbrook, B.C.		
Target Start Date:	April 3, 2019	Target End Date:	April 4, 2019
Approximate Hours of Services Required:	16 hours		
Milestones / Deliverables: (For course development assignments, you may attach an additional schedule to this Purchase Document form, setting out in detail the required project, project schedule, milestones and deliverables (e.g. Project Charter).	As per the course developed for "The Leader's Discipline"		
Please indicate any specific qualifications or			

experience required in the delivery of the services or courses	
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### 3 SERVICES OFFERED

**The Supplier will offer their most suitable Consultant by naming them below, attaching their resume and returning to the Purchaser.**

*To be completed by the Supplier or the Purchaser (see instructions):*

Date:	April 2, 2019
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Supplier Organization:	Roy Group Leadership Inc.	CSA#:	CS-000857
Contact Name:	Ian Chisholm	Phone:	250 818 4346
		Fax:	

Consultant Name(s):	Ian Chisholm
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Offerors will offer their most suitable Consultant (whose qualifications match or exceed the qualifications described in the CSA, who possesses relevant experience and is available for the assignment) by attaching their resume. As well as outlining qualifications, resumes should include the name and contact information for a reference who has supervised an assignment the Consultant has completed within the past year; if a Province of BC reference is available, it should be used. References may be checked. For further details, please see Schedule A, sections 6 of the CSA.

**If, Service Area 3 is offered, the Supplier will offer the following pre-existing course(s)**

Course:	The Leader's Discipline – Creating coaching cultures that are rich in feedback
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**The Supplier will provide the Services described in Section 2 for the following fixed price.**

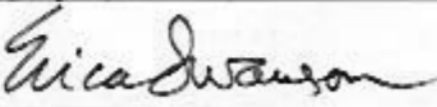
Units (hours, modules, etc):	16 hours
Price:	Fee = \$24,776.00 ; Expenses = \$2,000.00 ; Total =\$26,776.00

## 4 AGREEMENT


**The Purchaser and the Supplier agree to contract for the Services named above.**

Once approved below, the Purchase Document will constitute acceptance by the Purchaser of the Offeror's offer under the CSA, with respect to the particular services described in the Statement of Work above, and at that time a contract is formed on the terms and conditions of the Contract, as contemplated under the CSA named above, for such services. Any additional documentation in respect of the Services agreed upon by the Purchaser and Contractor is incorporated by reference into the Contract as a term and condition of the contract.

**Approved:**

Name:	Erica Swanson, Director of Administration	Date:	15 April 2019
Signature			

(Supplier)

Name:	Ian Meier, A/Executive Director, BC Wildfire Service	Date:	15 April 2019
Signature			

(Purchaser)



# Invoice

**Client**  
BC Wildfire Service  
Ian Meier  
3080 Airport Road  
Kamloops, BC V2B 7X2  
Canada

**Invoice #:** RGC1517-002  
**Invoice Date:** 11/30/2019  
**Terms: Net 30. Due 12/30/2019.**

**Project**  
See Breakdown

**Roy Group Leadership Inc.**  
s.22

Canada  
(888) 656-2420  
GST #: 84656 4292 RT0001

Order #:

Page: 1

Item	Qty	Unit	Description	Tax	Unit Price	Amount
Coach-Virtual	4	Hour(s)	Coaching - Virtual	G	420.00	1,680.00
			Subtotal:			1,680.00
			G - GST 5% GST			84.00
<p><b>Open Course Terms &amp; Conditions:</b> If you need to cancel your registration and you give notice of at least 22 days prior to the course, you will receive a full refund. If you give notice of 21 days or less, you will receive credit toward a future course, which must be taken within one year.</p> <p>Thank you for choosing Roy Group! RoyGroup.net</p>						
Shipped By: Tracking Number:					Total Amount	1,764.00
Payment by cheque to Roy Group Leadership Inc. at the address above. By EFT to finance@roygroup.net					Amount Paid	0.00
Sold By:					Amount Owing	1,764.00

