

December 30, 2015

INSURANCE INFORMATION NOTICE 2016-4

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

This Insurance Information Notice 2016-4 supersedes Notices 2011-8 and 2001-3.

ORM publishes a reference manual titled “Procedures Manual for Insurance Language in Contracts and Indemnification Agreements” 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 December 2015. 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://www.doa.la.gov/Pages/orm/Underwriting-.aspx> by choosing the “Procedures Manual for Insurance Language 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 Kristy Breaux at (225) 342-8598 or Kristy.Breaux@la.gov with any questions.