



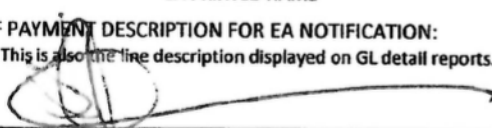
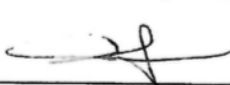
Where ideas work

Ministry of Finance
INVOICE CODING SHEET

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")

FOREIGN CURRENCY?
(if yes, enter "\$")

[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>DEETKEN ENTERPRISES INC.</u>					* SUPPLIER # _____		* SITE _____			
CONTRACT/PO # <u>GS17MAN0022</u>		INVOICE DATE <u>30-SEP-2016</u> <small>DD-MMM-YYYY</small>		INVOICE # _____		IAP-LNG				
DATE INVOICE RECEIVED <u>05-OCT-2016</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>05-OCT-2016</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____						
NAME &/OR ADDRESS OVERRIDE:					DESCRIPTION FOR CHEQUE STUB: For services performed from April 1 - July 31, 2016					
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ <small>DD-MMM-YYYY</small>					GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small>		PAY ALONE? YES <input type="checkbox"/>			
OFA STOB & ASSET # (if applicable) : _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # IF STOB 57
125,160.00	119,200.00		5,960.00	GST	058	27890	26554	6001	2700000	
125,160.00	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>BRIAN HANSEN</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.  EA Signature					* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>ANALISE RESTALL</u> QR PRINTED NAME <small>The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</small>  QR SIGNATURE <i>Colleen McArthur for Analise Restall</i>					
ADDITIONAL INFORMATION OR INSTRUCTIONS:										

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ANALISE RESTALL, 250-953-3776

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. SEP/13

ACCOUNTS DATE STAMP

Deetken Enterprises Inc.
501 - 1755 West Broadway
Vancouver, BC V6J 4S5

OCT 05 2016

Invoice Date: September 30th, 2016
Invoice #: 1AP-LNG
Contract #:
Vendor #: 2084387 001
Vendor HST#: 833761760RT0001

- Meetings with Provincial officials
- Meetings with LNG proponents including modellers
- s.17
-
-
-
-
-
-
-
-
- Analysis of Community Readiness Initiative commitments estimates
- s.17
-

Carl Black: 269 hours @

GRAND TOTAL	\$125,160.00
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2 of 15

	Andre	Alexa	Carl	Total
01-Apr		12.0	4.0	16.0
02-Apr				0.0
03-Apr				0.0
04-Apr	2	12.0	1.0	15.0
05-Apr		10.0		10.0
06-Apr	2	12.0		14.0
07-Apr	2	6.0	3.0	11.0
08-Apr	1	8.0	3.0	12.0
09-Apr				0.0
10-Apr				0.0
11-Apr	1	8.0	5.0	14.0
12-Apr		10.0		10.0
13-Apr	2	10.0		12.0
14-Apr	2	14.0		16.0
15-Apr		2.0		2.0
16-Apr				0.0
17-Apr		10.0		10.0
18-Apr	2		5.0	7.0
19-Apr	1	8.0		9.0
20-Apr		10.0		10.0
21-Apr		4.0		4.0
22-Apr	1	10.0		11.0
23-Apr				0.0
24-Apr				0.0
25-Apr	1	10.0	4.0	15.0
26-Apr	2		5.0	7.0
27-Apr	2		5.0	7.0
28-Apr	1	1.0		2.0
29-Apr	1	7.0		8.0
30-Apr				0.0
hrs	23.0	164.0	35.0	222.0
fee	s.17,s.22			

	Andre	Alexa	Carl	Total
01-May				0.0
02-May	2	6.0		8.0
03-May	1	5.0		6.0
04-May	2	6.0		8.0
05-May	2	7.0		9.0
06-May	3	6.0		9.0
07-May				0.0
08-May				0.0
09-May	2			2.0
10-May	2	8.0		10.0
11-May	2	7.0		9.0
12-May	2	9.0		11.0
13-May	3	7.0		10.0
14-May				0.0
15-May				0.0
16-May	2	7.0		9.0
17-May	3	10.0		13.0
18-May	3	4.0		7.0
19-May	1	5.0		6.0
20-May	1	5.0		6.0
21-May				0.0
22-May				0.0
23-May			4.0	4.0
24-May			4.0	4.0
25-May	3	7.0		10.0
26-May	4	9.0		13.0
27-May				0.0
28-May				0.0
29-May				0.0
30-May	2	7.0		9.0
31-May	2	7		9.0
hrs	42.0	122.0	8.0	172.0
fee	s.17,s.22			