COMPANY	YEAR	MONTH	DAY	COACH	CLIENT	NOTES	Sum of HRS
BCWS	2019	10	7	RH	Ian Meier	Telecoaching	1
			15	RH	Ian Meier	Telecoaching	1
		11	1	RH	Ian Meier	Telecoaching	1
			12	RH	Ian Meier	Telecoaching	1
Grand Total							4



# Invoice

**Client & Project:**  
**Client:** BC Wildfire Service  
 2nd Floor, 2957 Jutland Rd  
 Victoria, BC, V8T 5J9  
**Project:** Focus on Self  
 Parksville, BC  
 20-21 November 2019

**Contact:**  
**Attn:** Jamie Jeffries  
 Director  
 Partnerships & Indigenous Relations

**Invoice No.:** RGC1595  
**Date:** 30 November 2019  
**Due:** 30 December 2019  
**GST No.:** 84656 4292 RT0001  
 Roy Group Leadership Inc.  
 s.22  
**CSA:** CS-000857

## Professional Fees

Date	Description	Price	GST (5%)	Total
20-21 Nov	Focus on Self w/ Donna Horn & Yolanda Moran	\$24,776.00	\$1,238.80	\$26,014.80
Professional Fees Subtotal:		\$24,776.00	\$1,238.80	\$26,014.80

## Expenses

Date	Description	Price	GST (5%)	Total
20-21 Nov	Flight	\$119.82	\$6.00	\$125.82
20-21 Nov	Ferry	\$17.70	\$0.00	\$17.70
20-21 Nov	Accommodation	\$431.20	\$19.60	\$450.80
20-21 Nov	Mileage (330km @ \$0.54/km)	\$178.20	\$8.91	\$187.11
20-21 Nov	Per Diems: 2*L&D @ \$38.00, 4*B&D @ \$36.50	\$222.00	\$11.10	\$233.10

Expenses Subtotal:	\$968.92	\$45.61	\$1,014.53
Professional Fees Subtotal:			\$26,014.80
Expenses Subtotal:			\$1,014.53
Balance Due:			\$27,029.33

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Payment advice: By cheque to Roy Group Leadership Inc. at the address above. By EFT to Finance@RoyGroup.net.



# Invoice

**Client & Project:**  
**Client:** BC Wildfire Service  
2nd Floor, 2957 Jutland Rd  
Victoria, BC, V8T 5J9  
**Project:** The Leader's Discipline  
Kamloops, BC  
11-12 December 2019

**Contact:**  
**Attn:** Jamie Jeffries  
Director  
Partnerships & Indigenous Relations

**Invoice No.:** RGC1596  
**Date:** 31 December 2019  
**Due:** 30 January 2020  
**GST No.:** 84656 4292 RT0001  
Roy Group Leadership Inc.  
s.22  
**CSA:** CS-000857

## Professional Fees

Date	Description	Price	GST (5%)	Total
11-12 Dec	The Leader's Discipline w/ Ian Chisholm & Donna Horn	\$24,776.00	\$1,238.80	\$26,014.80
Professional Fees Subtotal:		\$24,776.00	\$1,238.80	\$26,014.80

## Expenses

Date	Description	Price	GST (5%)	Total
11-12 Dec	Flight	\$986.21	\$49.32	\$1,035.53
11-12 Dec	Accommodation	\$456.68	\$20.60	\$477.28
11-12 Dec	Transportation	\$301.08	\$13.62	\$314.70
11-12 Dec	Shipping	\$1,628.69	\$81.43	\$1,710.12
11-12 Dec	Venue & Catering	\$2,467.98	\$77.98	\$2,545.96
11-12 Dec	Tennis Courts	\$280.00	\$0.00	\$280.00
11-12 Dec	Per Diems: 1*L&D @ \$36.50, 4*D Only @ \$28.50	\$150.50	\$7.53	\$158.03
Expenses Subtotal:		\$6,271.14	\$250.48	\$6,521.62
Professional Fees Subtotal:				\$26,014.80
Expenses Subtotal:				\$6,521.62
Balance Due:				\$32,536.42

Thank you for choosing Roy Group

Payment advice: By cheque to Roy Group Leadership Inc. at the address above. By EFT to Finance@RoyGroup.net.



