
Ontario Community College - B2 (Demo Data)

Engagement letter

Client **Northgate Constructors (Demo)** Prepared by **Critical Path Partners** Fee basis **fixed** Date **September 01, 2026**

Draft for review by an Ontario lawyer before first client use.

E-01 Parties

Consultant	Critical Path Partners (Dana Fitkowski, Principal)
Client	Northgate Constructors (Demo)
Client address	400 Example Road, Toronto, Ontario (Demo)

E-02 Matter

This letter confirms the engagement of Critical Path Partners by Northgate Constructors (Demo) for schedule analysis on the following matter: Ontario Community College - B2 (Demo Data) (reference CPP-2025-DEMO).

E-03 Scope of services

The engagement covers schedule time analysis only. Quantum (cost) analysis is not included unless expressly added in writing by both parties.

1. Review of the baseline schedule and each schedule update the client provides (XER format).
2. Calendar decode and schedule integrity checks at intake.
3. Critical path review and delay quantification, reported in working days (wd).
4. A written analysis stating the working days the client claims pursuant to the contract clauses the client identifies.
5. Preparation of exhibits and figures supporting the analysis.

E-04 Deliverables

1. Schedule analysis report (DOCX and PDF).
2. Delay quantification tables, in working days (wd).
3. Exhibit set supporting the analysis.

E-05 Fee and payment terms

The fee for the scope of services above is \$12,500.00 CAD, fixed. Amounts are in Canadian dollars (CAD).

Invoices are payable Net 30 days from invoice date. HST at 13% applies, registration 844514927 RT0001.

E-06 Confidentiality

Critical Path Partners treats all client materials as confidential, uses them only for this engagement, and does not disclose them to any third party except as required by law. Conflict screening is completed before the file is opened.

E-07 File retention

Critical Path Partners retains the engagement working file for 12 months following delivery of the final deliverable. On written request from the client, all client files and working copies are deleted within 30 days of the request, and deletion is confirmed in writing.

E-08 Nature of the services

This engagement provides schedule analysis. It does not provide legal advice, legal conclusions, or opinions on legal rights. Findings are stated in advisory form, for example: the Contractor claims 22 working days pursuant to clause 6.5. Whether a claim succeeds is a question for the parties and their legal advisors.

E-09 Termination

Either party may end the engagement on 10 days written notice. On termination the client pays for services performed to the termination date, and the file retention and deletion terms above continue to apply.

E-10 Signatures

For Critical Path Partners:

Dana Fitkowski

Principal, Critical Path Partners

Date: _____

Agreed and accepted for Northgate Constructors (Demo):

A. Example, Vice President (Demo)

Date: _____