**CLIENT-SUPPLIER AGREEMENT**

**Ontario Exchange Platform (OEX)**

**THIS CLIENT-SUPPLIER AGREEMENT**, for **[SUPPLIER LEGAL NAME]** as outlined in any Ontario Exchange RFSQ (“OEX RFSQ”) is effective as of the **[PROPOSED START DATE]** (the “**CSA Effective Date**”)

BETWEEN:

XXXXXXX

(the “**Client**”)

*- and –*

*XXXXXXXXX*

(the “**Supplier**”)

**WHEREAS** the Supplier responded to any OEX RFSQ posted by the Ontario Online Learning Consortium (“**OOLC**”) for the provision of Services for OEX (the “**OEX RFSQ**”);

**WHEREAS** further to the OEX RFSQ, the Supplier entered into a Master Agreement with OOLC for the provision of Services;

**AND WHEREAS** the Client, an OOLC member institution or non-member organization, has decided to become a Client as defined under the Master Agreement by entering into this CSA;

**NOW THEREFORE** in consideration of their respective agreements set out below and subject to the terms of this CSA, the parties covenant and agree as follows:

**ARTICLE 1 - DEFINITIONS**

Unless otherwise specified in this CSA, capitalized words and phrases shall have the meaning set out in the Master Agreement. When used in this CSA, unless defined elsewhere in this CSA, the following words and phrases have the following meanings:

“**Business Day**” means Monday to Friday between the hours of 9:00 a.m. to 5:00 p.m., except when such a day is a public holiday, as defined in the Employment Standards Act (Ontario), or as otherwise agreed to by the parties in writing.

“**CSA**”means this Client-Supplier Agreement, including all Appendices and amendments thereto.

“**Client**” is the institution or organization of the project lead for the Project, unless the project lead’s institution or organization has specified otherwise.

“**Deliverable**” means any deliverable resulting from the Services, including documents, reports, modules, software, output and other materials.

“**OEX RFSQ**” means any RFSQ released by OOLC for OEX.

“**Progress Report**” means the reports compiled through the process set out in Appendix B.

“**Project**” means the work governed by this CSA and laid out in the previous Project Application.

“**Project Application**” means the project application submitted to OOLC on OEX.

“**Services**” are the resources provided by the Supplier in response to the Project Application.

“**Supplier**” is also referred to as qualified service provider or service provider on OEX.

**ARTICLE 2 - THE AGREEMENT**

**2.1** This CSA is entered into pursuant to, incorporates by reference and is governed by the Master Agreement.

**2.2** This CSA and any amendments thereto must be reviewed by OOLC prior to execution by the Supplier and Client.

**2.3** All terms and conditions of the Master Agreement apply with the appropriate modifications to this CSA. In the event of a conflict or inconsistency between this CSA and the Master Agreement, the Master Agreement shall govern (unless the Master Agreement provides otherwise) provided that the Rates or fixed fee\* payable pursuant to this CSA may be less than the Rates or fixed fee\* set out in the Master Agreement.

**ARTICLE 3 – REPRESENTATIVES FOR CLIENT-SUPPLIER AGREEMENT**

**3.1** The Supplier’s representative for purposes of this CSA shall be:

Representative Name:

Email:

**3.2** The Client’s representative for purposes of this CSA shall be:

Representative Name:

Email:

**3.3** OOLC’s representative for purposes of this CSA shall be:

Primary Representative: Emily Tamfo, Senior Manager, Platform and Product Development

Email: [etamfo@ecampusontario.ca](mailto:etamfo@ecampusontario.ca)

Secondary Representative: Aaman Dudani, Director, Projects and Innovation

Email: [adudani@ecampusontario.ca](mailto:adudani@ecampusontario.ca)

**ARTICLE 4 – TERM OF CSA**

This CSA is effective as of the CSA Effective Date, and will, unless terminated earlier in accordance with the provisions of the Master Agreement or this CSA, terminates on the proposed end date as set out in Appendix A of this CSA (the “**Term**”).

