

Continuing Studies Contract – Information Sheet

(Attach this completed form to a WebReq and submit to Contracts & Supply Chain Management)

FUND/ORG

Course #1	Fund: 80180	Org: 5780	Acct: 7561	Program:	Actv:	Loc:
Course #2	Fund: 80180	Org: 5780	Acct: 7561	Program:	Actv:	Loc:
Course #3	Fund: 80180	Org: 5780	Acct: 7561	Program:	Actv:	Loc:

CONTACT INFORMATION

OPTION #1 For a Contract Developed in an Individual's Name:

Name of Individual(s) (for contract):

Operating Name (only if applicable):

Address:

Phone:

Email:

****Cheques shall be made payable to** (name of individual noted above):

****NOTE:** In order for the correct issuance of a T4A, the following information must be provided for all contracts being developed in an individual name:

Full legal name (given, middle, and last):

Birthdate (mm/dd/yyyy):

OPTION #2 For a Contract Developed in a Company Name – MUST BE A LEGAL ENTITY:

Legal Company Name:

Address:

Attention:

Phone:

Email:

****Cheques shall be made payable to:** (name of company noted above)

UNBC Contact Person:

Name:

Title:

Phone Number:

Contract Term : Start Date -

End Date -

FEES

Course #1 (title):

Fees (up to a maximum of): (plus applicable taxes)

Expenses (up to a maximum of):

Travel: Additional Information:

Hotel: per night x night(s) =

Per Diem: per day x day(s) =

Incidentals: Additional Information:

Maximum Value of Course #1:

Course #2 (title):

Fees (up to a maximum of): (plus applicable taxes)

Expenses (up to a maximum of):

Travel: Additional Information:

Hotel: per night x night(s) =

Per Diem: per day x day(s) =

Incidentals: Additional Information:

Maximum Value of Course #2:

Course #3 (title):

Fees (up to a maximum of): (plus applicable taxes)

Expenses (up to a maximum of):

Travel: Additional Information:

Hotel: per night x night(s) =

Per Diem: per day x day(s) =

Incidentals: Additional Information:

Maximum Value of Course #3:

OTHER

Intellectual property and copyright: Material produced as part of this contract is the exclusive property of UNBC, and copyright in the material is the exclusive property of UNBC.

If you wish to negotiate a different arrangement with the Contractor, please specify:

FOIPP: Will the Contractor be handling personal information?

Yes. Include *Freedom of Information and Protection of Privacy guidelines*.

Minors: Will the Contractor be working with minors?

Yes. Arrangements for a Vulnerable Sector Check must be completed and the report received prior to commencement of the contract.

Contractor's property: Does this contract involve the use of property or equipment owned by the contractor?

Yes. There will be an addition to the contract which absolves UNBC of any responsibility for physical damage to any component or part of the property, equipment, watercraft, or other contents being used for the course deliverables.

Sub-contracting: Will the Contractor be sub-contracting any services?

Yes. The sub-contract clause will be added to the contract making the primary contractor responsible for the collection and monitoring of WorkSafe and similar liability coverage for each sub-contractor.

RISK & INSURANCE

Prior to commencement of work, UNBC requires that all contractors provide evidence of insurance by way of a certificate of insurance.

Standard Insurance Requirements (subject to change dependent on deliverables):

- **Commercial General Liability of no less than \$2,000,000.00.** Higher limits may be requested.
- **UNBC added as an additional insured**
- **30 day notice of cancellation clause to be added for contracts longer than 30 days**

Please check all boxes that apply to the course(s) being delivered including details (provide a separate description sheet if necessary).

Demonstrations: This is to document activities taking place at the venue where the course is occurring (not intended for field trips):

Field Trips: Please provide full details of all components of the course. Include a daily itinerary if the trip is more than one day.

Field Trip Location(s): Provide as much detail as possible including confirmation if the activity is taking place on:

Crown Land
Private Land
Inland Waters (Lake, River, Stream)
Tidal Waters
Etc. Please explain:

Confirm if the field portion of the course will include use of any of the following:

Aircraft of any type - Provide ownership and purpose of use:

Vehicle - Provide ownership and purpose of use:

All-Terrain Vehicles - Provide total number of machines, ownership and purpose of use:

Equipment involving student participation/use (e.g. chainsaws etc.) - Provide description, total number, ownership and purpose of use:

Watercraft - Provide description, ownership and purpose of use:

Other - Describe any other property or activity not previously addressed:

WORKSAFE BC

WorkSafe BC Account #

Indicate if the business name on the contract differs from the name on file with WorkSafe:

No WorkSafe Coverage:

In the case of an independent proprietor with no employees, UNBC will require the contractor to obtain a Status Determination Letter from WorkSafe BC.

Out of Province Contractor:

Please contact the Safety & Risk Department @ safety@unbc.ca for direction.

NOTES: