**Schedule “G” – Form of Purchasing Document (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 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 “D” (OPS Entity Terms) of the Framework Agreement.

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

***Order of Precedence***– If any term of Schedule “I” (Mandatory Provisions Schedule) of the Framework Agreement conflicts with any term set out in Schedule “D” (OPS Terms) of the Framework Agreement, Schedule “I” (Mandatory Provisions Schedule) governs to the extent of the conflict. If any term of Schedule “D” (OPS Entity Terms) of the Framework Agreement, conflicts with any term set out in Schedule 3 (Supplementary Terms), the 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** | **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 OPS Entity Terms is required, insert it here.]**

**SCHEDULE 3**

**SUPPLEMENTARY TERMS**

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