**ARTICLE 5 – SERVICES, RATES AND PAYMENT PROCESS**

**5.1** Where applicable, the Client, following the Broader Public Sector Procurement Directive, has obtained a quotation from the Supplier for the work contemplated in Appendix A.

**5.2** The Supplier agrees to provide the Services to the Client as described in the Master Agreement and as more particularly specified in Appendix A.

**5.3** The parties acknowledge and agree that OOLC shall pay the Supplier in accordance with the Rates set out in Appendix A by way of electronic funds transfer.

**5.4** Fulfillment of Supplier invoices by OOLC will be contingent upon the Client’s sign-off via the monthly Progress Report process by the Client, outlined in Appendix B. Both the Client and Supplier shall review and agree upon the Progress Report process by completing Appendix B.

**5.5** Only work completed under an executed CSA will be paid by OOLC. The Supplier and Client shall not begin work until each has received an executed copy of this CSA that has been reviewed and approved by OOLC prior to execution.

**5.6** The Client may request changes to this CSA, which may include altering, adding to, or deleting any of the Services or Rates in order to reflect an increase or decrease in the kind, amount, or frequency of Services to be rendered. The Supplier shall comply with all reasonable Client change requests and the performance of such request shall be in accordance with the terms and conditions of the Master Agreement and CSA, including the Rates for such Services set out in the Master Agreement. Any changes agreed by Client and Supplier must be notified to OOLC pursuant to the Master Agreement, and authorized in writing by the Client and reviewed by OOLC, before such changes are effective. Changes to timeline that do not incur Rate changes may be reported in the Progress Reporting process, and work may continue under this CSA. This process is further elaborated upon in Appendix B of this CSA.

**ARTICLE 6 – INTELLECTUAL PROPERTY**

**6.1** The Supplier and the Client shall review and complete Appendix C – Licensing and Usage which will govern the licensing and sharing of the Project.

**ARTICLE 7 – INSURANCE**

**7.1** The Supplier shall furnish a Certificate of Insurance to the Client in accordance with the insurance requirements set out in Appendix E prior to commencing performance under this CSA.

**7.2**  The Supplier shall ensure that the Client is named as an additional insured party under the Supplier’s insurance policy put in effect and maintained pursuant to Appendix E of this CSA.

**ARTICLE 8 - NOTICES**

**8.1** Notices shall be in writing delivered by email and shall be addressed to, respectively, the Client address to the attention of the Client Representative and to the Supplier address to the attention of the Supplier Representative. The parties may change such addresses by notice in writing delivered to the other in accordance with this Section 8.1.

**ARTICLE 9 –TERMINATION**

**9.1** **Termination by Either Party**

Either party may terminate this CSA upon prior written notice of thirty (30) days to the other where such other party neglects or fails to perform or observe any material term or obligation of this CSA and such failure has not been cured within thirty (30) days of written notice being provided.

**9.2**  **Termination by Client**

The Client shall be entitled to terminate this CSA, without liability, cost or penalty:

1. on written notice to the Supplier, if any Proceeding in bankruptcy, receivership, liquidation or insolvency is commenced against the Supplier or its property;
2. on written notice to the Supplier, if the Supplier makes an assignment for the benefit of its creditors, becomes insolvent, commits an act of bankruptcy, ceases to carry on its business or affairs as a going concern, files a notice of intention or a proposal or seeks any arrangement or compromise with its creditors under any statute or otherwise;
3. on written notice to the Supplier, following the occurrence of any material change in the Client’s requirements which results from regulatory or funding changes or recommendations issued by any government or public regulatory body;
4. at any time, without cause, by giving the Supplier at least thirty (30) days written notice; or,
5. in accordance with any provision of the Master Agreement or this CSA which provides for termination.

In the event of termination, the Client shall furnish OOLC with a copy of the termination notice. This must be sent to [exchange@ecampusontario.ca](mailto:exchange@ecampusontario.ca) along with the exit report and any outstanding Progress Reporting.