	Andre	Alexa	Carl	Total
01-Jun	5	3.0		8.0
02-Jun	4	4.0		8.0
03-Jun		5.0		5.0
04-Jun				0.0
05-Jun				0.0
06-Jun	2	9.0	9.0	20.0
07-Jun	2	6.0	5.0	13.0
08-Jun	1	4.0	7.0	12.0
09-Jun		3.0	8.0	11.0
10-Jun		1.0	11.0	12.0
11-Jun				0.0
12-Jun				0.0
13-Jun			7.0	7.0
14-Jun		5.0	8.0	13.0
15-Jun		6.0	6.0	12.0
16-Jun	3	2.0	9.0	14.0
17-Jun	2	1.0	6.0	9.0
18-Jun				0.0
19-Jun				0.0
20-Jun			4.0	4.0
21-Jun	1	4.0	9.0	14.0
22-Jun	4	2.0	11.0	17.0
23-Jun			7.0	7.0
24-Jun		2.0	9.0	11.0
25-Jun				0.0
26-Jun				0.0
27-Jun	1	1.0	4.0	6.0
28-Jun	3	1.0	5.0	9.0
29-Jun	1	1.0	4.0	6.0
30-Jun			4.0	4.0
hrs	29.0	60.0	133.0	222.0
fee	s.17,s.22			

	Andre	Alexa	Carl	Total
01-Jul				0.0
02-Jul				0.0
03-Jul				0.0
04-Jul			6	6.0
05-Jul			8	8.0
06-Jul			2	2.0
07-Jul			3	3.0
08-Jul			1	1.0
09-Jul				0.0
10-Jul				0.0
11-Jul				0.0
12-Jul			3	3.0
13-Jul			8	8.0
14-Jul			6	6.0
15-Jul			1	1.0
16-Jul				0.0
17-Jul				0.0
18-Jul			2	2.0
19-Jul			1	1.0
20-Jul			6	6.0
21-Jul			4	4.0
22-Jul			5	5.0
23-Jul				0.0
24-Jul				0.0
25-Jul	5		7	12.0
26-Jul	1		10	11.0
27-Jul			6	6.0
28-Jul			4	4.0
29-Jul	2		10	12.0
30-Jul				0.0
31-Jul				0.0
hrs	8.0	0.0	93.0	101.0
fee	s.17,s.22			

	Hours	Fees
Andre	10%	s.17,s.22
Alexa	34%	
Carl	26%	
Total	717.00	119,200.00
GST		5,960.00
Grand Total		125,160.00

xref	119,200.00
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Natural Resource Sector

CONTRACT APPROVAL REQUEST

MINISTRY IDENTIFICATION			
Ministry:	<input type="checkbox"/> Aboriginal Relations & Reconciliation <input type="checkbox"/> Agriculture <input type="checkbox"/> Energy and Mines	<input type="checkbox"/> Environment <input type="checkbox"/> Forests, Lands, & Natural Resource Operations <input checked="" type="checkbox"/> Natural Gas Development (and Minister Responsible for Housing)	
Branch / Division:	Liquefied Natural Gas Division		
Region / City:	Victoria		
			Primary Contact for This Request (select one)
Expense Authority:	Brian Hansen	Phone: 250-952-0124	<input checked="" type="checkbox"/>
Qualified Receiver:		Phone:	<input type="checkbox"/>
Other contact - if applicable:		Phone:	<input type="checkbox"/>

REQUEST DETAILS	
Contract Number (if known):	G2170...
Project Title:	Liquefied Natural Gas financial analysis, consultation and negotiation support
Ministry Cost Estimate:	\$350,000
Cost Recoverable:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Recovery Source (e.g. name of Federal department, private organization, etc. / program or initiative name): Amount of Recovery \$ Recovery Percentage: %
Describe the Location, Services/Work, Purpose:	Analysis of commercial financial models with multiple structural and financial features, specific to a range of Liquid Natural Gas (LNG) and utilizing proprietary data obtained under Non-disclosure Agreements (NDAs) from various sources and for the purposes of supporting consultations & negotiations undertaken by the Ministry.
Why Can't Existing Staff Fill the Need?	In-house expertise not available.
Describe the Impact on Program Delivery if Not Approved:	Risk of delay and potential financial risk to the Province.
If Direct Award:	Contractor (legal entity) Name - see BC Bid Resources: Legal Entities: Deetken Enterprises Inc. Justification -circumstances, and rationale for selecting the contractor: Contractor has proven experience and detailed knowledge of the proprietary data obtained under Non-disclosure Agreements (NDAs) from a variety of sources.
Include Option to Renew:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Anticipated Term of Agreement:	From: April 1, 2016 To: September 30, 2017

