BRITISH COLUMBIA | Ministry of Transportation and Transit

CONSULTING SERVICES CONTRACT

CONTRACT IDENTIFICATION NUMBER:

| C S |

This Agreement, MADE ON THE _____ DAY OF _____, _____.

BETWEEN: HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA AS REPRESENTED BY THE MINISTER OF TRANSPORTATION AND TRANSIT.

Address _____ _____

(hereinafter called the "Province") POSTAL CODE

AND: _____

Address _____

_____ _____

(hereinafter called the "Contractor") POSTAL CODE

Short Description:

WITNESSETH THAT the parties hereto agree to the covenants and agreements contained in paragraphs 1 through 31, inclusive, on the face and reverse side of this document and in the attached schedules set out below.

COMMENCEMENT DATE (yyyy/mm/dd)	COMPLETION DATE (yyyy/mm/dd)

TERMS AND CONDITIONS:

APPOINTMENT

1. The Province retains the Contractor to provide the services described in the Works/Services Schedule attached hereto (the "Services").

TERM

2. The Contractor will, notwithstanding the date of execution and delivery of the Agreement, start providing the Services on the commencement date and shall complete all Services to the satisfaction of the Minister by the completion date, both dates hereinbefore stated. The period of time between the aforementioned dates shall hereinafter be referred to as the "Term". Time shall be deemed to be material and of the essence of this contract.

PAYMENT

3. The Province will pay to the Contractor, in full payment for providing the Services and in full reimbursement for expenses incurred in connection therewith, the amounts, (plus any applicable taxes), in the manner and at the times set out in the Payment Schedule attached hereto and the Contractor will accept the same as full payment and full reimbursement as aforesaid.
4. The Province will pay the applicable GST on the fees and expenses incurred in connection with this contract.

ATTACHED SCHEDULES MARKED "☒" FORM PART OF THIS CONTRACT

- ☒ Terms and Conditions
- ☒ Works/Services Schedule - H0461a
- ☒ Payment Schedule - H0461b
- ☒ Travel Expenses (Group I) - H0461c
- ☐ Travel Expenses (Group II Mgmt) – H0461c-1)
- ☐ Special Conditions (Engineering) – H0461d
- ☐ Special Conditions (Information Systems) – H0461d-1
- ☐ Insurance Specifications – INS-80
- ☐ Insurance Specifications Professional – INS-132
- ☐ Certificate of Insurance – H0111
- ☐ Prime Contractor – H1322
- ☐ Schedule E – Privacy Protection Schedule (if checked, Contractor must take the FOIPPA Foundations Privacy and Access Fundamentals course (mytrainingbc.ca/FOIPPA)
- ☐ Schedule G Security Schedule – H1278
- ☒ Schedule H Tax Verification Schedule
- ☐
- ☐
- ☐

In signing this Agreement the Contractor certifies that he/she has read and understands the additional conditions appearing on the reverse of this form.

AFFIX CORPORATE SEAL BELOW

SIGNATURE OF CONTRACTOR	SIGNATURE OF DELEGATED MINISTRY AUTHORITY
Print Name and Position	Print Name and Position

ADDITIONAL TERMS AND CONDITIONS

RECORDS

5. The Contractor will:
   a) where the Payment Schedule provides for payment determined on the basis of time, keep records of all such time; and
   b) where the Payment Schedule provides for reimbursement of any expense, keep books of account of any such expense incurred;

   and the Minister of Transportation and Transit (the "Minister") will have free access at all reasonable times to such records and books of account for the purposes of reviewing or copying (or both) the same.

INDEPENDENT CONTRACTOR

6. The Contractor is an independent contractor and not the servant, employee or agent of the Province or the Minister.
7. The Contractor will not, in any manner whatsoever, commit or purport to commit the Province or the Minister to the payment of any money to any person, firm or corporation.
8. The Minister may, from time to time, give such instructions as he considers necessary to the Contractor in connection with provision of the Services, which instructions the Contractor will comply with, but the Contractor will not be subject to the control of the Minister with respect to the manner in which such instructions are carried out.

