To: Deans, Directors, Department Heads and Business Managers
CC: Vern Wyman
From: Cynthia Stanton, Risk Manager
Date: 8/1/2014
Re: Revised Insurance Requirements and Certificates of Insurance Policy

Please be aware that all construction contractors, independent tradesman, or firms providing any type of maintenance, repair or other service on University of Rhode Island premises, whether by contract, purchase order or other agreement, must provide proof of required insurance coverage evidenced by a Certificate of Insurance.

Based on recent audit findings, which revealed inconsistencies in the University’s ability to tie Certificates of Insurance to the original department Contract/Purchase Order/Agreement, the Office of Risk Management has revised its Certificates of Insurance Policy and combined it with its 9/13/13 Insurance Requirements Policy and 1/17/07 Food Handling and Vendor Policy to create one comprehensive “Insurance Requirements and Certificates of Insurance Policy” (attached). Aside from offering a broader explanation of the University’s insurance needs this new policy makes the following notable changes:

- As of August 1, 2014 each University department responsible for managing a contract, purchase order or agreement requiring proof of insurance and/or Food Safety Manager Certification will be responsible for receiving the respective certifications and keeping them in a department file with the controlling contract/purchase order/agreement.

- As of August 1, 2014, each University department responsible for managing a contract, purchase order or agreement requiring proof of insurance and/or Food Safety Manager Certification must provide the contractor/vendor with the name and mailing address of the department manager, administrator or coordinator responsible for monitoring said document terms so the respective certificates will be sent to the appropriate person. This person will be responsible for checking the expiration dates of required insurance policies to be sure Certificates of Insurance are maintained throughout the life of the related contract/purchase order/agreement and for insuring that proof of insurance is received at least five days before work is started and that proof of Food Safety Manager Certification is received at least three weeks before the associated event.

- As of August 1, 2014, each University department responsible for managing a contract, purchase order or agreement requiring proof of insurance and/or Food Safety Manager Certification will email the said document to the office of Risk Management if any of the required terms are not met.

I believe this new policy incorporates lean business design by allocating certificate maintenance to the department best able to gather, interpret and review contract, purchase order and/or agreement requirements.


Please contact me at cynthia_stanton@mail.uri.edu if you have any questions or concerns.