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K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Solicitation remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
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**Issuing Office - Bureau de distribution**

Online Professional Services Division/Division des  
services professionnels en ligne  
Terrasses de la Chaudière 5th Floor  
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10, rue Wellington,  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> TSPS Task Quarterly Refresh	
<b>Solicitation No. - N° de l'invitation</b> E60ZT-18TSPS/C	<b>Date</b> 2020-04-27
<b>Client Reference No. - N° de référence du client</b> E60ZT-18TSPS	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 015zt.E60ZT-18TSPS	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZT-015-35858	
<b>Date of Original Request for Supply Arrangement</b> 2019-06-28 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-30</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Susie Boudreau	<b>Buyer Id - Id de l'acheteur</b> 015zt
<b>Telephone No. - N° de téléphone</b> (613) 858-8761 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## **TSPS Task - Quarterly Refresh for Professional Services Supply Arrangement**

The current Streams and categories that are covered under the TSPS method of supply are incorporated by reference at the following link: (<https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html>). The inclusion of an additional Stream and subsequent categories related to health services (which are provided below) will be added to the Streams and categories link in the near future, and will form part of this amendment.

### **Stream 6. Health Services**

#### **Categories**

- 6.1 Registered Nurse
- 6.2 Nurse Practitioner
- 6.3 Licensed Practical Nurse or Registered Practical Nurse
- 6.4 Nurse Aides
- 6.5 Primary Care Paramedic
- 6.6 Physician
- 6.7 Psychologist
- 6.8 Clinical Social Worker

#### **6.1 Registered Nurse**

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

##### **Minimum Education / Qualifications**

All Registered Nurses (RN) must, as a minimum, have:

- a. graduated from a Registered Nursing Program approved by Council of the College of Nurses
- b. Unrestricted licence and in "good standing" with the provincial or territorial regulatory body in the province/territory of practice
- c. a Certificate of Standard First Aid and Basic Life Support (BLS) for Healthcare Provider or equivalent such as Cardio-pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Level C
- d. been fit-tested for an N-95 (or equivalent) mask in the last two years or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear

##### **Minimum Experience**

The RN shall possess, as a minimum, one (1) full time equivalent year of experience in the last five (5) years in nursing practice conducting patient assessment and providing direct nursing care for a broad range of diseases in the population in a primary care, public or community health, ambulatory, or acute care setting.

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## **Tasks**

The required services/tasks may include, but are not limited to the following:

- Assessing the patients physical, emotional and mental health
- Performing basic exams and take vital signs, blood pressure, draw blood samples
- Carrying out treatment plans for patients which include giving medications, coordinating treatments, bandaging wounds and giving injections
- Operating and monitoring technical equipment
- Assisting with medical procedures or minor surgery
- Educating patients and informing them of different treatment options
- Assessing the needs of individuals, families and/or communities
- Instructing individuals, families and other groups on topics such as health education, disease prevention and childbirth, and developing health improvement programs
- Preparing rooms, and ensuring that stock of supplies is maintained
- Emergency labor and delivery
- Providing prenatal and postpartum care
- Performing physical examinations, making tentative diagnoses, and treating patients preparing to medivac
- Conducting specified laboratory tests
- Prescribing or recommending drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures
- Directing and coordinating infection control programs, advising and consulting with specified personnel about necessary precautions
- Performing administrative functions
- Maintaining accurate, detailed reports and records
- Monitoring, recording and reporting symptoms and changes in patients' conditions
- Recording patients' medical information and vital signs
- Modifying patient treatment plans as indicated by patients' responses and conditions
- Consulting and coordinating with health care team members to assess, plan, implement and evaluate patient care plans
- Ordering, interpreting, and evaluating diagnostic tests to identify and assess patient's condition

## **6.2 Nurse Practitioner**

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

### **Minimum Education / Qualifications**

All Nurse Practitioners (NP) shall possess, as a minimum:

- a. a Baccalaureate Degree in Nursing from a recognized university
- b. successful completion of a Nurse Practitioner Program approved or recognized by the provincial regulatory authority with a specialty certificate in either Nurse Practitioner – Adult (NP-Adult) or Nurse Practitioner – Primary Health Care (NP-PHC). In some provinces, a Master Degree in Nursing with a Nurse Practitioner stream is required

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- c. Unrestricted licence and in "good standing" with the provincial or territorial regulatory body in the province/territory of practice
- d. a Certificate of Basic Life Support (BLS) for Healthcare Provider or equivalent such as Cardio-pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Level C
- e. A Master Degree in Nursing, or in the jurisdictions where a Master Degree is not a requirement to be a NP then it can be considered an Asset Qualification
- f. been fit-tested for an N-95 (or equivalent) mask in the last two years or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear

### **Minimum Experience**

The NP shall possess, as a minimum, one (1) full time equivalent year of experience in the last five (5) years in nursing practice conducting patient assessment and providing direct nursing care for a broad range of diseases in the population in a primary care, public or community health, ambulatory, or acute care setting.

### **Tasks**

The required services/tasks may include, but are not limited to the following

- Interviewing patients to get a medical history
- Conducting physical examinations
- Diagnosing injuries, illnesses, and disorders
- Prescribing certain medications to treat chronic or acute illness
- Teaching patients about illness prevention and a healthy lifestyle
- Communicating with other health care providers to achieve total health for patients
- Performing annual physicals
- Performing patient counselling (e.g., mental health, family planning, medication compliance)
- Promoting health (e.g., smoking cessation)
- Immunizing against disease, screening for diseases
- Treating for short-term acute illnesses (e.g., infections, minor injuries)
- Monitoring patients with chronic illnesses or conditions (e.g., diabetes)
- Referring patients to social services
- Counselling patients (e.g., understanding illness progression, treatments)
- Promoting health (e.g., infection control)
- Treating for acute / critical / urgent illness
- Demonstrating/Teaching Procedures (e.g., de-fibrillation)
- Referrals to other health and social services (e.g. social work, dieticians, pharmacists, home care facilities)
- Prescribing medications, and administers physical exams and preventive care
- Obtaining medical histories, provides immunizations, and manages chronic diseases such as diabetes and heart disease

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### **6.3 Licensed Practical Nurse or Registered Practical Nurse**

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

#### **Minimum Education / Qualifications**

All Licensed Practical Nurses (LPN) and Registered Practical Nurses (RPN) must, as a minimum, have:

- a. graduated from a Practical Nursing Program approved by Council of the College of Nurses
- b. Unrestricted licence and in "good standing" with the provincial or territorial regulatory body in the province/territory of practice
- c. a Certificate of Standard First Aid and Basic Life Support (BLS) for Healthcare Provider or equivalent such as Cardio-pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Level C
- d. been fit-tested for an N-95 (or equivalent) mask in the last two years or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear

#### **Minimum Experience**

The LPN or RPN shall possess, as a minimum, one (1) full time equivalent year of experience in the last five (5) years in nursing practice conducting patient assessment and providing direct nursing care for a broad range of diseases in the population in a primary care, public or community health, ambulatory, or acute care setting.

#### **Tasks**

The required services/tasks may include, but are not limited to the following

- perform within defined scope of practice in accordance with the regulatory organization in the province of work
- perform triage assessment during walk-in hours and patient assessments that include medical or incident history, physical examinations, and Periodic Health Assessments (PHAs) Part I including vital signs measurement and vision acuity test
- perform nursing interventions such as taking vital signs, applying aseptic techniques including sterile dressing, ensuring infection control, and conducting specimen collection
- develop a nursing care plan based on the result of the assessment and refer to a physician or other health care provider
- administer medication as per doctor's order as per provincial scope of practice and observe and document therapeutic effects
- complete nursing documentation immediately after each patient interaction
- communicate any changes or abnormal findings of the patient's status or condition to the senior clinician. Abnormal is defined as any deviation to the norm, average, or expected
- perform therapeutic procedures such as injections and wound care
- administer and monitor established respiratory therapy and intravenous therapy, where competency has been demonstrated
- monitor patient's progress and evaluate effectiveness of nursing interventions;
- provide health education to patients

