

MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE RSK-13

SUBJECT: Standard Insurance Requirements for County Procurement Documents and Contracts

PURPOSE: To establish a procedure for using County standard insurance and indemnification requirements in County procurement documents and contracts; to assure that County contractors have the required insurance coverage prior to beginning work

ORGANIZATION RESPONSIBLE: Department of County Management – Risk Management Section

DATE: March 2013



ORGANIZATIONS AFFECTED: All Departments/Offices

LEGAL CITATION REFERENCE: MCC 7.100 to 7.104

I. PROCEDURE DESCRIPTION

A. General

This procedure is applicable to all Departments/Offices.

B. Background

The purpose of this procedure is to establish the use of the County's standards on insurance and indemnification requirements in County procurement documents and contracts. These standards are listed in the County Contract Insurance and Indemnification Manual located on the Multco Commons website. Incorporating the appropriate types of insurance and limits, and indemnification language into these County documents will assist in protecting the County from contractual liability exposures, including potential discrimination claims. The second purpose of this procedure is to

assure that County contractors have the required insurance coverage in place prior to beginning work. This procedure applies to anyone having the responsibility for preparing County procurement documents and/or contracts.

II. RESPONSIBILITIES

A. Department/Office

1. Whenever the County is requesting proposals or bids for work to be done by an outside party, the preparer of the quotation, bid or Request for Proposal (RFP) shall refer to the current edition of the County Contract Insurance and Indemnification Manual (Exhibit A) to assist with the appropriate insurance and indemnification requirements for the specific type of quote, bid or proposal being sought. The appropriate insurance and indemnification requirements shall be included in the Quotation, Request for Proposals, or in the Bid Specifications.
2. Whenever the County is entering into a contract with an outside party, the preparer of the County contract shall refer to the current edition of the County Contract Insurance and Indemnification Manual to assist with the appropriate insurance and indemnification requirements for the specific type of contract being negotiated. If an RFP or bid process was used, the insurance and indemnification requirements should already be in place for the contract negotiation phase and should be included in the final contract.
3. No work shall begin on any County contract where insurance is required until proof of insurance (normally a Certificate of Insurance) has been obtained from the contractor (see the County Contract Insurance & Indemnification Insurance Manual, and/or Administrative Procedure CON-1 for further information when needed.)

B. Risk Management Section

1. Requests for variance from the standard requirements in the County Contract Insurance and Indemnification Manual or questions of interpretation shall be referred to the Risk Management Section.

Risk Management will be responsible for evaluating the reasonableness of the standard requirements in light of the circumstances and will provide advice on what is considered to be a sound risk management approach.

This advice may be appealed in writing to the Risk Manager within 30 days. In the absence of an appeal, the Risk Management Section's advice shall be considered the final decision on the standard requirement or interpretation in question.

III. IMPLEMENTATION AND INTERPRETATION

Any questions relative to the intent or application of this procedure are to be directed to the Risk Management Section who is delegated the responsibility for interpreting and implementing this procedure.