# Invoice

**Client & Project:**  
**Client:**  
BC Wildfire Service  
2nd Floor, 2957 Jutland Rd  
Victoria, BC, V8T 5J9  
**Project:**  
*The Leader's Discipline*  
Prince George, BC  
14-15 January 2020

**Contact:**  
**Attn:**  
Jamie Jeffries  
Director  
Partnerships & Indigenous Relations

**Invoice No.:** RGC1598  
**Date:** 31 January 2020  
**Due:** 1 March 2020  
**GST No.:** 84656 4292 RT0001  
Roy Group Leadership Inc.  
s.22  
**CSA:** CS-000857

## Professional Fees

Date	Description	Price	GST (5%)	Total
14-15 January	The Leader's Discipline w/ Ian Chisholm & Donna Horn	\$24,776.00	\$1,238.80	\$26,014.80
Professional Fees Subtotal:		\$24,776.00	\$1,238.80	\$26,014.80

## Expenses

Date	Description	Price	GST (5%)	Total
14-15 January	Flights	\$1,278.46	\$59.28	\$1,337.74
14-15 January	Accommodation	\$528.36	\$23.80	\$552.16
14-15 January	Transportation (Car Rental, Fuel, Parking)	\$225.82	\$10.65	\$236.47
14-15 January	Shipping (Learning Materials & Equipment)	\$1,745.46	\$87.27	\$1,832.73
14-15 January	Venues and Catering	\$3,430.28	\$171.18	\$3,601.46
14-15 January	Tennis Court	\$440.00	\$22.00	\$462.00
14-15 January	Per Diems: 2*Full Day @ \$49.00, 4*B&D @ \$36.50	\$244.00	\$12.20	\$256.20

Expenses Subtotal: \$7,892.38 \$386.38 \$8,278.76

Professional Fees Subtotal: \$26,014.80

Expenses Subtotal: \$8,278.76

Balance Due: \$34,293.56

*Thank you for choosing Roy Group*

Payment advice: By cheque to Roy Group Leadership Inc. at the address above. By EFT to Finance@RoyGroup.net.





# Invoice

**Client & Project:****Client:**

BC Wildfire Service  
2nd Floor, 2957 Jutland Rd  
Victoria, BC, V8T 5J9

**Contact:****Attn:**

Jamie Jeffries  
Director  
Partnerships & Indigenous Relations

**Invoice No.:** RGC1634**Date:** 19 February 2020**Due:** 20 March 2020**GST No.:** 84656 4292 RT0001  
Roy Group Leadership Inc.  
s.22**CSA:** CS-000857**Project:**

*Focus on Self*

Victoria, BC  
19-20 February 2020

## Professional Fees

Date	Description	Price	GST (5%)	Total
19-20 Feb	Focus on Self w/ Donna Horn & Alex Van Tol	\$24,776.00	\$1,238.80	\$26,014.80
Professional Fees Subtotal:		\$24,776.00	\$1,238.80	\$26,014.80

## Expenses

Date	Description	Price	GST (5%)	Total
19-20 Feb	Parking	\$28.00	\$0.00	\$28.00

Expenses Subtotal:	\$28.00	\$0.00	\$28.00
Professional Fees Subtotal:			\$26,014.80
Expenses Subtotal:			\$28.00
Balance Due:			\$26,042.80

*Thank you for choosing Roy Group*

Payment advice: By cheque to Roy Group Leadership Inc. at the address above. By EFT to Finance@RoyGroup.net.

