

March 15, 2011

INSURANCE INFORMATION NOTICE 2011-8

**SUBJECT: REVISED PROCEDURES MANUAL FOR INSURANCE REQUIREMENTS
IN CONTRACTS**

ORM publishes a "Procedures Manual for Insurance Requirements in Contracts" which is provided as a resource for State agency personnel who work with RFPs, bids and various contracts. It provides overviews of insurance coverages and explanations of terms, along with recommendations of the types and limits of insurance that should be required of a contractor or vendor providing services to the State.

The manual has been revised and has a current revision date of January 2011. It is imperative that the exhibits in this manual be reviewed and future RFPs, bids and contracts include the updated provisions and language.

The manual can be found at <http://doa.louisiana.gov/orm/uw.htm> by choosing the "Procedures Manual for Insurance Requirements in Contracts" link under the heading Information for State Agency Use. There is a choice of a pdf or Word version. We also encourage agencies to check the manual at this site occasionally for other updates that may be made throughout the year.

ORM is available to assist any agency with questions regarding the manual. Please contact Melissa Harris, Underwriting Manager at (225) 342-8414 or Melissa.Harris@la.gov.