**9.3** **Supplier’s Obligations on Termination**

The Supplier shall, in addition to its other obligations under the Master Agreement and at law:

1. provide the Client with a report detailing: (i) the current state of the provision of Services by the Supplier at the date of termination; and (ii) any other reasonable information requested by the Client pertaining to the provision of the Services and performance of this CSA;
2. execute such documentation as may be required by the Client to give effect to the termination of this CSA;
3. comply with any reasonable instructions provided by the Client, including but not limited to instructions for facilitating the transfer of the Supplier’s obligation to another Person; and
4. prepare for the Client and OOLC exit reporting, including metrics, specifications, and other information as reasonably requested by the Client or OOLC.

**9.4** **Supplier’s Payment Upon Termination**

OOLC shall only be responsible for the payment for the Services supplied on or before the effective date of any termination of this CSA. Termination shall not relieve the Supplier of its warranties and other responsibilities relating to the Services performed or money paid prior to termination. In addition to its other rights of hold back or set off, the parties agree that OOLC may hold back payment or set off against any payments owed if the Supplier fails to comply with its obligations on termination.

**9.5** **Termination in Addition to Other Rights**

The express rights of termination in this CSA are in addition to and shall in no way limit any rights or remedies of the Client or the Supplier under this CSA, at law or in equity.

**ARTICLE 10 – PUBLICITY**

**10.1** Any publicity or publications related to this CSA or the provision of the Services shall be at the sole discretion of the Client and OOLC. The Client may, in its sole discretion, acknowledge the Services of the Supplier in any such publicity or publication. The Supplier shall not make use of its association with the Client without the prior written consent of the Client.

**ARTICLE 11 - LEGAL RELATIONSHIP BETWEEN CLIENT, SUPPLIER AND THIRD-PARTIES**

**11.1** **Supplier’s Power to Contract**

The Supplier represents and warrants that it has the full right and power and all necessary licences, authorizations and qualifications to enter into and perform its obligations under this CSA and that it is not a party to any agreement with another Person or entity which would in any way interfere with the rights of the Client under this Contract.

**11.2** **Representatives May Bind the Parties**

The parties represent that their respective representatives have the authority to legally bind them.

**11.3** **Independent Contractor**

This CSA is for particular and non-exclusive products and services. The Supplier shall have no power or authority to bind the Client or to assume or create any obligation or responsibility, express or implied, on the Client’s behalf, or to hold itself out as an agent, employee or partner of the Client. Nothing in this CSA shall have the effect of creating an employment, partnership or Institution relationship between the Client and the Supplier. For the purposes of this Section 11.3, the Supplier includes any of its directors, officers, employees, agents, partners, affiliates, volunteers or the Supplier’s Subcontractors.

**11.4** **Subcontracting or Assignment**

It is the preference of OOLC that subcontracting is not engaged, however, should the Supplier deem it necessary to subcontract or assign this CSA in whole or any part to any corporation or other business entity, then subject to the following entity, that entity must be controlled by or is under common control of the Supplier. Control exists when an entity owns or controls directly or indirectly the outstanding equity representing the right to vote for the election of directors or other managing authority of another entity. If this CSA is subcontracted or assigned to such a corporation or business entity, the Supplier shall remain jointly and severally liable with such corporation or business entity for all obligations hereunder.

The Supplier shall not subcontract or assign the whole or any part of this CSA or any monies due under it, other than as outlined above without the prior written consent of the Client, not to be unreasonably withheld. Such consent shall be in the sole discretion of the Client and subject to the terms and conditions that may be imposed by the Client. Without limiting the generality of the conditions which the Client may require prior to consenting to the Supplier’s use of a Supplier’s Subcontractor, every contract entered into by the Supplier with a Supplier’s Subcontractor shall adopt all of the terms and conditions of the Master Agreement and this CSA as far as applicable to those parts of the Services provided by the Supplier’s Subcontractor. Nothing contained in the Master Agreement or this CSA shall create a contractual relationship between any Supplier Subcontractor or its employees and the Client.

**ARTICLE 12 – GENERAL**

**12.1** **Severability**

If any term or condition of this CSA, or the application thereof to the parties or to any Persons or circumstances, is to any extent invalid or unenforceable, the remainder of this CSA, and the application of such term or condition to the parties, Persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

**12.2**  **Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under this CSA where such delay or failure is caused by an event beyond its reasonable control. The parties agree that an event shall not be considered beyond one’s reasonable control if a reasonable business Person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in this CSA would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism and labour disruptions but shall not include shortages or delays relating to supplies or services. If a party seeks to excuse itself from its obligations under this CSA due to a force majeure event, that party shall immediately notify the other party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. If the anticipated or actual delay or non-performance exceeds fifteen (15) Business Days, the other party may immediately terminate this CSA by giving notice of termination and such termination shall be in addition to the other rights and remedies of the terminating party under this CSA, at law or in equity.

**12.3** **Changes By Written Amendment Only**

Any changes to this CSA shall be by written amendment signed by both parties. No changes shall be effective or shall be carried out in the absence of such an amendment.

**12.4** **Section 217 Education Act et. al.**

The Supplier represents and warrants that it has not employed, and that it will not during the Term employ, any teacher, supervisory officer or other employee of an Ontario district school board or of the Ontario Ministry of Education to promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any Ontario district school board, provincial school or teachers’ college, or to any pupil enrolled therein, and that it has not given or paid, and will not during the Term give or pay, directly or indirectly, compensation to any such teacher, supervisory officer or employee for such purpose.

The Supplier further represents and warrants that it has not employed, and that it will not during the Term employ, any member of faculty or other employee of an Ontario college or university to promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any Ontario college or university, or to any student enrolled therein, and that it has not given or paid, and will not during the Term give or pay, directly or indirectly, compensation to any such member of faculty or employee for such purpose where such employment or compensation would place the member of faculty or employee in a Conflict of Interest with the college or university by which he or she is employed.

**12.5 Conflict of Interest**

Should the Supplier have an existing affiliation with the Client, the Supplier must disclose said affiliation and any potential conflict of interest to OOLC and the Client prior to signing this CSA.

**12.6** **Criminal Records Check**

The Supplier covenants and agrees that it will not engage any employee or other Person to perform services for the Supplier who may come into direct contact with students or other vulnerable Person on a regular basis, or who may have access to student or other vulnerable Person’s information to provide services hereunder, where such Supplier’s employee or other Person has been charged with or convicted of an offence the nature of which may be construed as jeopardizing the safety and well-being of the students or other vulnerable Person of the Client. For the purposes of this CSA, the Client shall determine in its sole and unfettered discretion whether an employee of the Supplier or such other Person may come into direct contact with students or other vulnerable Persons on a regular basis or have access to student or other vulnerable Person’s information and whether or not any such offence is of a nature which may be construed as jeopardizing the safety and well-being of students or other vulnerable Persons.

The Supplier covenants and agrees to retain on file at its head office a criminal background check covering convictions, charges and occurrences under the *Criminal Code*, the *Controlled Drugs and Substances Act*, the *Cannabis Act* (Canada) and any other convictions, charges and occurrences which would be revealed by:

(a) the criminal record and judicial matters check of the automated Criminal Records Retrieval System maintained by the Royal Canadian Mounted Police (“**RCMP System**”); and

(b) a vulnerable sector check of the RCMP System;

for every employee of the Supplier or other Person who will perform services for the Supplier who may come into direct contact with students or other vulnerable Persons on a regular basis or who may have access to student or other vulnerable Person’s information (collectively, a “**Criminal Background Check**”), together with an Offence Declaration, in a Client-approved form, prior to the occurrence of such possible direct contact or prior to having access to student or other vulnerable Person’s information and on or before September 1st each year thereafter with respect to Offence Declarations.

The Supplier agrees to indemnify and save harmless the Client from all claims, liabilities, expenses and penalties to which it may be subjected on account of: the Supplier engaging an employee or other Person to perform services in contravention of this Section 12.5, or the Supplier’s failure to retain a Criminal Background Check or an Offence Declaration on file, as aforesaid. This indemnity shall survive the expiration or sooner termination of this CSA. In addition to and notwithstanding anything else herein contained, if the Supplier engages an employee or other Person to perform services in contravention of this Section 12.5, or fails to retain a Criminal Background Check and an Offence Declaration for any employee of the Supplier or other Person who performs services for the Supplier who may come into direct contact with students or other vulnerable Persons on a regular basis, or who may otherwise have access to student or other vulnerable Person’s information prior to the occurrence of such possible direct contact, or prior to having access to student or other vulnerable Person’s information with respect to Offence Declarations, then the Client will have the right to immediately terminate this CSA without prejudice to any other rights which it may have in this CSA, at law or in equity.

The Client shall be entitled, on forty-eight (48) hours prior written notice to attend at the head office of the Supplier for the purposes of reviewing the Criminal Background Checks and Offence Declarations. The parties acknowledge and agree that it is contemplated that the Client may attend to such reviews at least twice per year during the Term, and any renewal thereof.

In the event that either the Criminal Background Check or an Offence Declaration reveals a charge or a criminal conviction which is not acceptable to the Client in the circumstances and in its sole and unfettered discretion, then the Client will have the right to request that the Supplier prohibit the employee of the Supplier or other Person who performs services for the Supplier from providing services to the Client hereunder. Upon such request, the Supplier will forthwith effect such removal, without prejudice to any other rights which the Client may have in this CSA, at law or in equity.

The Supplier will use a third party to conduct criminal reference checks for onsite employees or contractors supporting this CSA and will cause any such employee or contractor to wear identification badges.

The Supplier will provide thirty (30) days written notice to OOLC and the Client should the third-party provider be changed to another provider.

**12.7** **Purchasing Policies and Guidelines**

The Supplier agrees to comply with the Client’s purchasing or administrative policies and guidelines which apply to the provision of Services under this CSA. Applicable policies and guidelines are attached as Appendix D of this CSA.

**12.8** **Harassment and Assault**

Without limiting the generality of the foregoing, the Supplier is required to comply with the Client’s policies with respect to sexual harassment, workplace harassment, workplace violence, prohibited discrimination and harassment, and health and safety. The Supplier must cooperate with the Client in any investigation undertaken by the Client pursuant to such policies.

**12.9** **Language of Contract**

It is the express wish of the parties hereto that this CSA and any related documents be drawn up and executed in English. *Les parties conviennent que la présente convention et tous les documents s’y rattachant soient rédigés et signés en anglais.*

**12.10** **Liability of OOLC**

Without limiting any liability and obligations of OOLC under the Master Agreement, the parties agree that OOLC will have no liability or obligations with regard to any breaches of this Agreement by either party.

**12.11 Financial Administration Act Section 28**

Notwithstanding anything else in this CSA, or in any Appendix attached or appended hereto, any express or implied reference to the Client providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this CSA or at any time during the Term, shall be void and of no legal effect unless the Client has obtained the written approval of the Ontario Minister of Finance or the arrangement, commitment, guarantee, indemnity or transaction belongs to a class of transaction exempted from the application of subsection 28(1) of the *Financial Administration Act* (the “**FAA**”), and the formal requirements for the reliance on such exemption, including without limitation those specified in the Binding Policy Directive on Banking, Investments and Borrowing issued by the Ontario Ministry of Advanced Education and Skills Development, and its associated Operating Procedure, have all been complied with, or belongs to a class of transactions that has been approved by the Ontario Minister of Finance in writing.

