

Schedule E

Reports

The proponent will provide each of the reports listed below in this Schedule, as such reports are described: (i) in this Schedule E and elsewhere in this Agreement and its Schedules.

The parties agree that they will further clarify the contents and format of each report as necessary during the transition in period, or during such later time period as is agreed to by CMHC. Further changes to the reports shall be made in accordance with the process set out in Section 5.1 of Schedule A.

This Schedule lists the main reports to be provided by the proponent based on the provisions of this Agreement and its Schedules. It is not intended to be exhaustive, and to the extent that this Schedule fails to refer to any report, record or document required by other provisions of this Agreement or its Schedules, the failure to include such report, record or document here does not excuse the proponent from any obligation to produce or keep it.

1 Plans Requested in the Statement of Work

Title	First Due Date	Frequency
Staffing Plan	No later than (60) days prior to the start date.	Annual, Monthly, As required
Communication Plan	No later than (30) days prior to the start date.	Annual
Disaster Recovery Plan	No later than (30) days prior to the start date.	Annual
Business Continuity Plan	No later than (30) days prior to the start date.	Annual
Operational Model	No later than (30) days prior to the start date.	Annual
Transition Plan	No later than effective date.	N/A
Transition-Out Plan	Six (6) months prior to termination or expiry	N/A

2 Reports Requested in the Statement of Work

Title	First Due Date	Frequency
Salary Benchmarking Report	N/A	Annual
Subcontractor List	As of start date.	As required

Organization Chart	No later than (30) days prior to the start date.	As required
Time and Travel Report	January 31, 2017	Monthly
Staffing Agreement	No later than (30) days prior to the start date.	Annual