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| Service Agreement Checklist  asdfasdfadsf |

**Header**

* Address of service provider
* Legislative designation of University, well written, according to the contract template.

**Services**

* Description of work and deliverables of the service provider and if it’s relevant, the University’s task
* Names and address of each representative part
* Service provider should obtain licenses, certifications, register necessary to perform the service and produce the deliverable in the contract

**Period of work**

* Start date and end date for the contract
* Each deadline for the different phase (step) of the contract

**Price and method of payment\***

* The rate proposed by the service provider and the total cost (approximate or not) Canadian dollars.
* Name and address of the payroll agent if it is a monthly invoice planed

**Termination of the contract \***

* Written time notice

**Assignment**

* The Service Provider must consent for all right or obligation to the contract

**Confidentiality\***

* All information disclosed by the University is confidential.
* The Service provider shall not disclose the Confidential Information
* The University is subjected to the Freedom on Information and Protection of Privacy Act (Ontario).
* The provider’s employees or agents are bound under the terms and conditions of Confidential Information.
* Destroy or return the Confidential Information at the end of the contract.

**Intellectual property**

* Establishing the intellectual property.

**Status of the service provider**

* Disclaimer for the safety, security, or well-being of the Service provider in the Service provider performance of the Services.
* The Service provider had a private insurance or workers' compensation for compensation for injuries.

**Dispute resolution\***

* Resolution method: negotiation, mediation, arbitration

**Governing law\***

* Laws of the Province of Ontario and the laws of Canada applicable.

**Amendment**

* Any change to the Agreement shall be by written amendment signed by the parties.

**Language**

* The work must be executed in both official languages (English & French).
* The parties herein agreed that this Agreement, the contract documents and all other documents and written communications relating there to be drafted in the language of their choice.

**Force majeure\***

* Neither party shall be liable for damages caused by an event beyond its reasonable control.

**Strike**

* The University will take no responsibility for the stagnation of business which may occur in the event of a total, partial or unlimited strike.

**Signature**

* Authorized Signature from the company
* Petitioner Signature
* Contract Officer Signature
* Contract Manager Signature

***\* Mandatory clauses according to the Broader Public Sector Procurement Directive***