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- perform administrative tasks including written or telephone responses to patient queries, preparation of medical files for physicians or other health care providers, and to return of medical files to health record department
- assist physicians or other health care providers with treatments and procedures
- act as the point of contact for the care coordination and preparation of responses, information requests, and patient inquiries in the specialty clinic
- monitor all medical supplies and inventory including ordering and replenishing
- clean all patient care areas between patient
- clean, sterilize and package surgical instruments
- provide pre-operative and post-operative patient teaching such as clinical and procedural information or instructions and comfort care
- prepare patients for minor surgery procedures by shaving and washing with antiseptic solution on the patient's operative areas
- other associated tasks relevant to this occupational group

#### **6.4 Nurse Aides**

This category can also be applicable to orderlies and patient service associates.

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

#### **Minimum Education / Qualifications**

All Nurse Aides must, as a minimum, have:

- a. Some secondary school education and on-the-job training or a nursing aide or health care aide college or private institutional program, or a college nursing orderly program and supervised practical training are required
- b. An appropriate class of driver's licence may be required for medical attendants
- c. a Certificate of Standard First Aid and Basic Life Support (BLS) for Healthcare Provider or equivalent such as Cardio-pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Level C
- d. must successfully complete the Reliability Status Check (RS) as well as the Police Records Check (PRC)/Vulnerable Sector Screening (VSS) process. These documents are mandatory and necessary as you will be working with vulnerable people
- e. been fit-tested for an N-95 (or equivalent) mask in the last two years or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear

#### **Minimum Experience**

All nurse aides require a minimum of one (1) full time equivalent year of experience in the last five (5) years in direct patient care in a primary care, public or community health, ambulatory, nursing homes, assisted care facility, or acute care setting.

#### **Tasks**

The required services/tasks may include, but are not limited to the following:

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- Answer call signals; supply and empty bed pans; bathe, dress and groom patients; serve meal trays, feed or assist in feeding of patients and assist patients with menu selection; weigh, lift, turn, and position patients; shave patients prior to operations; supervise patients' exercise routines, set up and provide leisure activities for patients, accompany patients on outside recreational activities and perform other duties related to patient care and comfort
- Take patients' blood pressure, temperature and pulse; report or record fluid intake and output; observe or monitor patients' status and document patient care on charts; administer first aid in emergency situations; collect specimens such as urine, faeces or sputum; administer suppositories, colonic irrigations and enemas and perform other procedures as directed by nursing and hospital staff
- Transport patients by wheelchair or stretcher for treatment or surgery
- Carry messages, reports, requisitions and specimens between departments
- Make beds and maintain patients' rooms
- Maintain inventory of supplies
- May perform maintenance tasks such as assisting with the set-up and maintenance of traction equipment, cleaning or sterilizing equipment, maintaining and repairing equipment, and assembling, setting-up and operating job-related equipment
- May transport patients between care facilities
- other associated tasks relevant to this occupational group

## 6.5 Primary Care Paramedic

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

### Minimum Education / Qualifications

All primary care paramedics must, as a minimum, have:

- graduated from a Paramedic Program approved by Paramedic Association of Canada (PAC) and/or the Canadian medical Association (CMA)
- Unrestricted licence and in "good standing" with the provincial or territorial regulatory body in the province/territory of practice
- a Certificate of Standard First Aid and Basic Life Support (BLS) for Healthcare Provider or equivalent such as Cardio-pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Level C
- a current Certificate of either Basic or Advanced International Trauma Life Support (ITLS)
- successful completion of a Reliability Status Check (RS) as well as the Police Records Check (PRC)/Vulnerable Sector Screening (VSS) process. These documents are mandatory and necessary as these resources will be working with youth
- been fit-tested for an N-95 (or equivalent) mask in the last two years or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear

### Minimum Experience

All primary care paramedics have a minimum of one (1) full time equivalent year of experience in the last five (5) years in conducting patient assessment and be able to demonstrate experience of direct patient care in a primary care, public or community health, ambulatory, or acute care setting.

The required services/tasks may include, but are not limited to the following:

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- assisting health care personnel
- perform triage assessment during walk-in hours and patient assessments that include medical or incident history, physical examinations
- perform medical interventions such as taking vital signs, applying aseptic techniques including sterile dressing, ensuring infection control, and conducting specimen collection
- develop a medical care plan based on the result of the assessment and refer to a physician or other health care provider
- administer medication as per doctor's order as per provincial scope of practice and observe and document therapeutic effects
- provide medical coverage and support as required. This will include patient assessment, initial triage, urgent medical care, stabilization and handover to other paramedics or healthcare professionals
- cleaning, wrapping and sterilizing instruments as per instructions
- maintaining an up-to-date list of general supplies, taking requests to inventory management group and bringing back supplies as required
- cleaning treatment rooms and replacing equipment and supplies
- perform medical duties escort
- communicate any changes or abnormal findings of the patient's status or condition to the senior staff. Abnormal is defined as any deviation to the norm, average, or expected
- perform therapeutic procedures such as injections and wound care
- administer and monitor established respiratory therapy and intravenous therapy
- monitor patient's progress and evaluate effectiveness of nursing interventions
- provide health education to patients
- other associated tasks relevant to this occupational group

## 6.6 Physician

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

### **Minimum Education / Qualifications**

Physicians must, as a minimum, possess:

- a. Graduation with a Medical Doctorate or equivalent from a recognized school of medicine (If the degree is from outside Canada, the contractor must provide the Canadian equivalency of the degree evaluated by a recognized third party)
- b. Unrestricted licence and in "good standing" with the provincial or territorial regulatory body in the province/territory of practice
- c. been fit-tested for an N-95 (or equivalent) mask in the last two years or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear

### **Minimum Experience**

The Physician must have a minimum of one (1) full time equivalent year of experience in the last five (5) years in directly providing patient medical care in an in a primary care, public or community health, ambulatory, or acute care setting.

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## **Tasks**

The required services/tasks may include, but are not limited to the following:

- Interviewing patients to get a medical history
- Conducting physical examinations
- Diagnosing injuries, illnesses, and disorders
- Prescribing certain medications to treat chronic or acute illness
- Teaching patients about illness prevention and a healthy lifestyle
- Communicating with other health care providers to achieve total health for patients
- Performing annual physicals
- Performing patient counselling (e.g., mental health, family planning, medication compliance)
- Promoting health (e.g., smoking cessation)
- Immunizing against disease, screening for diseases
- Treating for short-term acute illnesses (e.g., infections, minor injuries)
- Monitoring patients with chronic illnesses or conditions (e.g., diabetes)
- Referring patients to social services
- Counselling patients (e.g., understanding illness progression, treatments)
- Promoting health (e.g., infection control)
- Treating for acute / critical / urgent illness
- Demonstrating/Teaching Procedures (e.g., de-fibrillation)
- Referrals to other health and social services (e.g. social work, dieticians, pharmacists, home care facilities)
- Prescribing medications, and administers physical exams and preventive care
- Obtaining medical histories, provides immunizations, and manages chronic diseases such as diabetes and heart disease

## **6.7 Psychologist**

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

### **Minimum Education / Qualifications**

- a) Graduation with a Masters or Doctoral Degree in Psychology ( If the degree is from outside Canada, the contractor must provide the Canadian equivalency of the degree evaluated by a recognized third party.)
- b) Unrestricted licence and in “good standing” with the provincial or territorial regulatory body in the province/territory of practice

### **Minimum Experience:**

A Psychologist must have a minimum of one (1) full time equivalent year of autonomous practice experience in the last five (5) years in directly providing patient care.

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The required services/tasks may include, but are not limited to the following:

- Assessing and treating individuals
- Developing care plans
- Participating in discharge and release planning as requested
- Providing consultation to other health care providers to ensure continuity of care
- Providing consultation and advice on mental health services to staff
- Participating in meetings including medical advisory committees, case conferences and other related activities as requested
- Administering and interpreting a range of psychological tests; this includes but is not limited to clinical personality, career interests, occupational stress and distress and clinical diagnosis; Bidders must list the psychological tests they have administered for the experience to be evaluated
- providing counselling to individuals; this includes but is not limited to interviewing, making clinical analysis and drawing conclusions assessing risks, providing written reports

## 6.8 Clinical Social Worker

When a pre-qualified supplier receives a Request for Proposal from a Federal Department User, the pre-qualified supplier certifies that the resource being proposed for this category meets the following minimum mandatory criteria:

### Minimum Education / Qualifications

All Clinical Social Workers must possess, as a minimum:

- a. a Baccalaureate Degree or a Master's Degree in Social Work (Specialization: Clinical or Mental Health) from a recognized university accredited by Canadian Association for Social Work Education (CASWE)
- b. a Certificate of Basic Life Support (BLS) for Healthcare Provider or equivalent such as Cardio-pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Level C. Annual recertification is required
- c. Unrestricted licence and in "good standing" from the provincial or territorial regulatory body in the province/territory of practice

### Minimum Experience:

The Clinical Social Worker must have, as a minimum, one (1) year of full time equivalent experience in the last five (5) years performing clinical social work related activities such as intake and assessment, crisis intervention, outreach, psychosocial assessment and treatment planning in a mental health care environment, using various evidence-based psychosocial counselling approaches, such as Cognitive Behavioural Therapy (CBT) and Solution-focused therapy, and providing psychosocial assessment, therapy and counselling services to clients and their families.

### Tasks

The required services/tasks may include, but are not limited to the following:

- provide individual, family, and crisis or emergency assessments
- perform psychosocial and mental health interventions such as individual, family or group assessment, treatment planning and therapy, followed by evaluation of treatment and therapeutic outcome

- analyze clients' needs and provide information and advice to them and their families related to access to appropriate services and resources
- present client's case with recommendations to the inter-disciplinary health care teams to develop an individualized treatment plan
- provide advice and support with and on behalf of clients in relation to rights, services and resources to ensure that clients are receiving the full spectrum of care
- participate in the provision of multi-disciplinary care by ensuring clients receive prescribed treatment and services by the multi-disciplinary team and monitor the clients' progress
- facilitate educational activities and group interventions, psychosocial services overview presentations, and group psycho-educational sessions
- implement new interventions or treatment approaches such as telemedicine and virtual reality therapy
- document client interactions in accordance with relevant policies and standards and with the provincial regulatory organization's Standards of Practice for Social worker's related to documentation
- distribute local outreach material such as mental health awareness materiel
- provide clinical advice, within social work scope of practice, to other health care providers
- other associated tasks relevant to this occupational group

This amendment is raised to add Stream 6. Health Services, as follow:

#### **A. PART 1 – GENERAL INFORMATION**

##### **Under article 3. Streams and Categories:**

**Add:** Stream 6: Health Services

##### **Under article 4. Tiers:**

**Delete:** all five (5) Streams

**Insert:** all six (6) Streams

#### **B. PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

##### **Under M.2.1 To be awarded a Stream within an applicable Tier, the Bidder:**

##### **Delete:**

- a) must be found compliant in at least two (2) substantiated Categories within a single Stream in order for the bid to be considered responsive for that Stream for Tier 1.
- b) must be found compliant in at least four (4) substantiated Categories within a single Stream in order for the bid to be considered responsive for that Stream for Tier 2.

##### **Insert:**

For Streams 1 to 5:

- a) must be found compliant in at least two (2) substantiated Categories within a single Stream in order for the bid to be considered responsive for that Stream for Tier 1.

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- b) must be found compliant in at least four (4) substantiated Categories within a single Stream in order for the bid to be considered responsive for that Stream for Tier 2.

For Stream 6:

- a) must be found compliant in at least one (1) substantiated Categories within the Stream in order for the bid to be considered responsive for that Stream for Tier 1 and or Tier 2.