Core Policy Compliance Checklist		Y	N	n/a
Contract planning needs to be appropriate to the value of and complexity / risks associated with the services or work. Following are some key Core policy and best practices items. However, this is not a complete list. References are available at: Chapter 6 of the <u>Core Policy & Procedures Manual</u> , and the Financial Services Procurement Website: <u>Planning</u> .				
1.	The <u>Goods and Services Catalogue</u> has been searched and a Corporate Supply Arrangement (CSA) is not available for the required services / works (CPPM 6.3.2.c.2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	If request is for a service contract over \$100,000, has a Cost Benefit Justification (CBJ) been prepared and placed on the contract file in the event review of the CBJ is needed (CPPM 6.3.1.5)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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. If this condition applies to the requested contract, has the contract been approved by the appropriate expense authority (CPPM 6.3.1.4)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The contract will not establish an employer / employee relationship (CPPM 6.3.1.7).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Best Practices Checklist				
1.	Has a Risk Assessment been done to determine appropriate insurance requirements? Refer to the <u>Insurance Requirements Matrix (NRS 1289)</u> .			<input type="checkbox"/> <input checked="" type="checkbox"/>
Contract Type:	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Consulting & General Services (e.g. GSA, FS1) <input type="checkbox"/> Operational Field Services <input type="checkbox"/> Local Minor Works / Services Services (NRS782 – simple / low risk / \$5K max) </div> <div style="width: 50%;"> <input type="checkbox"/> Minor Works (less than \$100K) <input type="checkbox"/> Major Works (\$100K or more, or high risk work at lower values) <input type="checkbox"/> Other contract/custom agreement - specify: </div> </div> <p>If unsure of appropriate form of agreement, contact the Contract Support mailbox at CSNR.ContractSupport@gov.bc.ca.</p> <p>Custom agreements, or modifications to any terms / conditions of an approved contract template, must be vetted through CSNR Procurement Policy and Advice (CSNR.ContractSupport@gov.bc.ca) for legal and/or risk management review and approval.</p>			

ACCOUNT & PROCUREMENT CODING					
Account Coding (STOBS: See <u>Master STOB List & Description</u> / Expense Tab if needed)					
Client #	Response Centre #	Service Line #	STOB #	Project #	AMOUNT
058	27890	26554	6001	2700000	\$350,000
					\$

See Code Descriptions at end of form for full descriptions.

Procurement Process Code (where direct award applies, include the necessary details in the justification section of this form)		
<input type="checkbox"/> 100 OPEN COMPETITIVE PROCESS	<input type="checkbox"/> 203 DIRECT AWARD – SECURITY, ORDER, Etc. Define how there would be interference.	<input type="checkbox"/> 207 DIRECT AWARD – SERVICES AND CONSTRUCTION UNDER \$25,000 not reasonable or cost effective to compete
<input type="checkbox"/> 200 DIRECT AWARD – PUBLIC SECTOR ORGANIZATION	<input type="checkbox"/> 204 DIRECT AWARD – CONFIDENTIALITY. Define how open bidding harms the ministry's confidentiality.	<input type="checkbox"/> 300 COMPETITIVE PROCESS AMONG SELECTED VENDORS. CONSTRUCTION AND SERVICES UNDER \$75,000 (no use of pre-qualification / select list).
<input checked="" type="checkbox"/> 201 DIRECT AWARD – SOLE SOURCE. If using this code, in the Justification area of the "If Direct Award" section of this form, clearly define how you have strictly proven that only one contractor is qualified and/or available.	<input type="checkbox"/> 205 DIRECT AWARD – NOTICE OF INTENT (No substantiated objections)	<input type="checkbox"/> 400 SELECTED VENDOR FROM PRE-QUALIFIED LIST (without undertaking a competitive process)
<input type="checkbox"/> 202 DIRECT AWARD – EMERGENCY	<input type="checkbox"/> 206 DIRECT AWARD – PERMITTED UNDER ANOTHER CORPORATE POLICY OR LEGISLATION	<input type="checkbox"/> 401 COMPETITION AMONG VENDORS ON A PRE-QUALIFICATION LIST
<input type="checkbox"/> 500 Purchase from a Corporate Supply Arrangement (CSA)		

