

CORPORATE SUPPLY ARRANGEMENT

Job Description Writing Services

CORPORATE SUPPLY ARRANGEMENT NUMBER

THIS CORPORATE SUPPLY ARRANGEMENT is made the ____ day of _____, **2008**

Name
Address
Telephone Number:
Facsimile Number:
Email:
Contact Name:

(the "Offeror")

HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE GOODS AND RELATED 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) "Services" means those services described in Schedule "A";
- g) "Offeror's Representative" means _____, who is the representative assigned by the Offeror to oversee the CSA;
- h) "Province" means Her Majesty the Queen in Right of the Province of British Columbia;
- i) "Representative (Province)" means _____, or such other individual designated from time to time by the Province to oversee this CSA on behalf of the Province;
- j) All references to dollars, currency, and money shall mean Canadian dollars (\$CAD).

EXPIRY

- 2. This CSA will expire on **March 31, 2008**, unless withdrawn in accordance with paragraph 9, or if the Province elects to exercise a one-year renewal option, as per Schedule A.

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) "Contractual Obligation" means that there is no contractual obligation on either party until a drawdown is made. This CSA lays out the terms of the offer, including the terms and conditions that will govern any subsequent drawdowns. A CSA is not a contract and an Offeror may withdraw from a CSA by written notification to the Province. However, all drawdowns received by an Offeror prior to withdrawing are legally binding and must be honoured. No Offeror will acquire any legal or equitable rights or privileges relative to the services until the Draw Down Form is received. The terms and conditions laid out in this CSA will apply to the drawdown. A separate contract is created each time a drawdown is made against a CSA.
 - c) 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";
 - d) 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;

- e) 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;
- f) 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;
- g) the Province's liability shall be limited to that which arises from an Agreement made prior to the expiry date described in paragraph 2;
- h) 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;
- i) no change to this CSA will be valid unless it is by way of an addendum signed by both the Offeror and the Province;
- j) the terms and conditions set out in Schedule "D" will apply to each Agreement;
- k) 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";
- l) the Offeror will not apply restrictions regarding the Entities wishing to use the CSA;
- m) 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;
- n) 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.
- o) 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 drawdown.
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

(Print Name)

(Title)

(Authorized Signatory)

Date

SCHEDULE "C"

ADMINISTRATIVE REQUIREMENTS

The following are the administrative requirements and procedures pursuant to the Corporate Supply Arrangement Number (CSA) wherein the Offeror offered to provide to Her Majesty the Queen in right of the Province of British Columbia (the "Province") and other entities as specified in the CSA certain goods and services.

PURCHASING SERVICES CSA CONTACTS

1. For further information or clarification regarding:

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

Representative (Province):
Ruth-Ann Webster, Procurement Specialist
Ruthann.Webster@gov.bc.ca
Phone: 250- 387-7337

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 quarterly 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. Quarterly Draw Down information must be sent either by mail, fax or electronically by the Offeror to:

Purchasing Services Branch
Ministry of Labour and Citizens' Services
Attn: Shirley Boon
203E – 2nd Floor, 455 Columbia Street
Kamloops BC V2C 6K4
Fax: 250-371-3890
Email: Shirley.Boon@gov.bc.ca

4. A quarterly 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 quarterly 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 quarterly draw down report, 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 floor, 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:**

- 1) In this schedule, the "Province" means the Entity and the "Contractor" means the Offeror, upon acceptance of a Draw Down Form.
- 2) The terms and conditions contained in this schedule, the Draw Down Form and CSA Number will constitute the full and complete agreement between the parties (the "Agreement")
- 3) An Entity reserves the right to cancel this Agreement, if promised or specified delivery is not met or if Goods or services fail to meet specification requirements. Over shipments against this order may be returned with all freight charges to the Contractor's account. Order numbers must be shown on all invoices, packing slips and packages. Shipments must be accompanied by a properly completed delivery slip.
- 4) An Entity has the right of inspection and approval. Inspection by an Entity of advance samples shall not constitute final acceptance and the Contractor will remain bound by any warranties set out in the specification requirements. No substitutions are permitted unless previously agreed to by the Entity and confirmed in writing.
- 5) The Contractor must indemnify an Entity against any claim of any person, firm, or corporation alleging that the sale by the Contractor to the Entity hereunder constitutes an infringement of patent rights, copyright or any other intellectual property rights.
- 6) The Contractor is an independent contractor and must indemnify, protect, and save harmless an Entity, its agents, employees, successors and assigns from any and all damage, liabilities and claims of whatsoever nature arising out of the furnishing by the Contractor, its agents or employees, of the materials and/or performing of the services covered by this order or incidental or ancillary thereto.
- 7) The Contractor must not change prices, terms or conditions without the prior written permission of the Representative (Province).
- 8) The Agreement is governed by the laws of the Province of British Columbia.
- 9) Notwithstanding any other provision of the Agreement, the payment of money by the Province to the Contractor under the Agreement is subject to:
 - a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act*, R.S.B.C. 1996, c.138, as amended from time to time (the "Act"), to enable the Province, in any fiscal year or part

thereof when any payment of money by the Province to the Contractor falls due under this Agreement, to make that payment; and

- b) Treasury Board, as defined in the Act, not having controlled or limited expenditure under any appropriation referred to in subparagraph (a) of this paragraph.
- 10) The Contractor must not provide any Goods or services to any person, 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 obligations to the Province under the Agreement.
- 11) Time will be of the essence in this Agreement.
- 12) The Contractor must comply with all applicable laws in providing the Goods/services specified.
- 13) Payment terms are subject to the Province of British Columbia's interest on overdue accounts payable regulations.
- 14) The Province is dedicated to successful negotiation with the Contractor to resolve any conflict arising in the performance of this Agreement. In the event of unsuccessful informal negotiations however, disputes rising out of or in connection with this Agreement will be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre pursuant to its Rules of Procedure. The place of arbitration will be Vancouver, British Columbia.