REPORTS

9. The Contractor will upon the request, from time to time, of the Minister:
   a) fully inform the Minister of work done and to be done by the Contractor in connection with provision of the Services; and
   b) permit the Minister at all reasonable times to inspect, examine, review and copy any and all finds, data, specifications, drawings, working papers, reports, documents and materials whether complete or otherwise (collectively the "Material") that have been produced, received or acquired by, or provided by or on behalf of the Province or the Minister to, the Contractor as a result of this Agreement.

OWNERSHIP

10. The Material produced, received or acquired by, or provided by or on behalf of the Province or the Minister to, the Contractor as a result of this Agreement and any equipment, machinery or other property whatsoever (collectively the "Goods") provided by or on behalf of the Province or the Minister to the Contractor as a result of this Agreement will be the exclusive property of the Province and will, subject to the following proviso, be delivered by the Contractor to the Minister forthwith following the expiration or sooner termination of this Agreement provided that the Minister may, at any time or times prior to the expiration or sooner termination of this Agreement, give written notice to the Contractor requesting delivery by the Contractor to the Minister of all or any part of the Material or the Goods (or both) in which event the Contractor will forthwith comply with such request.
11. The copyright in the Material will belong exclusively to the Province.

CONFIDENTIALITY

12. The Contractor will treat as confidential and will not, without the prior written consent of the Minister, publish, release or disclose or permit to be published, released or disclosed either before or after the expiration or sooner termination of this Agreement, the Material or any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Agreement except insofar as such publication, release or disclosure is necessary to enable the Contractor to fulfill the obligations of the Contractor under this Agreement.
13. In addition to and in no way limiting the Contractor's obligation in Section 12 (Confidentiality), the Contractor must keep strictly confidential any legal advice the Contractor receives on behalf of the Province or the Minister under this Agreement other than to communicate it to authorized officials of the Province, and must not do anything that could result in a waiver or breach of the solicitor-client privilege associated with that advice.
14. Despite Section 6 (Independent Contractor), the Contractor is an agent of the Province for the limited purpose of providing instructions on behalf of the Province to, and receiving legal advice on behalf of the Province from, the Province's legal counsel.

ASSIGNMENT AND SUB-CONTRACTING

15. The Contractor will not without the prior written consent of the Minister:
   a) assign, either directly or indirectly, this Agreement or any right of the Contractor under this Agreement; or
   b) sub-contract any obligation of the Contractor under this agreement.
16. No sub-contract entered into by the Contractor will relieve the Contractor from any obligation of the Contractor under this Agreement or impose any obligation or liability upon the Province to any such sub-contractor.

CONFLICT

17. The Contractor will not, during the term, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of the Minister, give rise to a conflict of interest between the obligations of the Contractor to the Province under this Agreement and the obligations of the Contractor to such other person, firm or corporation.

INDEMNITY AND STANDARD OF CARE

18. Notwithstanding any insurance coverage, the Contractor hereby agrees to indemnify and save harmless the Province, its successor(s), assign(s) and authorized representative(s) and each of them from and against those losses,

INDEMNITY AND STANDARD OF CARE Cont'd.

18. claims damages, actions and causes of action, (collectively referred to as "claims") that the Province may sustain, incur, suffer or be put to at any time either before, during or after the expiration or termination of this Agreement that arise out of errors, omissions or negligent acts of the Contractor or their subcontractor(s) or subconsultant(s), servant(s), agent(s), or employee(s) under this Agreement.

    In completing the assignment the Contractor shall at all times exercise the standard of care, skill and diligence normally provided in the performance of services for work of a similar nature to that contemplated by this contract.

