



Montgomery County Procurement Forum

10-5-2018

Montgomery County Department of Finance

Division of Risk Management

Insurance Section

Vendors and Contractors doing business with Montgomery County are required to provide insurance to protect the citizens of Montgomery County and the County. The Local Government Tort Claims Act does not allow the County to cover the acts of other parties.

It is the task of the Insurance Section to review in depth the scope of services or the type of commodity, the estimated contract expenditure, location of work to be performed and who will perform the work (all “the exposures”) to determine the insurance types and limits to be required.

The County has standard insurance requirements in the General Terms and Conditions of Contract but often revises them to more adequately address the specific exposure being presented to the County through the services or goods being procured.

When mandatory insurance requirements are part of a RFP or IFB, grant or contract make certain to include the costs of that insurance when calculating contract pricing. In certain circumstances, the County may grant a waiver of insurance but in most cases you should expect that mandatory insurance will be required. If you have specific clarification questions about the insurance, please inquire prior to the solicitation closing. Be sure to read the solicitation package thoroughly – insurance requirements are sometimes added as an attachment. It is recommended to share the requirements with your insurance advisor to ascertain that they will be met.

If you belong to a professional industry association you may check with them to see if they provide options for insurance for members. Contact your insurance agent or broker to assist you in obtaining the mandatory insurance types and limits to adequately protect your business.

A certificate of insurance is the document that is required to evidence your coverage. Your insurance agent or broker can issue or obtain this document from the insurance carrier.

If you have questions regarding County insurance requirements, please contact the Risk Management at: RiskManagement.Finance@montgomerycountymd.gov or call 240-777-8920.