



Contracting Policy Notice 2021-4: Amendments to Appendix D of the Directive on the Management of Procurement Related to the COVID-19 Vaccination of Supplier Personnel

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From Treasury Board of Canada Secretariat

Contracting Policy Notice: 2021-4

Date: December 20, 2021

To: Senior Designated Officials for Procurement and Functional Heads of Procurement, Administration and Finance units at all departments and agencies

Subject: Amendments to Appendix D of the *Directive on the Management of Procurement* related to the COVID-19 vaccination of supplier personnel

Overview

On October 6, 2021, the Government of Canada announced that COVID-19 vaccination is required across the federal public service by November 15, 2021. By this date, supplier personnel who require access to federal government workplaces also need to be vaccinated.

The Treasury Board Secretariat has amended the *Directive on the Management of Procurement* (the Directive) to introduce a new section to *Appendix D: Requirements Included in Other Policies, Programs and Agreements that Impact Procurements*. The

new section D.5 requires that departments implement the *COVID-19 Vaccination Policy for Supplier Personnel* (the Policy) developed by Public Services and Procurement Canada.

The Policy is aligned with the *Policy on COVID-19 Vaccination for the Core Public Administration* and includes new requirements, procedures, and standard contract clauses. The Policy supports a consistent implementation across the federal government.

Amendments to the Directive on the Management of Procurement

The following amendments to Appendix D of the Directive are in effect as of October 28, 2021:

- Public Services and Procurement Canada is responsible for developing, implementing, and maintaining the Policy and tools for use by departments, and consulting with the Treasury Board Secretariat on any amendments to the Policy.
- Senior designated officials for the management of procurement are responsible for implementing the Policy in their department, ensuring that vaccination requirements for supplier personnel are applied to all new and existing solicitations and contracts, and implementing a control framework for ensuring policy compliance.
- Contracting authorities are responsible for documenting certifications, communications, and decisions, and for collecting data and providing reports related to the application of the Policy.

Enquiries

Questions about this policy notice or the *Directive on the Management of Procurement* should be directed to suppliers-vaccination-fournisseurs@tbs-sct.gc.ca. Questions about the *COVID-19 Vaccination Policy for Supplier Personnel* and its implementation

should be directed to [tps_gc.pacertificatsvaccins-
apvaccinescertificates.pwgsc@tps_gc-pwgsc.gc.ca](mailto:tps_gc.pacertificatsvaccins-
apvaccinescertificates.pwgsc@tps_gc-pwgsc.gc.ca).

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Treasury Board of Canada Secretariat

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