Trade Agreement Exclusion Codes					
<input checked="" type="checkbox"/>	100	Purchase Subject to Agreement on Internal Trade (AIT)	<input type="checkbox"/>	500	Excluded – Security, Order, Etc.
<input type="checkbox"/>	200	Purchase Below Applicable AIT threshold	<input type="checkbox"/>	600	Excluded – Product Compatibility / Exclusive Rights
<input type="checkbox"/>	300	Purchase of an Exempted Commodity / Service	<input type="checkbox"/>	700	Excluded – Procurement of Prototype
<input type="checkbox"/>	400	Excluded - Emergency	<input type="checkbox"/>	800	Excluded – Regional / Economic Development

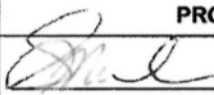
Contract Category (re: STOPS 60, 61, and 63)					
<input checked="" type="checkbox"/>	GMA	<input type="checkbox"/>	PRA	<input type="checkbox"/>	BSA
<input type="checkbox"/>	HR/LR	<input type="checkbox"/>	PM	<input type="checkbox"/>	OP
<input type="checkbox"/>	IT	<input type="checkbox"/>	COM	<input type="checkbox"/>	OTH

APPROVAL

Authorization below (or attached) provides approval to proceed with soliciting new contract, i.e. ITQ / ITT / RFP / direct award.

Unless otherwise directed by local procedures, e-mail approval is acceptable provided the completed version of this form is included in the e-mail string.

CONTRACT MANAGER / QUALIFIED RECEIVER - optional	
 Signature	2 May 16 Date
Print Name: <i>DR. J. H. J. J.</i>	

PROGRAM MANAGER / EXPENSE AUTHORITY - required	
 Signature	2016 05 02 Date
Print Name: <i>Suzanne Morahan</i>	

ADM – as required	
Signature	Date
Print Name:	

CODE DESCRIPTIONS

CONTRACT APPROVAL REQUEST - NATURAL RESOURCE SECTOR

Procurement Process Codes	
Code	Description
100	Open competitive process: An open competitive solicitation process (e.g., Invitation to Quote, Request for Proposal, Joint Solution Procurement, Invitation to Tender, or other) has been used normally by advertising the opportunity on BC Bid.
200	Direct Award - Public sector organization: Contracts may be negotiated and directly awarded without competitive process where the contract is with another government organization.
201	Direct Award - Sole source: Contracts may be negotiated and directly awarded without competitive process where the ministry can strictly prove that only one contractor is qualified to provide the goods, services or construction or is capable of engaging in a disposal opportunity.
202	Direct Award – Emergency: Contracts may be negotiated and directly awarded without competitive process where an unforeseeable emergency exists and the goods, service or construction could not be obtained in time by means of a competitive process.
203	Direct Award - Security, order, etc.: Contracts may be negotiated and directly awarded without competitive process where a competitive process would interfere with a ministry's ability to maintain security or order or to protect human, animal or plant life or health.
204	Direct Award – Confidentiality: Contracts may be 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
205	Direct Award - Notice of Intent: When a contract for services or construction valued at \$50,000 or more, is intended to be directly awarded on the basis that there is only one vendor that can provide the services or goods required, but this cannot be strictly proven, a Notice of Intent must be posted on BC Bid.
206	Direct Award: Use this code where the Direct Award was permitted under another corporate policy or legislation. Do not use this code if another direct award code applies.
207	Direct Award – Services and Construction Under \$25,000: Any service or construction opportunity, or supply arrangement for the supply of services or construction, with an estimated value of less than \$25,000, should be competed to the extent reasonable and cost effective. Do not use this code if one of the exceptions in <u>Core Policy and Procedures Manual: Chapter 6.3.3(a)</u> applies. In that case use one of codes 200 to 204 whichever applies.
300	Competitive Process Among Selected Vendors (Construction and Services under \$75,000): A competitive solicitation process among a limited list of vendors and not advertised on BCBid (i.e. solicitation of three or more vendors) If vendors are on a pre-qualification list, then use 401.
400	Selected Vendor from Pre-qualification List: Select this code for a contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process followed must be consistent with the rules set out in the original request for qualifications.
401	Competition Among Vendors on a Pre-qualification List: A competitive solicitation process among a limited list of vendors selected from a pre-qualification list. Select this code if a competitive solicitation process is conducted among a limited list of vendors selected from a pre-qualification list. The process followed to select vendors must be consistent with the rules set out in the original request for qualifications.
500	Purchase from a Corporate Supply Arrangement (CSA): A purchase from a pre-established corporate supply arrangement such as a Master Standing Offer, Standing Offer or the Queens Printer.

Codes continued . . .

