

Appendix 1 Purchase Document Form

Date:			
Offeror Organization:		CSA#:	
Contact Name:	Phone:	Fax:	
Purchaser Department:	Ministry:		
Contact Name:	Phone:	Fax:	

1

STATEMENT OF WORK

The Purchaser is seeking to undertake the following work.

Name of Assignment:			
<input type="checkbox"/> Development			
<input type="checkbox"/> Delivery			
<input type="checkbox"/> Pre-existing Learning			
Location:			
Target Start Date:		Target End Date:	
Approximate Hours of Services Required:			
Milestones / Deliverables: (For course development assignments, append an additional schedule to this Purchase Document form, setting out in detail the required project, project schedule, milestones and deliverables (e.g. Project Charter).			

2

SERVICES OFFERED

The Offeror will offer their most suitable Consultant by naming them below, attaching their resume and returning to the Purchaser.

Name(s):	
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Offerors will offer their most suitable Consultant (whose qualifications match or exceed the qualifications described in the CSA, who possesses relevant experience and is available for the assignment) by attaching their resume. As well as outlining qualifications, resumes should include the name and contact information for a

reference who has supervised an assignment the Consultant has completed within the past year; if a Province of BC reference is available, it should be used. References may be checked. For further details, please see sections 6 of Schedule A.

If, Service Area 3 is offered, the Offeror will offer the following pre-existing course(s)

Course:	
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The Offeror will provide the Services described in Section 1 for the following fixed price.

Units (hours, modules, etc):	
Price:	

3 AGREEMENT

The Purchaser and the Offeror agree to contract for the Services named above.

Once approved below, the Purchase Document will constitute acceptance by the Purchaser of the Offeror's offer under the CSA, with respect to the particular services described in the Statement of Work above, and at that time a contract is formed on the terms and conditions of the Contract, as contemplated under the CSA named above, for such services. Any additional documentation in respect of the Services agreed upon by the Purchaser and Contractor is incorporated by reference into the Contract as a term and condition of the contract.

Approved:

Name:		Date:	
<i>(Purchaser)</i>			

Name:		Date:	
<i>(Offeror)</i>			