TERMINATION

19. Notwithstanding any other provision of this Agreement, the Province may, in its sole discretion, terminate this Agreement:

    a) on ten (10) days prior written notice of termination to the Contractor and the Province will pay to the Contractor that portion of the amounts described in the Payment Schedule which is attributable to the portion of the Services completed to the satisfaction of the Province prior to the date of termination and such payment shall discharge the Province from all liability to the Contractor under this Agreement.

    b) where in the opinion of the Province the Contractor fails to observe, perform or comply with any provision of this Agreement, and such termination will be in addition to any other rights and remedies existing or available to the Province under this Agreement or at law.

GENERAL

20. The Contractor will comply with all laws, regulations and bylaws, and cooperate with every authority having jurisdiction in connection with the Services.
21. Without limiting the generality of Section 20 (General), the Contractor will comply with, and will ensure that any subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including Workers Compensation Act in British Columbia or similar laws in other jurisdictions.

NON-WAIVER

22. No provision of this Agreement and no breach by the Contractor of any such provision will be deemed to have been waived unless such waiver is in writing signed by the Minister.
23. The written waiver by the Minister of any breach by the Contractor of any provision of this Agreement will not be deemed a waiver of such provision or of any subsequent breach by the Contractor of the same or any other provision of this Agreement.

APPROPRIATION

24. Notwithstanding any other provision of this Agreement the payment of money by the Province to the Contractor pursuant to this Agreement is subject to:
    a) There being sufficient monies available in an appropriation, as defined in the *Financial Administration Act*, (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 pursuant to this Agreement, to make that payment; and
    b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure under any appropriation referred to in Section 24(a) (Appropriation).

REFERENCES

25. Every reference to the Minister in this Agreement will include the Minister, the Deputy Minister of Transportation and Transit and any person designated by either of them to act for or on their respective behalf with respect to any of the provisions of this Agreement.

NOTICES

26. Any notice required or permitted to be given hereunder will be delivered or mailed by prepaid registered mail to the addresses on reverse (or at such other address as either party may from time to time designate by Notice in writing to the other), and any such Notice will be deemed to be received 48 hours after mailing.
27. Either party may, from time to time, give to the other written notice of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified will, for purposes of the preceding paragraph, be conclusively deemed to be the address of the party giving such notice.

MISCELLANEOUS

28. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia. The Contractor hereby irrevocably attorns to the exclusive jurisdiction of the courts of the Province of British Columbia with respect to all matters related to this Agreement.
29. The Schedules to the Agreement are an integral part of this Agreement as if set out at length in the body of this Agreement.
30. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope of any provision of this Agreement.
31. In this Agreement, wherever the singular or neuter is used, it will be construed as if the plural or masculine or feminine, as the case may be, had been used where the context or the parties hereto so require.

WORKS/SERVICES SCHEDULE

CONTRACT IDENTIFICATION NUMBER

The Contractor shall:

1. Overview

Brief Description of Requirement –

This Agreement results from RFP # ____, of which the Contractor was the Successful Proponent.

2. Contract Term

The term of this Contract is for _____ commencing on ____ __, ____. At the discretion of the Province and subject to available appropriation and satisfactory performance, the term of the resulting contract(s) may be extended to align with the respective Project duration. (or insert number of option year(s).

3. Service Requirements

4. Key Personnel

Name	Title	Estimated Hours / Level of Effort

The Contractor shall not change the named (insert personnel position(s) here) in the contract unless the Contract Manager or their designate is satisfied, acting reasonably, that the proposed replacement person is equally or better qualified than the person being replaced to perform the assigned duties. No changes shall be made without written approval from the Ministry.