Trade Agreement Exclusion Codes – These codes reflect Agreement on Internal Trade (AIT) reporting requirements and thresholds only. Do not use these codes to track compliance with policy or with the New West Partnership Trade Agreement (NWPTA) or other applicable trade agreements.

Code	Description
100	Purchase subject to Agreement on Internal Trade (AIT): The purchase is over the trade agreement (AIT) threshold for national advertising (\$25K for goods / \$100K. for services / \$100K. for construction) and is not excluded or exempted under any other category below.
200	Purchase below applicable AIT threshold: The purchase is under the trade agreement thresholds (dollar values as noted above).
300	Purchase of an exempted commodity/service: The purchase is for goods, services or construction that is exempted from coverage of AIT or to which AIT does not apply by virtue of its specific reference in AIT (for example grants, entitlements or ministerial appointments).
400	Excluded – Emergency: A purchase where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of an open procurement.
500	Excluded - Security, order, etc.: A purchase where compliance with the open tendering provisions set out in AIT would interfere with the Province's ability to maintain security or order or to protect human, animal or plant life or health.
600	Excluded - Product compatibility/exclusive rights: 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.
700	Excluded - Procurement of prototype: The procurement of a prototype or a first good or 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.
800	Excluded - Regional/Economic development: A purchase which, under exceptional circumstances, may be excluded by the Province from the application of applicable chapters of the agreements for regional and economic development.

Contract Category for STOB 60, 61, and 63: The following definitions are to be used to classify contracts in STOBs 60, 61, and 63 which fall into the categories listed. If the contract does not fit into one of these broad categories, it should be excluded from the analysis. If the contract falls into more than 1 category, choose the predominant category. Recoverable contracts should be identified as such and will be excluded from the information submitted to central agencies if submission is required.

Code	Description
GMA	General Management Advice: Contract providing information for, or advice on, the planning and/or management of programs.
HR/LR	Human Resources & Labour Relations: Contracts providing Human Resources services or human resource related services such as coaching/facilitation and organizational design.
IT	Information Technology: Consulting services related to information technology. This would include contracts consulting on systems development or management of systems. It would not include the work done to develop the system, writing code, data entry etc
PRA	Policy, Research and Analysis: Contracts providing planning services that contribute to or recommend policy, or consultation on policy issues; contracts that provide research and analysis to advise in program management
PM	Project Management: Contracts where an external project manager is hired to run a project or facilitate activities.
COM	Communications: Contracts providing professional services related to the planning writing, preparation or distribution of communications.
BSA	Business Support & Administrative: Contracts where administrative support is supplied such as administrative service, filing, cataloguing, records administration, etc. Also includes Secretariat support services.
OP	Operational: Contracts where non-consulting type work is being performed that is performing a service that does not fit into one of the categories above. Examples include data entry, building fences, maintenance activities, writing and delivery of training program.
OTH	Other: Contracts which do not fall into any of the above categories.

Requester: Dave Ross

Page 1
WFR PO Receipts
Run Date: 2016/12/12 Run Time: 11:46:07

Inquiry Parameters :
Rollup Fiscal Year: Current
Receipt Create Date From: 01-JAN-15
Receipt Create Date To: 25-NOV-16
Client : 058
Responsibility:
Service Line:
STOB:
Project:
Receipt Parameters :
Expense Authority:
PO Number: GS17MAN0022
Supplier Number:
Supplier Name: DEETKEN ENTERPRISES INC.
Include Receipts: All Receipts

Displayed Columns:
PO Information - Summary
PO Number
Description
Supplier Number
Supplier Name
PO Information - Details
PO Version Number
Approved Amount
Approved Date
EA Approver
Delegated From
Receipt Information
PO Number
PO Version Number
Receipt Number
Received Amount
Create Date
Receiver
Receipt Comments
Parameter Set Name:

WFR PO Receipts

Run Date: 2016/12/12 Run Time: 11:46:07

PO Information			
PO Number	Description	Supplier Number	Supplier Name
GS17MAN0022	FY17 FEES - NG - GS17MAN0022 - DEETKEN ENTERPR	2084387	DEETKEN ENTERPRISES INC.
PO Version Number	Approved Amount	Approval Date	EA Approver
1	350,000.00	2016/06/15	HANSEN, BRIAN R
			Delegated From
Receipt Information			
PO Number	PO Version Number	Receipt Number	Received Amount
GS17MAN0022	1	12477	119,200.00
			Create Date
			2016/10/07
			Receiver
			CHARTRAND, BARBARA A
			Receipt Comment
			RECEIVED ON BEHALF OF COLLEEN NEL

