



# AGREEMENT HIGHLIGHTS

Online Marketplace Platform Services  
OECEM #2023-417

Item	Description
<b>Agreement Term</b>	<p><b>Effective Date:</b> December 13, 2024, for Staples Professional Inc. December 18, 2024, for Amazon Business</p> <p><b>Expiry Date:</b> December 12, 2027, for Staples Professional Inc. December 18, 2027, for Amazon Business</p> <p><b>Optional Extension(s):</b> OECEM has the option to extend the Master Agreements for up to two (2) additional years.</p>
<b>Products and Services Available Through This Agreement</b>	<p><b>Online Marketplace Platform Service Resources:</b></p> <ul style="list-style-type: none"><li>• A variety of everyday small-ticket products, across several categories</li></ul> <p><b>Platform Customizations and Control:</b></p> <ul style="list-style-type: none"><li>• Customers have the ability to restrict/limit products or product categories based on institution-specific criteria</li><li>• An approval workflow for the Customer’s end-users to request order approvals as required</li><li>• Capability to allow for exceptions when purchasing restricted/limited products</li></ul> <p><b>Customer Online Portal:</b></p> <ul style="list-style-type: none"><li>• Through customer portals, employees will have the ability to order from a specific template of products that have already been approved.</li></ul>

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<p><b>Products and Services Available Through This Agreement</b></p>	<p><b>Account Management:</b></p> <ul style="list-style-type: none"> <li>• Supplier platforms will have the capability to assign end-user accounts with different levels of access according to the Customer’s needs. Such levels of access may include, but not limited to the following: <ul style="list-style-type: none"> <li>(a) Level 1 – End-user access. Intended for end-users who use the platform to purchase everyday products. This level has no capability to approve workflow;</li> <li>(b) Level 2 – Approval access. Intended for employees of the Customer who have the authority to approve orders that may contain restricted product(s)/product category(ies);</li> <li>(c) Level 3 – Senior access. Intended for employees of the Customer who have the authority to control the platform needs of all user levels.</li> </ul> </li> </ul>									
<p><b>Awarded Supplier Partners</b></p>	<table border="1" data-bbox="483 810 1425 1012"> <thead> <tr> <th>#</th> <th>Supplier Name</th> <th>Agreement Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Amazon Business</td> <td>2023-417-01</td> </tr> <tr> <td>2</td> <td>Staples Professional Inc.</td> <td>2023-417-02</td> </tr> </tbody> </table>	#	Supplier Name	Agreement Number	1	Amazon Business	2023-417-01	2	Staples Professional Inc.	2023-417-02
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