In accordance with the requirements of the FAA, notwithstanding anything else in this CSA, or in any Appendix attached or appended hereto, or in any other agreement between the Client and the Supplier executed to carry out the services provided for herein, the remedies, recourse or rights of the Supplier shall be limited to the Client and to the right, title and interest owned by the Client in and to all of its real or personal property, whether now existing or hereinafter arising or acquired from time to time. The Supplier unconditionally and irrevocably waives and releases all other claims, remedies, recourse or rights against the Crown in right of Ontario in respect of this CSA, and agrees that it shall have no remedies, recourse or rights in respect of this CSA against the Crown in right of Ontario, any Ontario Ministry, Minister, agent, agency, servant, employee or representative of the Crown or any director, officer, servant, agent, employee or representative of a Crown agency or a corporation in which the Crown holds a majority of the shares or appoints a majority of the directors or members, other than against the Client and its assets.

If the Supplier and the Client agree that this CSA is exempt from the application of subsection 28(1) of the FAA, the Client represents and warrants that this CSA (i) complies with all applicable policies of the Client; (ii) complies with all Applicable Laws and Ontario government directives applicable to it; and, (iii) relates to activities of the Client that are permitted under its objects and that are undertaken within Canada. The Supplier represents and warrants that this CSA complies with all Applicable Laws and Ontario government directives applicable to it.

**12.12 Counterparts and Electronic Signatures**

This Agreement may be executed in any number of counterparts, each of which when executed and delivered (by scanned copy delivered by email or otherwise) will be deemed to be an original, and all of which together will constitution one and the same document. Either party may execute this Agreement via electronic signature.

**IN WITNESS** **WHEREOF** the parties hereto have executed this CSA as of the date first above written.

**Client Representative:**  **Supplier Representative:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Authorized Signature Authorized Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Date

*I have authority to bind the Client.* *I have authority to bind the Supplier.*

**APPENDIX A – SERVICES AND DELIVERABLES PROVIDED**

***[NTD: Work will not begin without an executed CSA which has been reviewed and approved by OOLC***.]

**1.0** **Introduction**

Clients will work with the Supplier to finalize the following:

* A description of Services provided and detailed Rates for services

**2.0** **Proposed Project Start and End Dates**

**[NTD: The Supplier and the Client will mutually agree upon project start and end dates, accounting for factors such as Supplier lead time, production time for the Services and Deliverables set out below, review time by OOLC or academic timelines (if relevant).]**

**Proposed Start Date:**

**Proposed End Date:**

**3.0** **Description of Services Required and Supplier Rates**

After reviewing the original scope of work proposed by the Client within their Project Application, the Supplier and Client will confirm any changes to the original scope of required Services using the table below. The Supplier and Client will mutually agree upon Rates for Services provided.

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| --- | --- | --- | --- | --- |
| Project Role/Title | Description of Services | Hours  provided by Client | Hours provided by Supplier | Supplier Rate |
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|  | Total Hours |  |  | (Total Cost) |

**4.0** **Key Project Deliverables**

The Supplier and the Client will mutually agree upon the final deliverables for which the Supplier will be responsible, breaking the Services above into discrete line-item deliverables. Progress on the deliverables listed here will be updated through the monthly Progress Reporting process (see Appendix B). As an Ontario Exchange project, it is expected that these final outputs be delivered to the OOLC Open Library in an editable format, with an open license (e.g. Ontario Commons 1.0, Creative Commons). Read more in Appendix C.

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Description | Estimated Total Hours | Proposed Delivery Date |
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**APPENDIX B – PROGRESS REPORTING AND INVOICING**

**[NTD: For OEX Projects in the project management and service provider support stream, a monthly Progress Reporting process must be completed for Supplier invoices to be fulfilled. Monthly Progress Reports are submitted by the Client and will have a Supplier invoice attached. These Progress Reports are used to track progress of the Project, and for OOLC agents to review and fulfil Supplier invoices. Work shall not begin without OOLC approval of an executed CSA.] – all invoices and Progress Reporting have to be submitted by the last day of the month (The reporting period opens on the 15th of each month)**

The monthly Progress Reporting process can be completed using a combination of the Ontario Exchange (OEX) web platform, that can be accessed via the Client’s project dashboard, and email to [exchange@ecampusontario.ca](mailto:exchange@ecampusontario.ca). When reporting is available on the OEX web platform, a prompt will appear in the appropriate project card and users may complete reporting within the platform. Log into your user account here: exchange.ecampusontario.ca

