

Training and Curriculum Development Services Corporate Supply Arrangement  
**Instructions for Draw Down – assignments under \$25,000.**

These instructions are for use with the Draw Down Form (click “Draw Down Form” on the Training Services web page).

**1 STATEMENT OF WORK**

A written statement of work (see Section 1 of the Draw Down Form) will be prepared by the Purchaser, and forwarded to the Offeror, requesting the Services, which will specify, but is not limited to, the:

- nature and location of the assignment;
- target start and end dates; and
- any milestones and deliverables.

**2 SERVICES OFFERED**

The Offeror will complete section 2 of the Draw Down Form in response to the Statement of Work by describing:

a) the Services:

i. Training Delivery or Curriculum Development Consultants

Offerors will name their most suitable Consultant(s):

- whose qualifications match or exceed the qualifications described in section 5 of the CSA Terms and Conditions; and
- who has experience relevant to, and who is available for, the assignment. by forwarding their resume to the Purchaser.

Resumes should outline qualifications and include the name and contact information for a reference who has supervised an assignment listed on the resume that the Consultant has completed within the past year; if a Province of BC reference is available, it should be used. References may be checked.

Note: Purchasers are obliged to select any suitable Consultant as defined above. However Purchasers may, at their sole discretion, refuse to contract with a Consultant based upon an unsatisfactory reference. In this instance, the Offeror may put forward another suitable Consultant; if no other is available, Purchaser may enter the selection process with another Offeror with no further obligation to this Offeror.

**OR**

ii. Pre-existing Courses

Offerors will name their most suitable course product based on the Statement of Work. If the course is to be

Offeror will provide a fixed price where indicated on the Draw Down Form, based on the rate quoted in the CSA (refer to the Catalogue available on the web page).

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**3** DRAW DOWN

The Draw Down process will be finalized by completing section 3 as follows:

- a) Upon selection of the Services, the Draw Down Form will be approved by the Purchaser and forwarded to the Offeror.
- b) The approved Draw Down Form will constitute acceptance by the Purchaser of the Offeror's offer under the CSA, with respect to the particular Services described in the Draw Down, and at that time a Contract is formed on the terms and conditions of the General Services Agreement, as contemplated under the CSA, for such Services.

**END OF INSTRUCTIONS**

These instructions are for use with the Draw Down Form (click "Draw Down Form" on the Training Services web page).