5. Ministry Support

6. Location and Facilities

7. Monthly Review and Workplan (Delete if not applicable)

On a monthly basis, or at the Contract Manager's discretion, the Contract Manager will discuss with the Contractor their performance from the previous month. The Contractor lead and the Contract Manager will each make recommendations with respect to the delivery of the services with the intent of making the delivery more efficient and effective.

a) every month, or at the discretion of the Contract Manager, the Contractor will develop and present to the Contract Manager a work plan for the coming month, outlining the following:

- Anticipated milestones relevant to the services.
- Planned work streams and individual responsible, and anticipated activities within each work stream and corresponding level of effort.
- Deliverables, if applicable, and targeted timing of delivery.

b) On a monthly basis, the Contractor will report on the work for the prior month, as follows:
Status updates on:

- milestones relevant to the services,
- work streams and the activities undertaken within each, and
- deliverables, if applicable, with the percentage complete

8. Restrictive Participation (Delete if not applicable)

9. Workers' Compensation Board (WorkSafe BC)

Contractors should refer to WorkSafeBC website https://www.worksafebc.com/en to ensure they are able to comply with any regulatory requirements to provide services to the Province. The Province requires the Contractor and any approved sub-contractors to be registered with the Workers' Compensation Board (WCB); WCB coverage is to be maintained for the duration of the Agreement. Prior to starting work, a WCB Clearance Letter indicating that all WCB assessments have been paid will be required.

10. Insurance

The Contractor shall purchase and maintain throughout the term of the Contract the insurance as required in the Insurance Specifications INS-80 (POC lead to update) with insurers authorized to do business in British Columbia and Canada. Insurance requirements are not negotiable. The Contractor will provide the Province with evidence of the required insurance, in the form of a completed Ministry of Transportation and Transit Certificate of Insurance form H0111, which is also attached. Compliant evidence of insurance is to be provided prior to any work beginning under this Contract.

11. Privacy Protection Schedule and Privacy Training (Delete if not applicable)

The Contractor must ensure that each person who will provide services under the Contract that involve the collection or creation of personal information will complete, at the Contractor's expense, the privacy course prior to that person providing those services. This requirement will apply to people who have not previously completed the privacy course. The online Privacy and Information Sharing: Awareness Training for Contractors and Service Providers course is available at: https://order.openschool.bc.ca/Product/Detail/ps_7540006302.

12. Task Assignment Letters (TAL) (Delete if not applicable)

The Contractor will deliver the Services on an 'as assigned' basis, as directed by the Contract Manager through Task Assignment Letter(s) (TAL). For clarity, multiple TALs can be issued consecutively or cumulatively. The Contractor shall respond to a request for services within two (2) working days.

The Contractor may be invited to collaborate with the Contract Manager to discuss and refine objectives, scope, schedule, deliverables and other related aspects of the requested tasks to ensure mutual clarity. The Contractor shall prepare a fee proposal (based on the Contract's payment schedule) and work plan to deliver upon the TAL.

Each Task Assignment Letter will include (as applicable):

- Detailed scope of work
- Deliverables
- Proposed schedule including anticipated deliverable dates and assumptions
- Detailed budget breakdown showing the key tasks, proposed resources, and the number of hours for each resource to complete each task

The Contractor shall not begin services outlined in a TAL until an executed TAL is in place.

13. Contract Manager

Contract Manager:
Telephone:
Email:

PAYMENT SCHEDULE

METHOD OF PAYMENT

Payments to the Contractor shall be based on the following:

CONTRACT IDENTIFICATION NUMBER

TBD

Hourly rates will be fixed for the initial three (3) –____ year term of the contract. **Hourly rates adjustments for subsequent contract year(s) and/or option year(s) will be in the sole discretion of the Ministry**, subject to satisfactory performance, budget and Contract Manager's approval. Rate increases may be approved annually for each extension as per the original contract, the average increase indicated in the Statistics Canada (Stats Can) data titled Canadian Consumer Price Index (CPI) for Services for BC, to a maximum increase of 2%.

