3.5   Ordering Process for Information Schedule Development CSA

The CSA Holder agrees to the following call off Ordering Process:

a.   The Purchaser will determine which particular Service Category is required for the Order (refer to Schedule B) based on the Services required.

b.   The Purchaser will select the Consultant with the highest ranking of all Consultants from all CSA Holders.

c.   If there is more than one Records Consultant with the same ranking as described above, the Purchaser will select the Records Consultant with the lowest hourly rate.

d.   The Purchaser will issue a Service Request in the form set out in Appendix C to the CSA Holder with the Consultant identified pursuant to the steps above.

e.   The CSA Holder will have 3 business days to respond to the Service Request indicating whether the CSA Holder has the capacity, can commence the Services on the commencement of Services date and will accept the Service Request.

f.   If the CSA Holder does not respond within 3 business days to the Service Request, then the CSA Holder will have waived its right to provide the Information Schedule Development Consultant Services under the Service Request and the Purchaser will repeat the process above by selecting the next highest ranking Consultant of all Consultants from all CSA Holders and issue a Service Request to the CSA Holder identified, and this process will continue until a CSA Holder accepts the Service Request.

g.   If no CSA Holder accepts a Service Request, the Purchaser may, in its sole discretion, procure the Information Schedule Development Consultant Services by any other means, including use of other agreements, or by other procurement or contracting methods.

h.   If the CSA Holder has the capacity and can commence the Services on the Services commencement date and accepts the Service Request within the relevant timeframe, the Purchaser will countersign the Service Request and an Order will be formed on the terms and conditions set out in Appendix D at the pricing set out in Appendix A - Part 2 to the CSA described in the Service Request.