

CORPORATE SUPPLY ARRANGEMENT #

Coaching Consultant Services

THIS CORPORATE SUPPLY ARRANGEMENT is made the _____ day of _____

**[Offeror's name
Address,
Telephone #
Facsimile #
Contact Name**

(the "Offeror")

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

THE OFFER IS AS FOLLOWS:

DEFINITIONS

1. In this Corporate Supply Arrangement:
 - a) "Administrative Requirements" means those requirements set out in Schedule "C";
 - b) "Contract" means the binding agreement, the terms of which are set out in Schedule "D", entered into by the Offeror and the Province, which enables the Province to acquire the Services set out in the Draw Down Form for the Prices set out in Schedule "A";
 - c) "Corporate Supply Arrangement (CSA)" means the Offeror's offer to supply the Services at the prices set out in Schedule "A";
 - d) "Draw Down Form" means any form of an Entity that lists the Services set out in the CSA and is sent to the Offeror;
 - e) "Entity" means a ministry of the Province, corporation owned or controlled by the Province, and a government board, agency and service, including "government bodies" as defined in the Financial Administration Act (B.C.), "public institutions" as defined in the Purchasing Services Act (B.C.) and any

entities constituted or substantially funded by the Province in the public interest, as may be added at the sole discretion of the Province from time to time;

- f) "Offeror's Representative" means the contact(s) as set forth above, who is the representative assigned by the Offeror to oversee the CSA;
- g) "Province" means Her Majesty the Queen in Right of the Province of British Columbia;
- h) "Representative (Province)" means Wayne Peters, or such other individual designated from time to time by the Province to oversee this CSA on behalf of the Province;
- i) "Services" means those services described in Schedule "A"
- j) All references to dollars, currency, and money shall mean Canadian dollars (\$CAD).

EXPIRY

- 2. This CSA will expire on March 31, 2011, unless withdrawn in accordance with paragraph 9.

THE CORPORATE SUPPLY ARRANGEMENT

- 3. The Offeror understands and agrees that:
 - a) a Contract is formed on receipt by the Offeror of the Draw Down Form;
 - b) a Draw Down Form will form a Contract only for those Services which have been Drawn Down, provided always that such Draw Down is made in accordance with the provisions of this CSA and including Schedule "C" and "D";
 - c) the issue and distribution of this CSA does not oblige the Province to authorize or order all or any of the Services, described in this CSA;
 - d) an Entity will pay to the Offeror the Prices and any applicable sales taxes for the Services that have been specified on the Draw Down;
 - e) an Entity reserves the right to procure the specified Services by any other means it deems necessary including the use of other Contracts, or by other contracting methods;
 - f) the Province's liability shall be limited to that which arises from an Agreement made prior to the expiry date described in paragraph 2;

- g) the Province reserves the right to set aside this CSA, for whatever reason, and not make it available for any Draw Downs. The Province shall promptly notify the Offeror of such action;
- h) no change to this CSA will be valid unless it is by way of an addendum signed by both the Offeror and the Province;
- i) the terms and conditions set out in Schedule "D" will apply to each Agreement;
- j) neither Entities utilizing the CSA nor the Offeror will be required to agree to any other terms or conditions than those set out in Schedule "D";
- k) the Offeror will not apply restrictions regarding the Entities wishing to use the CSA;
- l) the Representative (Offeror), and a designated back-up individual, will be available during the Province's normal business hours, and will have the authority to represent the Offeror with respect to all issues arising under this CSA;
- m) the Offeror will not, over the duration of the CSA, offer a lower Price to other buyers, or, if a lower Price is offered to others, it will also apply to this agreement. For the purposes of this section, a lower price is a price that is lower than the unit price submitted in Schedule A, less the 1% administration fee.
- n) the Offeror agrees that the property and/or services ordered/purchased through this agreement are for the sole use of, and are being purchased by the Province of British Columbia, with Crown funds, and are not subject to the Goods and Services Tax. However, the application of GST may apply differently to Crown Corporations and other public organizations and the Offeror should inquire at the time of order the application of GST;

DRAW DOWN MECHANISM

- 4. The Services may be ordered by issuance of a Draw Down.
- 5. The Offeror will treat as valid any Draw Down that is on a completed order form and includes the following:
 - (a) this CSA Reference Number;
 - (b) the Entity's purchase order number; and
 - (c) the Services set out in Schedule "A" that are being ordered and applicable fees.

