



## AGREEMENT HIGHLIGHTS

### Online Marketplace Platform Services

OECM #2023-417

| Item   | Description  |
|--|--|
| Agreement Term   | <p><b>Effective Date:</b><br/>December 13, 2024, for Staples Canada ULC, doing business as Staples Professional<br/>December 18, 2024, for Amazon Business</p> <p><b>Expiry Date:</b><br/>December 12, 2027, for Staples Canada ULC, doing business as Staples Professional<br/>December 18, 2027, for Amazon Business</p> <p><b>Optional Extension(s):</b> OECM has the option to extend the Master Agreements for up to two (2) additional years.</p>  |
| Products and Services Available Through This Agreement | <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> |

| Item   | Description   |                  |               |                  |   |                 |             |   |  |             |
|--|---|------------------|---------------|------------------|---|-----------------|-------------|---|--|-------------|
| Products and Services Available Through This Agreement | <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 levelsof 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> |                  |               |                  |   |                 |             |   |  |             |
| Awarded Supplier Partners                              | <table><tr><th>#</th><th>Supplier Name</th><th>Agreement Number</th></tr><tr><td>1</td><td>Amazon Business</td><td>2023-417-01</td></tr><tr><td>2</td><td>Staples Canada ULC, doing business as Staples Professional</td><td>2023-417-02</td></tr></table>  | #                | Supplier Name | Agreement Number | 1 | Amazon Business | 2023-417-01 | 2 | Staples Canada ULC, doing business as Staples Professional | 2023-417-02 |
| #  | Supplier Name   | Agreement Number |               |                  |   |                 |             |   |  |             |
| 1  | Amazon Business   | 2023-417-01      |               |                  |   |                 |             |   |  |             |
| 2  | Staples Canada ULC, doing business as Staples Professional  | 2023-417-02      |               |                  |   |                 |             |   |  |             |