

# Corporate Supply Arrangement No. CS-000XXX



THIS CORPORATE SUPPLY ARRANGEMENT is made the **DD** day of **Month, YYYY**

**Vendor**  
**123 Street**  
**city, Province Postal Code**

**Telephone: 123.456.7890**

**Facsimile:**

**Offeror: 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 THE PUBLIC SECTOR ENTITIES, ON THE TERMS AND CONDITIONS DESCRIBED BELOW.

## THE OFFER IS AS FOLLOWS:

### DEFINITIONS

1.1 In this Corporate Supply Arrangement:

- a) **"Administrative Fee"** means the administration fee described in Schedule "F", Section 6;
- b) **"Administration Requirements"** means those requirements set out in Schedule "F";
- c) **"Contract"** means the contract that is formed on receipt by the Offeror of a Purchase Document for the Services described in the Purchase Document, and which is on the terms and conditions set out in the Province's General Services Agreement, a copy of which may be found at <https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/policies-procedures/core-policy-manual/policies/gsa-template.docx>, as may be updated from time to time, and which includes as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E, F, and G attached to the CSA, and if applicable, any addendum entered into between Public Sector Entities and the Offeror pursuant to section 3.2 (c);
- d) **"Contractor"** means the Offeror who is in receipt of a Purchase Document requesting the Services under this CSA;
- e) **"Corporate Supply Arrangement"** or **"CSA"** means this CSA;
- f) **"Offeror"** means Offerors Company name;
- g) **"Offeror's Representative"** means the representative and designated back-up assigned by the Offeror to administer the CSA;
- h) **"Prices"** means the prices for the Services set out in Schedule "B" to the CSA;
- i) **"Province"** means Her Majesty the Queen in Right of the Province of British Columbia and includes Procurement Services and any ministries of the Province; Ralph Keenan, Procurement Specialist, or such other individual designated from time to time by the Province to administer this CSA on behalf of the Province;
- j) **"Public Sector Entity"** or **"Entities"** means a broader public sector organization listed at the

Procurement Services' website that has been qualified to issue a Purchase Document against a CSA, and also such organizations as may be qualified and added to the list from time to time;

- k) **"Purchase Document"** means a written Purchase Document issued by a Purchaser to an Offeror against this CSA for the provision of a specified quantity of Services at the prices set out in this CSA;
  - l) **"Purchase"** means to order Services by way of a Purchase Document against the CSA.
  - m) **"Purchaser"** means the Province or a Public Sector Entity that has issued a Purchase Document;
  - n) **"Procurement Services"** means the Procurement Services Branch, Ministry of Technology, Innovation and Citizens' Services; and
  - o) **"Services"** means those services described in Schedule "A".
- 1.2 All references to dollars, currency, and money must mean Canadian dollars (\$CAD).
- 1.3 Unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

#### **EXPIRY**

- 2.1 This CSA will expire on **Month, DD**, 2020 unless withdrawn in accordance with Section 9, or renewed by the Province for up to three (3) additional one-year periods.

#### **CORPORATE SUPPLY ARRANGEMENT - GENERAL**

- 3.1 The Offeror makes the offer set out in this CSA on the following understandings:
- a) the establishment of this CSA does not oblige the Province or any Public Sector Entity to authorize or order all or any of the Services from the Offeror;
  - b) a Contract is formed only on receipt of a Purchase Document by the Offeror;
  - c) a Purchase Document will form a Contract only for those Services in respect of which a Purchase Document has been issued by a Purchaser, provided always that such a Purchase is made in accordance with the provisions of this CSA;
  - d) the Contract will be on the terms and conditions set out in the Province's General Services Agreement, a copy of which may be found at [http://www.pc.gov.bc.ca/psb/GSA/General\\_Service\\_Agreement.doc](http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc), as may be updated from

time to time, and will include as Schedules to the General Services Agreement the completed Schedules A, B, C, D, E, F, and G attached to this CSA and if applicable, any addendum entered into between Public Sector Entities and the Offeror pursuant to section 3.2;