See example below

Position or Named Resource	Hourly Rate Year 1	Hourly Rate Year 2	Hourly Rate Year 3	Hourly Rate Year 4*	Hourly Rate Year 5*
Position 1	$245	$245	$245	$249.9	$254.9
Position 2	$125	$125	$125	$127.50	$130.05
Position 3	$375	$375	$375	$382.5	$390.15

***Subject to satisfactory performance, budget and Contract Manager's approval**

FREQUENCY OF PAYMENTS

The Contractor shall invoice the Province:

MAXIMUM AMOUNT PAYABLE

Total payments shall not exceed $ _____ inclusive of applicable taxes, which is the amount the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of applicable GST).

PAYMENT SCHEDULE TERMS AND CONDITIONS

1. The Contractor shall invoice the Province in accordance with the terms of this Agreement showing the calculation of all amounts claimed including the calculation of applicable GST, payable by the Province, and shown as a separate line item.

2. Acceptance of any invoice and subsequent payment for the work/services, or any portion of the work/services, is subject to the invoiced work/services having been completed to the satisfaction of the Province.

3. The Province shall pay the Contractor within 30 days following either the receipt by the Province of the Contractor's invoice OR satisfactory completion of the invoiced work/services, whichever is later.

4. The Contractor shall accept payment as stated above as full and final reimbursement for all costs connected with the work/services.

5. The Contractor shall not commit the Province to any financial liability.

6. Notwithstanding any other provision of this Agreement, the payment of money by the Province to the Contractor is subject to the provisions of the Financial Administration Act.

BRITISH COLUMBIA | Ministry of Transportation and Transit

SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES
(GROUP I)

When travel expenses are listed in the Payment Schedule as an allowable expense, then transportation, meals, accommodation and board and lodging will be reimbursed provided the same are in the opinion of the Province, necessarily incurred by the Contractor in providing the work/services.

CONTRACT IDENTIFICATION NUMBER

These rates will apply for the duration of the contract.

To obtain Government rates for car rental and accommodation a letter of authority signed by the Ministry contact (sample attached) is required as proof that you are under contract with the Province.

All claims should be submitted on "Schedule of Reimbursable Travel Expenses for Contractors to Fill in Online – H1170" (see attached).

Expenses must be submitted less the Goods and Services Tax (GST) with original receipts attached.

1. TRANSPORTATION

(a) Air Travel: Original receipts are required. The most economical airfare must be obtained. Charter flights must be pre-approved in writing by the Regional, Branch or Project Director.

(b) Bus, Taxi, Parking, Toll Charges and Ferry: Original receipts are required, tips cannot be claimed. Ferry travel should be by the most economical route. Assured loading tickets and ferry reservations must be pre-approved in writing by the Regional, Branch or Project Director.

(c) Vehicle Rental: Original receipts are required. The Province has negotiated Corporate Supply Arrangements (CSAs) with the following vehicle rental companies and the Corporate Identification Number below is required when requesting a vehicle, to ensure that correct rates are being applied to the rental. Original receipts are required for fuel.

It is up to the discretion of each contractor to determine which company to use for their particular need, based on the most economical rate per kilometre charge available.

- BUDGET CAR & TRUCK RENTAL – A162000
- DRIVING FORCE – CS000898
- ENTERPRISE RENT-A-CAR – 4CA1000
- HERTZ CANADA LTD – 2108023
- NATIONAL CAR RENTAL – 4CA1000

When signing the rental agreement, waive Collision or Loss Damage Waivers (CDW or LDW) and Personal Injury or Accident Insurance (PII or PAI) these costs are included in the CSAs and will not be reimbursed.

Report all accidents to the rental agency and the Ministry contract manager within 24 hours.

(d) Private Vehicle: No receipts are required.

Reimbursement for use of private vehicles will be at the rate of $0.63/km. This is an all-inclusive rate, i.e., includes the cost of gas and insurance.

(e) Travel expenses are not reimbursable if incurred within a 32 km radius of the Contractor's office unless pre-approved in writing by the designated Ministry contact.

(f) Prior approval of the Regional, Branch or Project Director is required before any travel is made crossing the Provincial border.