6. Draw Downs against a CSA paid for with the Province's acquisition card will be accorded the same prices and terms and conditions as any other draw-down.
7. If the Province provides a Draw Down Form prior to the expiry of this CSA and receives the Services, then the Province will pay to the Offeror amounts payable as described in Schedule "A" to this CSA.
8. If there is any conflict or inconsistency among any of the provisions of the following documents:
 - (a) this CSA; and
 - (b) a Draw Down,then the order of precedence will be (a) and then (b).

NOTIFICATION OF WITHDRAWAL

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

REPRESENTATIONS

11. The Offeror represents and warrants to the Province that:
 - (a) it is a corporation, duly organized, validly existing and having the legal capacity to carry on business in British Columbia and is fully legally authorized, licensed and permitted to provide the Programs and the Services;
 - (b) it has the power and capacity to enter into the Agreement and to comply with each and every term and condition in the Agreement;
 - (c) all necessary proceedings have been taken to authorize the execution and delivery of the Agreement by the Offeror;
 - (d) all statements, representations or information, whether oral or written, made, furnished or given by the Offeror, its directors, officers or anyone acting on behalf of the Offeror, to the Province in connection with this CSA and the Agreement are materially correct and accurate;

- (e) it has no knowledge of any fact that materially adversely affects or, so far as it can foresee, might materially adversely affect its condition or its ability to fulfil its obligations under this CSA or the Agreement;
 - (f) it is neither a party to nor threatened with any litigation and has no knowledge of any claims against it that would materially adversely affect its financial condition or its ability to fulfil its obligations under this CSA;
 - (g) it has filed all tax, corporate information, and other returns required to be filed by the laws of British Columbia and Canada, has complied with all workers compensation legislation and other similar legislation to which it is subject, and has paid all taxes, fees, and assessments due as of the date of this CSA;
 - (h) it is not in breach of any law, statute, regulation, or by-law applicable to its operations;
 - (i) it holds all permits, licenses, consents, and authorities issued by any level of government or any agency of government, that are required by law to conduct its business; and
 - (j) it has, and will provide and maintain throughout the term of this CSA, sufficient staff, servants, employees, subcontractors, materials and appropriate resources in place and available to it to fully perform and provide their obligations under this CSA in a proper and timely manner.
12. All representations, warranties, covenants and agreements made in this Agreement are material and the Province has relied on them, notwithstanding any prior or subsequent investigation by the Province.

IN WITNESS WHEREOF the undersigned extends this CSA on the date first above written.

SIGNED by the Offeror

(Authorized Signatory)

Title

SCHEDULE "C"
ADMINISTRATIVE REQUIREMENTS

The following are the administrative requirements and procedures applying to CSA (Number).

PURCHASING SERVICES CSA CONTACTS

1. For further information or clarification regarding:

Administration:
Shirley Boon
Email: Shirley.Boon@gov.bc.ca
Phone: 250-828-4322

DRAW DOWN REPORTING PROCEDURES

2. Offeror is solely responsible for providing all Draw Down information to Purchasing Services. Draw Down reports must be submitted on a Monthly basis, on or before the following dates:
 - April 30 for January, February and March.
 - July 31 for April, May and June
 - October 31 for July, August and September
 - January 31 for October, November and December
3. Monthly Draw Down information must be sent either by mail, fax or electronically by the Offeror to:

Purchasing Services
Ministry of Management Services
Attn: Shirley Boon
2nd Floor, 455 Columbia Street
Kamloops BC V2C 6K4
Fax: 250-371-3890
Email: Shirley.Boon@gov.bc.ca

4. A monthly report must contain at a minimum:

CSA #;
Entity
Draw Down Form number;
Item(s) ordered
Part number ordered
Quantity ordered
Price

The information should be provided in columns in the following order:

CSA #	Entity	Draw Down #	Item	Part #	Quantity	Price
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5. The Offeror shall provide a monthly report regardless of whether or not any Draw Downs are received in that month, and in each quarterly report will provide an explanation for any other missing data.
6. Each quarter the Offeror must submit to Purchasing Services a cheque for one percent of all sales (exclusive of taxes and delivery charges) that were reported to Purchasing Services on the monthly draw down reports, including sales to any Entity. The cheque must be payable to the Minister of Finance, and sent to Shirley Boon, Supply Chain Management Clerk, Purchasing Services, 2nd 455 Columbia Street, Kamloops, BC V2C 6K4. The cheque must clearly identify each CSA and the months represented in the payment. The cheque must be submitted no more than 1 month after the end of the quarter:

