

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Division of Risk Management and Insurance Services
 Risk Finance & Insurance Department



LAUSD INSURANCE GUIDELINES – PURCHASING CONTRACTS

Please use this checklist as a guideline for providers, such as school supplies, books, software, but not limited to. The actual insurance requirements will be determined by the nature and scope of work. If you have any questions regarding the insurance guidelines please contact Risk Finance at (213)241-0329 or email riskfinance@lausd.net.

VENDOR INSURANCE LIMITS:

COMMERCIAL GENERAL LIABILITY	
Per Occurrence Limit	\$1,000,000
Products & Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	1,000,000
General Aggregate Limit	2,000,000
Fire Damage (Any One Fire)	100,000
Medical Payments (Any One Person)	5,000

ABUSE & SEXUAL MOLESTATION*	
Per Occurrence Limit	\$1,000,000
General Aggregate Limit	1,000,000

***Vendors that will be in contact (Non-Incidental) with youth (18 & under) will require Abuse & Sexual Molestation coverage.**

COMMERCIAL AUTO POLICY**	
Combined Single Limit	\$1,000,000
<i>**All owned, hired and non-owned autos must be covered. If there are no owned autos a signed Commercial Auto Liability waiver, and hired & non-owned coverage is required.</i>	

WORKER 'S COMPENSATION***	
Employer Liability	Statutory \$1,000,000
<i>*** Sole proprietors with no employees are exempt from providing WC coverage, but must provide a signed waiver statement.</i>	

ERROR'S AND OMISSIONS (E&O)****	
Per Occurrence	\$1,000,000
General Aggregate	1,000,000
<i>****Errors and Omissions or Professional Liability coverage is required for all professional services and consulting contracts.</i>	

CYBER LIABILITY *****	
Per Occurrence	\$1,000,000
General Aggregate	1,000,000
<i>***** Required for services involving information technology, software development, database development and administration, etc...</i>	

The Commercial General Liability Policy, Abuse coverage, and the Commercial Automobile Policy must contain an Additional Insured Endorsement wording of:

**LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION OF
 THE CITY OF LOS ANGELES
 333 S Beaudry Ave, 28th Floor, Los Angeles, CA 90017**