- e) the Province and any Public Sector Entity each reserves the right to procure the specified Services by any other means, including the use of other agreements, or by other procurement or contracting methods;
- f) the liability of a Purchaser will be limited to that which arises from a Contract made prior to the expiry date described in Section 2.1;
- g) the Province reserves the right to set aside this CSA, for whatever reason, and not make it available for any Purchases. The Province will promptly notify the Offeror of such action;
- h) any changes to this CSA are to be documented by way of a written addendum between the Offeror and the Province;
- i) the Offeror's Representative, 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;
- j) the Offeror will reimburse the Administration Fee in accordance with Schedule "F";
- k) if the Offeror offers a lower Price to others in the British Columbia public sector for substantially the same services and terms and conditions of a Contract during the term of this CSA, that lower Price will also apply to this CSA. For the purposes of this section, a lower Price is a price that is lower than the unit price in Schedule "A", exclusive of the Administration Fee;
- l) the Offeror will provide the Province's Representative with 60 days written notice of any changes to the list of Services included in Schedule "A", and the Province will determine, at its sole discretion, whether to accept such changes; and
- m) individual Purchases must not exceed \$75,000.00.

#### **CORPORATE SUPPLY ARRANGEMENT - PUBLIC SECTOR ENTITIES**

- 3.2 With respect to Purchases by Public Sector Entities, the Offeror acknowledges that:
- (a) Public Sector Entities are solely responsible for all payments and other obligations to the Offeror incurred through making a Purchase against the CSA;

- (b) nothing in this CSA or any resulting Contract will impose any liability whatsoever on the Province in respect of any obligation of a Public Sector Entity to the Offeror, and the Province disclaims any and all liability in respect of any Purchase made by a Public Sector Entity against this CSA;
- (e) neither a Public Sector Entity utilizing the CSA nor the Offeror will be required to agree to any terms and conditions other than those set out in this CSA. However, Public Sector Entities will have the option of renegotiating the terms and conditions set out in the Province’s General Services Agreement, including the Schedules, to the extent necessary to address the Public Sector Entity’s specific travel reimbursement and other policies, insurance, indemnification, limitation of liability requirements, privacy, confidentiality and security requirements. All changes to the terms and conditions of the General Services Agreement are to be set out in an addendum to the CSA entered into with the Offeror; and
- (f) the Offeror reserves the right to refuse to enter into an addendum as contemplated in subsection (c) that would vary the terms and conditions of the Contract from that set out in this CSA.

- 6. If the Purchaser issues a Purchase Document to the Offeror prior to the expiry of this CSA and receives the Services, then the Purchaser will pay to the Offeror the amounts payable as described in Schedule “A”.
- 7. If there is any conflict or inconsistency among any of the provisions of the following documents:
  - a) this CSA; and
  - b) a Purchase Document,
 then the order of precedence will be (a) and then (b), unless the Offeror and a Public Sector Entity have entered into an addendum revising the terms of the General Services Agreement in accordance with section 3.2(c) of this CSA, in which case, any terms in such addendum stated to apply notwithstanding the terms of the General Services Agreement will take precedence.

**GENERAL TERMS AND CONDITIONS THAT APPLY TO PURCHASES OF SERVICES**

- 8. The terms and conditions contained in the Province’s General Service Agreement, a copy of which can be found at <http://www.pss.gov.bc.ca/psb/GSA/docs/GSA.doc>, and Schedules A to G of this CSA will constitute the full and complete agreement (the “Contract”) between the parties. In the Province’s General Service Agreement, “you” means the Contractor and “we” means the Purchaser.

**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 Province Representative, and such withdrawal of this CSA will not be effective until receipt of such notification by the Province Representative and the expiry of such notice period.
- 10. The Offeror will fulfil any Purchases made before the expiry of such notice period.