**Under M.2.4:**

**Delete:** Separate from the Categories awarded to a Bidder as a result of the reference check process identified in M.2.2 and M.2.3 above, a Bidder may also propose to offer Unsubstantiated Categories in each Stream for which it provides no reference information in its bid. Unsubstantiated Categories will be accepted for inclusion into the Bidder's standing offer and/or arrangement in accordance with the following process:

**Insert:** Separate from the Categories awarded to a Bidder as a result of the reference check process identified in M.2.2 and M.2.3 above, a Bidder may also propose to offer Unsubstantiated Categories in each Stream (excluding Stream 6) for which it provides no reference information in its bid. Unsubstantiated Categories will be accepted for inclusion into the Bidder's standing offer and/or arrangement in accordance with the following process:

**C. In Attachment A to Component I – Step by Step Guide to Bidding Online,**

at article 2. and 5. under 'Select Streams to Offer'

**Delete:** 5 Streams

**Insert:** 6 Streams

at article 3. and 4 under 'Select Streams to Offer'

**Delete:** Five Streams

**Insert:** Six Streams

**D. At PART A – SUPPLY ARRANGEMENT (SA)**

Under 14. Insurance Requirement

**14.1 Insurance Requirements for all categories under Stream 1, 2 and 3 - Tier 1**

The Supplier is responsible for deciding if insurance coverage is necessary to fulfill its obligation under any contract resulting from this SA, and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Supplier is at its own expense and for its own benefit and protection. It does not release the Supplier from or reduce its liability under the contract.

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## **14.2 Insurance Requirement for all categories under Stream 4, 5 and 6 - Tier 1 and all categories under Streams 1 to 6 - Tier 2**

**14.2.1** The Supplier must maintain the following insurance requirements for the duration of any contract resulting from this SA. Compliance with the insurance requirements does not release the Supplier from or reduce its liability under the contract.

The Supplier is responsible for deciding if additional insurance is required, such as but not limited to liability and error insurance, to fulfill its obligations under the contract and to comply with applicable laws. Any additional insurance taken out is the responsibility of the Supplier as well as for its benefit and protection.

The Supplier must forward to the Contracting Authority within ten (10) working days after the date of award of the contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Supplier must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**14.2.2** The Supplier must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of any contract resulting from this SA, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Supplier's performance of the contract. The interest of Canada should read as follows: Canada, as represented by PWGSC.
- b) Bodily Injury and Property Damage to third parties arising out of the operations of the Supplier.
- c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Supplier and/or arising out of operations that have been completed by the Supplier.
- d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e) Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual provisions.
- g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
- i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) calendar days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the contract.
- l) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on

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the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Supplier's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Supplier's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

#### **14.2.3 Errors and Omissions Liability Insurance for all categories under Stream 4 and 5 Tier 1 and for all categories under Streams 1 to 5 Tier 2**

In addition to the insurance requirements detailed in 14.2.2 above:

1. The Supplier must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of any contract resulting from this SA, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) calendar days written notice of cancellation.

#### **14.2.4 Medical Malpractice Liability Insurance for all categories under Stream 6 - Tier 1 and 2**

In addition to the insurance requirements detailed in 14.2.2 above:

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.

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2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

#### **14.2.5 Nursing Malpractice Liability Insurance for categories 6.1, 6.2, 6.3 and 6.4 under Stream 6 - Tier 1 and 2**

In addition to the insurance requirements detailed in 14.2.2 and 14.2.4 above:

Throughout the duration of the Contract, the Contractor must maintain in full force and effect a policy of comprehensive general liability insurance to include coverage for any negligence, malpractice and medical professional liability by its resources, officers, servants, agents' representatives that could arise in the performance or non-performance of this Contract.

The Contractor must provide a duplicate of notices of any nature or kind relating to the policy, including but not limited to notices of:

- a. legal proceeding resulting from actions against the insured under the insurance coverage;
- b. cancellation;
- c. changes of material risk; or
- d. breached of statutory conditions,

and be sent by registered mail by the Contractor or the Insurer to Canada.

The Contractor must ensure that the Contract Nurses delivering the services to be performed under this Contract maintain malpractice and liability insurance.

**All other terms and conditions remain unchanged.**