The process is as follows:

1. The Client and Supplier negotiate a CSA, and submit the document to OOLC for review via the Ontario Exchange web platform. OOLC will have seven (7) Business Days to review. Following a successful review an OOLC agent will collect payment information from the Supplier if required.
2. Work begins on the Project.
3. The Supplier will either upload their invoice via the OEX web platform or email it to [exchange@ecampusontario.ca](mailto:exchange@ecampusontario.ca) within the Reporting period, which will be from the 15th of the current month, and will close on the last day of the month. Invoices for March, June, September or December will be submitted on the OEX web platform, and invoices for all other months will be submitted via email. For example, to submit reports and invoices for work completed on a project management and service provider support project in September, the reporting period will be from September 15th till September 30th. Invoices and reports can be submitted during this time frame but no later than September 30th.
4. The Client, via either the web platform (for March, June, September or December) or email, will complete their monthly Progress Report by answering a few questions on the progress of the project. Within this process, the Client will review and authorize the invoice submitted by the Supplier, confirming that they have received the services listed by the Supplier.
5. OOLC will review the invoice and Progress Report internally and, following approval, the Supplier shall be paid via electronic transfer net 30 days.
6. Should a work change order be required (I.e. change of Services or Rates), both the Client and Supplier shall complete an amendment form to be submitted to the OEX team. This amendment must be reviewed and approved by OOLC.

It is the responsibility of the Supplier to provide accurate invoices in a timely manner, so that the Client has sufficient time to review the Services listed and complete the monthly Progress Reporting process. It is the responsibility of the Client to complete monthly Progress Reporting on time, and carefully review Supplier invoices. Missed reports will have to be submitted the following month.

**By properly authorizing this document, the Client and Supplier acknowledge that they have reviewed and agree to the monthly Progress Reporting process.**

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Client Signature Supplier Signature

**APPENDIX C – LICENSING AND USAGE**

**1.0** **Licensing of Content Created through OEX**

Ontario Exchange supports the development of high-quality digital content that is openly available for reuse and redistribution across all Ontario publicly-assisted postsecondary institutions. To help realize this goal, all net new\* content created via the OEX platform will be:

* Delivered for deposit in the eCampusOntario Open Library for sustainable retention of final product.
* Made available for use by institutions across the province using an appropriate license (for example, a Creative Commons license or Ontario Commons 1.0 license).
* Refer to the Terms of Use Sections titled Ownership and Usage of Content on the Platform and Intellectual Property Notice

**By properly authorizing this document, the Client and Supplier acknowledge that they have reviewed and agree to the stipulations above regarding usage and licensing.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Supplier Signature

*\* Alternative licensing arrangements may be proposed for projects containing sensitive or otherwise restricted content (for example, Traditional Knowledge), or where a significant portion of the content has already been developed. Please consult this eCampusOntario webinar on licensing options for more information - (https://youtu.be/fImvnE2s1jw?si=2foqyG1XJXcRWul3) or contact*[*open@ecampusontario.ca*](mailto:open@ecampusontario.ca)

**APPENDIX D - CLIENT’S POLICIES AND GUIDELINES**

**[NTD: The Supplier and Client, when executing a CSA, may mutually agree to additional terms and conditions (e.g. Client’s business hours, locations, project management, security clearance checks, etc.)**

**Use this section to attach these additional terms.]**

**☐ If Appendix D is left blank, please check this box to confirm that you understand and agree that there are no additional terms and conditions applicable to this CSA.**

**APPENDIX E – INSURANCE REQUIREMENTS**

**[NTD: The Client to insert insurance requirements here]**

**☐ If Appendix E is left blank, please check this box to confirm that you understand and agree that Ontario Online Learning Consortium (OOLC) cannot be held liable for any claims brought by the Supplier or Client under this CSA.**

*[End of Client-Supplier Agreement]*