



**Certification of Insurance
Collection and Validation of Third Party Compliance**
All information in this document is subject to change at any time.

Category	Who collects and validates	When collected	Standard requirements	Where stored	Special considerations that include increased limits or additional coverages. Contact RMS for recommendations.
Abatement and decontamination services	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	pollution and professional liability
Child Care Services	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	sexual molestation
Construction*	Procurement	Prior to PO Issuance	Construction templates approved by OGC	with contract	All - limits based upon matrix in contract, Builders Risk mandated by ABOR
Events (tents, bouncy house, etc)	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury, property damage
Explosives, Fireworks	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury, property damage
Financial Services	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	fidelity bond, professional liability
Firearms and Ammunition	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury
Food, Catering, Alcohol	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury, property damage
Goods and Services awarded by ITB, RFP	Procurement	Upon award; annually/upon renewal	per the RFP	with contract	varies based on goods/services
IT Professional Services (development, network access, etc.)	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	Professional and/or Cyber -errors and omissions
Medical Services	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	BAA/HIPAA, medical malpractice, professional liability
Moving Services	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury, property damage
Professional Consulting Services	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	Professional -errors and omissions
Public Relations and Advertising Services	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	media liability
Security Services	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury, property damage, fidelity bond
Shredding Services	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	data protection
Transportation Services	Procurement/Requesting Department	Upon PO Issuance	PO Standard Insurance Requirements	with contract	Increased auto liability limits
Waste, Hazardous Waste Disposal	Procurement	Upon PO Issuance	PO Standard Insurance Requirements	with contract	bodily injury, property damage, pollution
ASU Facilities Use Agreement	Contract Author/Manager (Real Estate, KE, Parking and Transit, etc.)**	prior to contract signature	ASU Facilities Use Agreement template approved by ASU Office of General Counsel.	with contract	If cranes or hazardous substances are used, consult with RMS for additional requirements. Abuse and Molestation coverage for minors has been integrated into the FUA form.
Lease Agreement	Contract Author/Manager (Real Estate, Procurement, etc.) **	prior to contract signature	Lease Agreement template approved by ASU Office of General Counsel.	with contract	All, must be reviewed on case by case basis especially if hazardous substances are onsite. Special requirements for City of Phoenix, California Center.
Property Management Services	Procurement	Upon award; annually/upon renewal	Real Estate and OGC discuss with RMS and Procurement regarding the SOW, template can vary.	with contract	professional liability, fidelity bond if handling rent and other funds.

*DB, CMAR, JOC, ARFQ, construction related professional services such as engineers, architects; by ABOR definition, "Construction" does not include: the routine operation, repair or maintenance of existing facilities, structures, buildings or real property. ** Due to complexity of lease forms and SOW, RMS is always consulted in advance for insurance requirements and often involved in the COI review.