



RISK NOTE

Subject: **Template General Services Agreement (GSA)**

Consistency and standardization in contract language is one way an organization can avoid potential problems and minimize the risks associated with contracting for services. Familiarity with the standard terms of a contract avoids unexpected provisions and reduces the need to review contracts individually. While there will always be a need for customized language for major contracts, generally speaking using a template – with or without customization - can be extremely valuable.

Previously, HCPP recommended the use of our Standard Service Provider Agreement. This Agreement has become outdated and has been removed from the HCPP website.

The Province of BC has developed the Provincial General Service Agreement (GSA) which can be found at the following link, [Province of BC GSA](#). Agreements customized for Information Technology and Management Consulting Professional Services and for Financial Review and Assurance Services can also be found at this site. As publicly funded bodies, the HCAs can adopt the provincial standard as their template agreement after review by their legal counsel.

Schedule D of the General Service Agreement is designed to work with an Insurance Matrix. HCPP has developed an Insurance Matrix specific to health care which can be accessed on the member's page of the HCPP website or by contacting your Risk Manager or Chief Risk Officer. The Insurance Matrix works in conjunction with the GSA to develop an appropriate insurance schedule including coverage requirements and limits.

We encourage the use of the GSA appropriately adapted for HCAs' contracting needs.

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It should be clearly understood that this document and the information contained within is not legal advice and is provided for guidance from a risk management perspective only. It is not intended as a comprehensive or exhaustive review of the law and readers are advised to seek independent legal advice where appropriate. If you have any questions about the content of this Risk Note please contact your organization's risk manager or chief risk officer to discuss.
