

PROOF OF INSURANCE NOTIFICATION RPA EMAIL TEMPLATE

Background: This component will send an automated reminder to contractors who are required to submit annual proof of insurance to the CO. The RPA will pull a list of contracts that require an insurance certificate and send the reminder email to the Contractor POC as identified in the contractor's SAM profile.

From: PBS_OAM_RemindersandNotifications@gsa.gov
To: <Contractor POC Email>
CC: <Contracting Officer Email>, ecf@gsa.gov
Email Subject: <Contract Number> Proof of Insurance

{Body of Email}

<Contract Number>

<Award Title>

<Contractor Name>

<Contractor Address>



Dear <Contractor POC Name>:

This is a reminder to submit annual proof of insurance pursuant to Federal Acquisition Regulation (FAR) clause [52.228-5, Insurance – Work on a Governmental Installation](#). A current insurance certificate should be submitted to the Contracting Officer. If your contract has an option, the updated insurance certificate must be provided before an option can be exercised. A sample is attached for your reference.

Per General Services Acquisition Manual (GSAM) clause [552.228-5 Government as Additional Insured](#), "each insurance policy, other than workers' compensation insurance, shall contain an endorsement naming the United States as an additional insured with respect to operations performed under this contract." The policy should also include the contract number referenced above.

Your contract may require, as applicable, coverage for general liability, workers' compensation and employers' liability, automobile liability, bodily injury (per occurrence), and/or property damage (per occurrence).

As prescribed in the contract, you are required to provide and maintain insurance during the entire performance of this contract.

<NOTE: Your contract may allow for proof of insurance to be provided at the base contract level in lieu of for each task order/BPA Call. If your contract does indicate that, you may disregard this reminder.>

Should you have any questions, or to confirm the coverage required, please contact your Contracting Officer, <Contracting Officer Name>, at <Contracting Officer Email>.

****THIS IS A SYSTEM GENERATED EMAIL****

[Sample attachment](#)