The fee for:	Is due:
January, February, March	April 30
April, May, June	July 31
July, August, September	October 31
October, November, December	January 31

7. Draw Down reports will be checked against the Purchasing Services Branch copies of the Draw Downs to verify accuracy. Purchasing Services shall promptly notify Offeror of any discrepancy, and will be given one month to respond to or rectify the report.
8. More than two occurrences of inaccuracies may result in the CSA being suspended, until such time as the supplier can demonstrate to Purchasing Services that they are capable of managing the terms of their CSA agreement.
9. Failure to submit a reimbursement cheque within two months of the end of a quarter in which sales were reported may result in the CSA being suspended until such time as reimbursement is received.

SCHEDULE "D"
**GENERAL TERMS AND CONDITIONS THAT APPLY TO DRAW
DOWNS OF SERVICES ON A CORPORATE SUPPLY
ARRANGEMENT:**

CONTRACTOR'S OBLIGATIONS

1. You must provide the services described in Schedule A (the "Services") in accordance with this agreement. You must provide the Services during the term described in the CSA (the "Term"), regardless of the date of execution or delivery of the Draw Down Form.
2. Unless the parties otherwise agree in writing, you must supply and pay for all labour, materials, facilities, approvals and licenses necessary or advisable to perform your obligations under this agreement, including the license under section 14.
3. Unless otherwise specified in this agreement, you 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.
4. You must ensure that all persons you employ or retain to perform the Services are competent to perform them and are properly trained, instructed, and supervised.
5. We may from time to time give you reasonable instructions (in writing or otherwise) as to the performance of the Services. You must comply with those instructions but, unless otherwise specified in this agreement, you may determine the manner in which the instructions are carried out.
6. You must, upon our request, fully inform us of all work done by you or a subcontractor in connection with providing the Services.
7. You must maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred in relation to this agreement, in form and content and for a period satisfactory to us.
8. You must permit us at all reasonable times to inspect and copy all accounting records, findings, software, data, specifications, drawings, reports, documents and other material, whether complete or not, that, as a result of this agreement, are
 - (a) produced by you or a subcontractor (the "Produced Material", which includes 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 you or a subcontractor (the "Incorporated Material")), or
 - (b) received by you or a subcontractor from us or any other person (the "Received Material").In this agreement, the Produced Material and the Received Material is collectively referred to as the "Material".
9. You must treat as confidential all information in the Material and not permit its disclosure without our prior written consent except
 - (a) as required to perform your obligations under this agreement or to comply with applicable law,

- (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.
- 10. You must make reasonable security arrangements to protect the Material from unauthorized use, disclosure or disposal.
- 11. If you receive a request for access to any of the Material from a person other than us, and this agreement does not require or authorize you to provide such access, you must advise the person to make the request to us.
- 12. We exclusively own all property rights in the Material which are not intellectual property rights. You must deliver any Material to us immediately upon our request.
- 13. We exclusively own all intellectual property rights, including copyright, in
 - (a) Received Material that you receive from us, and
 - (b) Produced Material, other than any Incorporated Material.Upon our request, you must deliver to us documents satisfactory to us waiving in our favour any moral rights which you (or your employees) or a subcontractor (or its employees) may have in the Produced Material, and confirming the vesting of the copyright in the Produced Material, other than any Incorporated Material, in us.
- 14. Upon any Incorporated Material being embedded or incorporated in the Produced Material, you grant us a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material to the extent it remains embedded or incorporated in the Produced Material.
- 15. You must comply with the Privacy Protection Schedule if attached as Schedule E.
- 16. You must maintain and pay for insurance on the terms, including form, amounts, and deductibles, if any, as modified from time to time in accordance with our direction, as follows. You will, without limiting its obligations or liabilities and at your own expense, provide and maintain throughout the term of the CSA, Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under agreement with insurers licensed in the province of British Columbia and in the forms and amounts acceptable to the Province. All required insurance will be endorsed to provide the Province with 30 days advance written notice of cancellation or material change.
- 17. You must apply for and, immediately on receipt, remit to us any refund or remission of federal or provincial tax or duty available with respect to any items which we have paid for or agreed to pay for under this agreement.
- 18. You must comply with all applicable laws.
- 19. You must indemnify and save harmless us and our employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that we or any of our employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends,