**PURCHASE MECHANISM**

- 4. The Services may be ordered by various methods, including: in person, telephone, facsimile, or email, so long as a written Purchase Document is presented that includes at a minimum:
  - (a) the reference number for this CSA;
  - (b) the name/description of the Purchaser;
  - (c) the specified quantity of the Services that are being ordered; and
  - (d) the maximum amount payable for the Purchase.
- 5. Purchases against a CSA paid for with the Province’s Corporate Purchasing card must be accorded the same Prices and be subject to the same terms and conditions as any other Purchase.

**SIGNED** by the Offeror

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

## **SCHEDULE "A"**

### **SERVICES**

#### **1 Contractor General Responsibilities**

Contractors will perform the Services in adherence to the guidelines of the Security Services Act as amended as well as the licensing requirements as per Section 2.6 of the Security Licensing Process and License Conditions Policies Manual.

##### **1.1 Armoured Car Services`**

The Contractor will pick-up deposits from Purchasers Government Offices as agreed, from other Government Offices that will establish secure Services in accordance with Section 1 or Entities as if and when requested and deliver the deposit to the designated consignee at a regularly scheduled pick-up time or as agreed between the Purchaser and the Contractor. The Province has the right to delete or add Government Offices throughout the term of the Arrangement based on business requirements.

##### **1.2 Currency Orders**

As requested or agreed by a Purchaser, Contractors will pick-up a Currency Order from an appropriate Purchaser and deliver the Currency Order to the government office or other location as specified in the request at the next regularly scheduled pick-up time as agreed. These requests form part of the Province's overall armoured car service requirements.

##### **1.3 Extra Pick-ups**

A Purchaser may request a pickup in addition to a regularly scheduled pick-up time. The Contractor will pick-up the deposit from the Purchaser at the agreed location and deliver the deposit to a designated consignee at the time requested and charge in accordance with Schedule 2.

#### **2 CSA Requirements**

- a) The Offeror will retain evidence of being an Armoured Car Company operating in the Province of British Columbia in accordance with the Security Services Act during the term of the Arrangement.
- b) The Offeror will ensure there are sufficient employees to provide the service on a regular and stable basis and retain access to a number of on-call, being cognisant all the time of the requirements of the security protocols associated with the Act governing the service.
- c) The Offeror will retain a plan to ensure continuous service seamlessly (i.e. no disruption to the customer) in the event of employee illness, vacations, or unforeseen absences.
- d) The Offeror will assign an account manager who will assume primary responsibility for the management of this contract and who will have sufficient authority to act on behalf of the Contractor with respect to ensuring appropriate performance in the delivery of the services.

The person assigned is:

Contact: Person name

Phone: phone number

Cell: cell number

A List of additional resources is provided as Appendix 1 to this Schedule A.

### **3 Service Requirements**

- a) The Offeror will provide the Service in accordance to the timeframes that are identified in Schedule B to all the locations that are identified.
- b) The Offeror will provide the Services seamlessly and continuously regardless of labour or vehicle issues;
- c) The Offeror will ensure all resources are all appropriately oriented with Purchasers requirements so as to not overtly disrupt a Purchasers operation;
- d) The Offeror will retain a method for tracking Purchasers assets during all stages of transit.
- e) The Offeror will provide in addition to the drawdown reports described in this CSA on a quarterly basis an updated listing of Purchaser arrangements to the CSA in the same format as Appendix 1 to this Schedule A. Appendix 1 contains contact information solely for the purposes of assisting the Offeror with establishing the Services and have already been approved by the Banking Management Branch as discussed in the next paragraph.
- f) The Offeror will ensure that prior to setting up any Service for a Ministry Purchaser, that approval from the Provinces Banking Management Branch has been first acquired.  
The Contact for this requirement will be:  
Kaine Sparks  
Email: [Kaine.Sparks@gov.bc.ca](mailto:Kaine.Sparks@gov.bc.ca)  
(250) 387-4582



## **SCHEDULE "B"**

### **FEES AND EXPENSES**

This Appendix outlines the fees for current customers notwithstanding that each of the existing customers will be required to establish a drawdown confirming the billing arrangement between the Contractor and the Purchaser prior to the service commencing and describes the formula for establishing rates for new Purchasers.

