**Schedule “H” – Form of Purchasing Document (Non-OPS Entity)**

This Purchasing Document is made between the Buyer and the Vendor as at the date of the last party to sign below.

|  |  |
| --- | --- |
| **Buyer** | [Buyer’s full legal name] |
| **Vendor** | [Vendor’s full legal Name – to be filled in on completion] |
| **Vendor of Record Arrangement** | [Insert VOR Number] |
| **Request for Services** | [insert identifier] issued on[insert date] |

***Incorporation of Schedule “I” and Non-OPS Entity Terms*** – The following is incorporated by reference into the Purchasing Document:

1. Schedule “I” (Mandatory Provisions Schedule) of the Framework Agreement between Supply Ontario and the Vendor in respect of the Vendor of Record Arrangement; and
2. Schedule “E” (Non-OPS Entity Terms) of the Framework Agreement, except as amended by an Amending Agreement (Non-OPS Entity) entered into between the Buyer and Vendor.

Schedule “I” (Mandatory Provisions Schedule) and the Non-OPS Entity Terms are available at [insert link to Schedule “I” and Non-OPS Entity Terms].

[***Note to Buyer’s Representative***: Please confirm with your purchasing department or legal department to confirm whether the Buyer has entered into an Amending Agreement (Non-OPS Entity) with the Vendor.]

***Order of Precedence***– If any term of Schedule “I” (Mandatory Provisions Schedule) of the Framework Agreement conflicts with any term set out in Schedule “E” (Non-OPS Terms) of the Framework Agreement, Schedule “I” (Mandatory Provisions Schedule) governs to the extent of the conflict. If any term of Schedule “E” (Non-OPS Entity Terms) of the Framework Agreement, as may be amended by an Amending Agreement (Non-OPS Entity), conflicts with any term set out in Schedule 3 (Supplementary Terms), the Non-OPS Entity Terms shall govern to the extent of the conflict.

***Purchasing Document Details*** *-* In addition to the Purchasing Document Details set out below, the following form part of the Purchasing Document:

Schedule 1 – Deliverables

Schedule 2 – Rates

Schedule 3 –Supplementary Terms

[Buyer’s request for Deliverables]

[Vendor’s submission]

#### Purchasing Document Details

| **Item**  **No.** | **Description** | **Non-OPS Entity Terms**  **Section**  **Reference** | **Details** |
| --- | --- | --- | --- |
|  | Purchasing Document Term | Purchasing Document Term | Purchasing Document Effective Date: [dd/mm/yy]  Purchasing Document Expiry Date: [dd/mm/yy], unless extended in accordance with Schedule 3. |
|  | Buyer Address | Notices by Prescribed Means | [insert address] |
|  | Buyer Representative  Buyer Representative (alternative) | Notices by Prescribed Means | [name]  [position ]  [phone number]  [email]  [name]  [position ]  [phone number]  [email] |
|  | Vendor Address | Notices by Prescribed Means | insert address] |
|  | Vendor Representative  Vendor Representative (alternative) | Notices by Prescribed Means | [name]  [position]  [phone number]  [email]  [name]  [position]  [phone number]  [email] |
|  | Maximum Rates Payable | Cap on Total Amount Payable | CAD$[Insert the total $ limit on the amount that the Buyer has authority to pay to the Vendor under the Purchasing Document.] |
|  | Address for Billing | Default Billing and Payment Process | [Address]  [Contact Name] |

**WHEREAS** the Parties have executed the Purchasing Document and agree to be bound by the terms and conditions set out in the Purchasing Document.

|  |  |
| --- | --- |
| **[Insert Full Legal Name of Buyer]**  Signature:  Name:  Title:  Date of Signature:  I have authority to bind the Buyer. | **[Vendor’s Full Legal Name]**  Signature:  Name:  Title:  Date of Signature:  I have authority to bind the Vendor. |

**SCHEDULE 1**

**DELIVERABLES**

**SCHEDULE 2**

**RATES**

**[Note to Draft: If a billing and payment process that is different from the default payment process set out in the Non-OPS Terms is required, insert it here.]**

**SCHEDULE 3**

**SUPPLEMENTARY TERMS**

**[insert any supplementary terms and conditions not included in the Non-OPS Entity Terms (e.g., additional insurance, etc.)]**