

HOW TO REQUEST

WAIVER OF INSURANCE REQUIREMENTS IS UI CONTRACT:

The request for a waiver of insurance requirements is a collaborative process among UI Risk, the department, Purchasing Services, and UI Counsel. UI Risk thanks departments for their role in gathering information about independent contractors and assessing risk.

Please read the following information, and **answer the questions** at the end of the information.

Department's responsibilities:

STEP 1	REQUEST CERTIFICATE OF INSURANCE From independent contractor Where do I get a University of Idaho Request for Certificate of Insurance? See attached (Form is updated periodically)
INSURANCE	- x Independent contractor has insurance, send certificate of insurance - x Send certificate to Purchasing Services proceed with contract process.
NO INSURANCE	Independent contractor has no insurance proceed to STEP 2

STEP 2 Independent Contractor with no insurance	REQUEST WAIVER OF INSURANCE REQUIREMENTS FROM UI RISK By reply to this email, ANSWER (proprietor with no employees) - x Provide information about scope of work, and assess risk - x UI Risk will advise on whether or not insurance requirements should be waived See BACKGROUND INFORMATION below for more information for departments about the waiver of insurance requirements.
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UI Risk's responsibilities:

- x Review information gathered by department, and determine whether or not to grant the waiver of insurance

- x The University of Idaho's insurance requirements are standard for U.S. companies. Independent contractors usually get a Certificate of Insurance with 24

2. Name of independent contractor:

3. Department has requested Certificate of Insurance (using attached Request Form) from this independent contractor.

State reason given by Independent contractor for not providing Certificate of Insurance:

4. Scope of work to be performed for the University of Idaho:

5. Dollar amount of work to be performed for the University of Idaho:

6. Department's risk assessment of the scope of work to be performed for the University of Idaho:

NOTE: Please explain why the risk to the University is minimal, and why your department considers it a safer risk to waive the insurance requirements for this independent contractor. This information will be used by UI Risk to assess whether a waiver of the insurance requirements can or cannot be granted to this