For the convenience of the Offeror, the current customers are provided as an attached Appendix 1 to this Schedule B and include a list of the pickup and delivery locations and scheduling. This Appendix 1 is not an indication of already established business against this CSA but is included to enable the Offeror to engage the customer and establish the Purchase Document and will provide an indication of the fees that would be charge. Offerors will provide a flat all inclusive fee per location that includes:

- fuel surcharges in effect at the time of RFP closing; and
- the CSA administrative fee.

Rates offered will be firm for the first year of the agreement but a new rate per location may be considered on an annual basis providing the Contractor provides a business case that demonstrates that the change in rate is tied to market condition changes that would be beyond the control of the Contractor (i.e. fuel cost according to the average cost of fuel in BC from MJIrvin and Associates.)

#### ***Rates***

Pricing for existing customers is included in Appendix 1 to this Schedule B.  
pricing

**Statements of Account:** In order to obtain payment of any fees and expenses under this Agreement a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Purchaser on a date after the Billing Period (each a "Billing Date"), a written statement of account in a form satisfactory to the Province containing:

- the Contractor's legal name and address;
- the date of the statement, and the Billing Period to which the statement pertains;
- the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all (units/deliverables) provided during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- 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 CSA Agreement;
- a statement number for identification; and
- any other billing information reasonably requested by the Purchaser.

The fees shown will include the CSA Administration fee that the Contractor will collect from the Purchaser and remit to the Province as described in Schedule F.

# Appendix 1 to Schedule B

## Province of British Columbia Armoured Car Program - Mainland

<sup>1</sup>No earlier than 10:00 AM

<sup>2</sup>Prefer a later pick-up--3:30 - 4:00 PM

<sup>3</sup>Cannot accommodate pick-ups after 12:00 PM

<sup>4</sup>Cannot accommodate pick-ups after

### Schedule B

SIT E NO.	MINISTRY NAME	LOCATION	PICK UP OFFICE	ADDRESS	PICK UP TIME	DESTINATION	FREQUENCY	NUMBER DAYS OF SERVICE PER WEEK	MONTHLY - CENTRALI TO MAIN CIBC/RBC BRANCH
-----------------	---------------	----------	----------------	---------	-----------------	-------------	-----------	---	---



**SCHEDULE "C"**  
**APPROVED SUBCONTRACTORS**

**n/a**

## **SCHEDULE "D"**

### **INSURANCE**

1. The Contractor must, without limiting the Contractor's obligations 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 \$5,000,000.00 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.
  - (b) Automobile Liability on all vehicles owned, operated or licensed by the Company in an amount not less than \$5,000,000.00 per occurrence, and where applicable this insurance may be evidenced on an ICBC Confirmation of Insurance Coverage (APV 47) form.
  - (c) Comprehensive Dishonesty, Disappearance and Destruction Insurance covering any or all persons used or employed by the Company for the provision of Services under this Agreement in an amount not less than \$50,000.00 per claim arising out of any dishonest or fraudulent act that results in the loss of money, securities or other property of the Province or for which the Province is responsible, and whether located inside or outside of premises. This insurance must protect the Province by way of a "third party endorsement" and be endorsed to provide the Province with 30 days advance written notice of cancellation or material change.

All such policies of insurance shall have the following provisions or characteristics:

- (a) they shall not be affected or invalidated by any act, omission or negligence of any third party that is not within the knowledge or control of the insured; and

The Company agrees to bear the full cost of insured losses below any applicable deductible amounts, which may not exceed \$5,000.00 for any one occurrence or such other sum agreed to and confirmed in writing between the parties to this Agreement.

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 to the Province 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. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

**SCHEDULE E**

**PRIVACY PROTECTION SCHEDULE**

Not applicable

**SCHEDULE F**  
**ADDITIONAL TERMS**  
**ADMINISTRATIVE REQUIREMENTS**

The Offeror will comply with the following administrative requirements and procedures:

**PROCUREMENT SERVICES CSA CONTACTS**

1. For further information or clarification regarding:

Representative (Province):  
Ralph Keenan, Procurement Specialist  
Email: [Ralph.Keenan@gov.bc.ca](mailto:Ralph.Keenan@gov.bc.ca)

Phone: 250-387-7328

Or

Administration (Province):  
Email: [csa@gov.bc.ca](mailto:csa@gov.bc.ca)  
Phone: 250 387-7300

**REPORTING PROCEDURES**

**Quarterly Purchase Reports**

2. The Offeror will submit Purchase reports to Procurement Services on a quarterly basis as follows:

The Purchase report for:	Is due:
Quarter 1 (April, May, June)	July 31
Quarter 2 (July, August, September)	October 31
Quarter 3 (October, November, December)	January 31
Quarter 4 (January, February, March)	April 30

3. Quarterly Purchase reports will be sent via email to [csa@gov.bc.ca](mailto:csa@gov.bc.ca) and include the CSA # in the subject line.
4. The Purchase reports will be in MS Excel format and completed in the form of the CSA Purchase report template as provided and updated from time-to-time by the Province.
5. The Offeror will provide a quarterly Purchase report whether or not any Purchase Documents are received in that quarter. Each quarterly Purchase report will provide an explanation for any missing data.

## Quarterly Fee Remission

6. **Administration Fee.** Each quarter, the Offeror will submit to Procurement Services Branch a cheque for one percent of all sales (exclusive of taxes and transportation charges) that were reported to Procurement Services on the quarterly Purchase report, including sales to any Public Sector Entity. The cheque must be payable to the Minister of Finance, and sent to the following address:

Procurement Services Branch  
PO Box 9476 Stn Prov Gov  
Victoria BC V8W 9W6

The cheque must clearly identify each CSA and the months represented in the payment. The cheque must be submitted no later than 1 month following the end of each quarter as follows:

The fee for:	Is due:
Quarter 1 (April, May, June)	July 31
Quarter 2 (July, August, September)	October 31
Quarter 3 (October, November, December)	January 31
Quarter 4 (January, February, March)	April 30

7. Purchase reports may be checked against provincial financial records to verify accuracy. Procurement Services shall promptly notify the Offeror of any discrepancy, who 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 Procurement Services that they are capable of managing the terms of their CSA agreement.
9. Failure to submit a reimbursement cheque for the Administration Fee 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 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 obligations 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 determine whether or not a Services Worker constitutes an unreasonable security risk.

**Verification of name, date of birth and address**

- 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
<p><b>Issued by ICBC:</b></p> <ul style="list-style-type: none"> <li>• B.C. driver’s licence or learner’s licence (must have photo)</li> <li>• B.C. Identification (BCID) card</li> </ul> <p><b>Issued by provincial or territorial government:</b></p> <ul style="list-style-type: none"> <li>• Canadian birth certificate</li> </ul> <p><b>Issued by Government of Canada:</b></p> <ul style="list-style-type: none"> <li>• Canadian Citizenship Card</li> <li>• Permanent Resident Card</li> <li>• Canadian Record of Landing/Canadian Immigration Identification Record</li> </ul>	<ul style="list-style-type: none"> <li>• School ID card (student card)</li> <li>• Bank card (only if holder’s name is on card)</li> <li>• Credit card (only if holder’s name is on card)</li> <li>• Passport</li> <li>• Foreign birth certificate (a baptismal certificate is not acceptable)</li> <li>• Canadian or U.S. driver’s licence</li> <li>• Naturalization certificate</li> <li>• Canadian Forces identification</li> <li>• Police identification</li> <li>• Foreign Affairs Canada or consular identification</li> <li>• Vehicle registration (only if owner’s signature is shown)</li> <li>• Picture employee ID card</li> <li>• Firearms Acquisition Certificate</li> <li>• Social Insurance Card (only if has signature strip)</li> <li>• B.C. CareCard</li> <li>• Native Status Card</li> <li>• Parole Certificate ID</li> <li>• Correctional Service Conditional Release Card</li> </ul>

\*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**

- 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**

- 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.