- which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by you or by any of your agents, employees, officers, directors, or subcontractors in providing the Services.
20. You must not assign any of your rights under this agreement without our prior written consent.
 21. You must not subcontract any of your obligations under this agreement other than to persons listed in Schedule B without our prior written consent. No subcontract, whether consented to or not, relieves you from any obligations under this agreement. You must ensure that any subcontractor you retain fully complies with this agreement in performing the subcontracted obligations.
 22. You must not provide any services to any person in circumstances which, in our reasonable opinion, could give rise to a conflict of interest between your duties to that person and your duties to us under this agreement.
 23. You must not do anything that would result in personnel hired by you or a subcontractor being considered our employees.
 24. You must not commit or purport to commit us to pay any money unless specifically authorized by this agreement.

PAYMENT

25. If you comply with this agreement, we must pay you
 - (a) the fees described in Schedule A,We are not obliged to pay you more than the "Maximum Amount" of the Draw Down on account of fees and expenses.
26. In order to obtain payment of any fees and expenses under this agreement, you must submit to us a written statement of account in a form satisfactory to us upon completion of the Services or at other times described in Schedule B.
27. We may withhold from any payment due to you an amount sufficient to indemnify us against any liens or other third party claims that have arisen or could arise in connection with the provision of the Services.
28. Our obligation to pay money to you 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.
29. Unless otherwise specified in this agreement, all references to money are to Canadian dollars.
30. We certify to you that the Services purchased under this agreement are for our use and are being purchased by us with Crown funds and are therefore not subject to the Goods and Services Tax.
31. If you are not a resident in Canada, we 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 your behalf.

TERMINATION

32. We may terminate this agreement
- (a) for your failure to comply with this agreement, immediately on giving written notice of termination to you, and
 - (b) for any other reason, on giving at least 10 days' written notice of termination to you.
- If we terminate this agreement under paragraph (b), we must pay you that portion of the fees and expenses described in Schedule B which equals the portion of the Services that was completed to our satisfaction before termination. That payment discharges us from all liability to you under this agreement.
33. If you fail to comply with this agreement, we may terminate it and pursue other remedies as well.

GENERAL

34. You are an independent contractor and not our employee, agent, or partner.
35. If you are a corporation, you represent and warrant to us that you have authorized the signatory or signatories who have signed this agreement on your behalf to enter into and execute this agreement on your behalf without affixing your common seal.
36. We must make available to you all information in our possession which we consider pertinent to your performance of the Services.
37. This agreement is governed by and is to be construed in accordance with the laws of British Columbia.
38. Time is of the essence in this agreement.
39. Any notice contemplated by this agreement, to be effective, must be in writing and either
- (a) sent by fax to the addressee's fax number specified in Schedule "B", or
 - (b) delivered by hand to the addressee's address specified in Schedule "B", or
 - (c) mailed by prepaid registered mail to the addressee's address specified in Schedule "B".
- Any notice mailed in accordance with paragraph (c) is deemed to be received 96 hours after mailing. Either of the parties may give notice to the other of a substitute address or fax number from time to time.
40. A waiver of any term of this agreement or of any breach by you of this agreement is effective only if it is in writing and signed by us and is not a waiver of any other term or any other breach.
41. No modification of this agreement is effective unless it is in writing and signed by the parties.
42. This agreement and any modification of it constitute the entire agreement between the parties as to performance of the Services.

43. All disputes arising out of or in connection with this agreement or in respect of any defined legal relationship associated with it or derived from it must, unless the parties otherwise agree, be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.
44. Sections 6 to 15, 17, 19, 27, 28, 31 to 33 and 43 continue in force indefinitely, even after this agreement ends.
45. The schedules to this agreement are part of this agreement.
46. If there is a conflict between a provision in a schedule to this agreement and any other provision of this agreement, the provision in the schedule is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this agreement.
47. This agreement does not operate as a permit, license, approval or other statutory authority which you 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 the exercise by the Province or its agencies of any statutory power or duty.
48. In this agreement,
 - (a) the words "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, and
 - (c) "we", "us", and "our" refer to the Province alone and not to the combination of the Contractor and the Province which is referred to as "the parties".