2. MEALS

No receipts are required. Meals will be reimbursed at the following rates:

Full day per Diem	$60.61	
Breakfast only	$14.58	If travel starts before 7:00 am
Lunch only	$16.87	If travel starts before noon
Dinner only	$29.16	If travel ends after 6:00 pm
Breakfast & Lunch	$31.45	As per above
Breakfast & Dinner	$43.74	As per above
Lunch & Dinner	$46.03	As per above

3. ACCOMMODATION

Original receipts are required. Accommodation expenses are reimbursed at cost, based on the maximum daily rates provided. Refer to Appendix 1 of this Schedule for details on accommodation rates.

Private lodging will be reimbursed at a rate of $38.41/day.

Accommodation outside the Province will be at the rates pre-approved in writing by the Regional, Branch or Project Director.

4. BOARD AND LODGING

Where specifically pre-approved in writing by the designated Ministry contact, the contractor may claim $2,000.00 per month for board and lodging in lieu of the accommodation and meal rates specified above.

APPENDIX 1 TO SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES
ACCOMMODATION RATE THRESHOLDS FOR CONTRACTORS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person provincial government rate for a standard room will be reimbursed. Proof of government-related business may be required when booking.

If the hotel rates below are not available for a City, please confirm with your Ministry Contact and check the Ministry of Citizens Services Goods and Services Catalogue Accommodation Listings for hotels and rates at:
https://www2.gov.bc.ca/gov/content/bc-procurement-resources/buy-for-government/goods-and-services-catalogue

City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Downtown Vancouver	$200	$200	$200	$300	$300	$300	$360	$360	$360	$300	$200	$200
Burnaby	$180	$180	$180	$180	$200	$230	$230	$230	$230	$180	$180	$180
Coquitlam/Port Coquitlam	$160	$160	$160	$160	$185	$185	$185	$185	$185	$160	$160	$160
Delta	$170	$170	$170	$170	$210	$210	$210	$210	$210	$170	$170	$170
Langley	$155	$155	$155	$155	$200	$200	$200	$200	$200	$155	$155	$155
New Westminster	$145	$145	$145	$145	$180	$190	$195	$195	$195	$150	$150	$150
North Vancouver	$150	$150	$150	$160	$160	$235	$235	$235	$235	$170	$150	$175
Richmond	$195	$200	$200	$200	$240	$280	$280	$280	$280	$210	$200	$195
Surrey	$150	$150	$175	$175	$185	$195	$200	$200	$195	$150	$150	$150
White Rock	$145	$145	$150	$155	$185	$195	$195	$195	$195	$150	$145	$145
Downtown Victoria	$170	$170	$170	$190	$260	$260	$380	$300	$270	$200	$170	$170
Greater Victoria*	$150	$150	$160	$160	$195	$195	$195	$195	$195	$160	$160	$160
Castlegar	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120
Cranbrook	$120	$120	$120	$120	$145	$110	$115	$115	$115	$110	$125	$125
Dawson Creek	$165	$165	$165	$165	$165	$165	$165	$165	$165	$165	$165	$165
Fort St John	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150
Golden	$120	$130	$130	$120	$135	$160	$205	$205	$160	$120	$120	$130
Kamloops	$125	$125	$130	$135	$150	$150	$170	$170	$150	$135	$130	$130
Kelowna	$140	$140	$140	$160	$180	$180	$260	$260	$230	$140	$140	$140
Nanaimo	$130	$130	$130	$130	$140	$140	$180	$180	$140	$140	$130	$130
Nelson	$140	$140	$140	$140	$140	$160	$150	$150	$150	$130	$140	$140
Penticton	$105	$105	$110	$115	$130	$130	$180	$180	$130	$110	$105	$105
Prince George	$130	$130	$130	$130	$130	$130	$130	$130	$130	$130	$130	$130
Prince Rupert	$115	$115	$115	$115	$135	$145	$145	$145	$145	$115	$115	$115
Smithers	$120	$120	$120	$120	$125	$135	$135	$135	$135	$125	$120	$120
Terrace	$145	$145	$130	$130	$130	$130	$130	$130	$160	$160	$130	$130
Vernon	$120	$120	$120	$120	$140	$140	$160	$160	$160	$140	$120	$120
Whistler	$230	$230	$220	$150	$150	$160	$200	$200	$150	$140	$140	$230
Williams Lake	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115
Other Cities Not Listed	$135	$135	$135	$135	$140	$145	$155	$155	$145	$135	$135	$135