## Participation List

BCWS Focus on Self & Date: 19 & 20 February 2020

	Name:
1	Diane Ross
2	Dylan Labh
3	Neil Arreza
4	Robert Barisan
5	Scott Davis
6	Sean Ritchie
7	Aaron Pawlick
8	Devona Hay
9	Glenna Tomlins
10	Kaitlin Flegel
11	Mike McCulley
12	Kathleen Werstiuk
13	Graham Litman
14	Laurence Bowdige



# Invoice

**Client**  
BC Wildfire Service  
Ian Meier  
3080 Airport Road  
Kamloops, BC V2B 7X2  
Canada

**Invoice #:** RGC1517-003  
**Invoice Date:** 03/20/2020  
**Terms:** Net 30. Due 04/19/2020.

**Project**  
See Breakdown

**Roy Group Leadership Inc.**  
s.22

Order #:

Canada  
(888) 656-2420  
GST #: 84656 4292 RT0001

Page: 1

Item	Qty	Unit	Description	Tax	Unit Price	Amount
Coach-Virtual	4	Hour(s)	Coaching - Virtual	G	420.00	1,680.00
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Sold By:					Amount Owing	1,764.00

COMPANY	YEAR	MONTH	DAY	COACH	CLIENT	NOTES	Sum of HRS
BCWS	2019	12	10	RH	Ian Meier	Telecoaching	1
	2020	1	22	RH	Ian Meier	Telecoaching	1
		2	27	RH	Ian Meier	Telecoaching	1
		3	12	RH	Ian Meier	Telecoaching	1
Grand Total							4



# Invoice

**Client & Project:**  
**Client:** BC Wildfire Service  
2nd Floor, 2957 Jutland Rd  
Victoria, BC, V8T 5J9  
**Project:**  
*The Leader's Discipline*  
Cranbrook, BC  
3-4 March 2020

**Contact:**  
**Attn:** Jamie Jeffries  
Director  
Partnerships & Indigenous Relations

**Invoice No.:** RGC1611  
**Date:** 4 March 2020  
**Due:** 3 April 2020  
**GST No.:** 84656 4292 RT0001  
Roy Group Leadership Inc.  
s.22  
**CSA:** CS-000857

## Professional Fees

Date	Description	Price	GST (5%)	Total
3-4 March	The Leader's Discipline w/ Ian Chisholm & Donna Horn	\$24,776.00	\$1,238.80	\$26,014.80
Professional Fees Subtotal:		\$24,776.00	\$1,238.80	\$26,014.80

## Expenses

Date	Description	Price	GST (5%)	Total
3-4 March	Flights	\$1,854.60	\$87.38	\$1,941.98
3-4 March	Accommodation	\$440.52	\$20.40	\$460.92
3-4 March	Rental Car & Fuel	\$307.70	\$14.43	\$322.13
3-4 March	Materials	\$54.14	\$2.85	\$56.99
3-4 March	Shipping	\$750.63	\$37.53	\$788.16
3-4 March	Venue	\$1,000.00	\$50.00	\$1,050.00
3-4 March	Per Diems (4 Full Day @ \$49 & 2 L&D @ \$36.50)	\$269.00	\$13.45	\$282.45
Expenses Subtotal:		\$4,676.59	\$226.04	\$4,902.63
Professional Fees Subtotal:				\$26,014.80
Expenses Subtotal:				\$4,902.63
Balance Due:				\$30,917.43

*Thank you for choosing Roy Group*

Payment advice: By cheque to Roy Group Leadership Inc. at the address above. By EFT to Finance@RoyGroup.net.

## Participation List

**Workshop Name & Date:** BCWS The Leader's Discipline

	<b>Name:</b>	<b>Email Address</b>
1	Cheryl Miller	
2	Ian Macek	
3	Robyn Canty	
4	Chad Smith	
5	Erik Hansen	
6	Chris Spronken	
7	Jed Carter	
8	Sean Phelps	
9	James Katasonoff	
10	Jeremy Angus	
11	Evan Peck	
12	Erik Richardson	
13	John Wylie	
14	Nick Davis	
15	Kandy Schroder	
16	Cindy Munns	
17	Pam McLeod	
18	Stephan Kompass	
19	Brad Zuk	
20	Mark Healey	
21	Sam Knutson	
22	Dan Dykens	
23	Travis Opal	
24	James Ritco	

Roy Group will follow up with participants with a series of emails that deliver information on how to collect badges, hints on maintaining trio practice, as well as resources and links to related articles and materials. The emails arrive via The emails arrive via Mailchimp and participants can opt out by unsubscribing.