*Brentwood Bay, Sidney, Victoria Westshore (Langford, Colwood), Central Saanich, Saanichton, Saanich, Esquimalt, Oak Bay

BRITISH COLUMBIA | Ministry of Transportation and Transit

SAMPLE

Letter of Authorization for Contractors

_____
"Date"

To: All Authorized Province of British Columbia
Travel Industry Suppliers

Re: _____
"Contract Identification Number & Brief Description of Services"

Please be advised that: _____
"Name of Contractor"

is a contractor to the Ministry of Transportation and Transit and, as such, is permitted to use provincial government rates during the term of his/her contract as follows:

_____ to _____
"Commencement Date" "Completion Date"

The contractor named above, agrees that the services or goods obtained by virtue of this letter of authorization will be used solely for services supplied to the Province of British Columbia and the cost of the service or goods will be reimbursed to the contractor by the government, at the rate(s) supplied.

Personal or other use of this letter, or services/goods provided through the use of this letter, for other than that stated in the contractor's agreement, is forbidden in accordance with the terms and conditions of the agreement.

Should you require verification of this information, or if you have any questions, please contact the undersigned at _____
"Phone Number"

Thank you for your co-operation.

Yours truly,

_____
"Name of Ministry Contact"

_____
"Position Title"

BRITISH COLUMBIA | Ministry of Transportation and Transit

SAMPLE

SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES FOR CONTRACTORS TO FILL IN ONLINE – H1170

(http://www.th.gov.bc.ca/forms/getForm.aspx?formid=1070)

NAME OF INDIVIDUAL CLAIMING EXPENSES:	CONTRACT IDENTIFICATION NUMBER

REASON / PURPOSE FOR TRAVEL:

Transportation *(Original receipts are required unless private vehicle used, then reimburse as specified in the Schedule of Reimbursable Expenses.)*

Date (yyyy/mm/dd)	From/To	Km*	Mode	**Cost – Excluding GST**
			TOTAL – Excluding GST	$

** For private vehicle only.*

Meals *(No receipts are required. Meals are reimbursed according to rates specified in the Schedule of Reimbursable Expenses.)*

Date (yyyy/mm/dd)	Meal (Breakfast/Lunch/Dinner)	Cost
	TOTAL	$

Accommodation *(Original receipts are required and are subject to daily maximums, as specified in the Schedule of Reimbursable Expenses.)*

Date (yyyy/mm/dd)	City	**Cost – Excluding GST**
	TOTAL – Excluding GST	$

Period Covered (From – To): **TOTAL EXPENSES - Excluding GST** **$**

Schedule H – Tax Verification Schedule

1. In this Schedule:

   a) "**Tax Verification Letter**" means a letter issued by the Province of British Columbia's Ministry of Finance verifying that the Contractor meets its applicable B.C. corporate income tax filing obligations and provincial sales tax (PST) filing and payment obligations; and

   b) "**Valid"** means that the Tax Verification Letter's period of validity, as indicated on the Tax Verification Letter, has not ended.

2. As a condition of entering into this Agreement, the Contractor provided to the Province a Valid Tax Verification Letter.

3. Upon request by the Province, the Contractor must provide the Province with a new Valid Tax Verification Letter. Notwithstanding any other provision of this Agreement, the Contractor acknowledges and agrees that any extension or renewal of this Agreement is conditional upon the Province having, or receiving from the Contractor in response to a request from the Province, a Valid Tax Verification Letter prior to any such extension or renewal.