FRANK D. LANTERMAN REGIONAL CENTER

January 1, 2021

To: Prospective Service Providers

Re: Mandatory Certificate of Liability Insurance

FDLRC has terms and conditions in place that require service providers to maintain appropriate liability insurance, and to name "Frank D. Lanterman Regional Center" as an additional insured on such policies. This is a condition for doing business with the center. This requirement is for your protection, as well as for the protection of the people you serve and the regional center.

As part of the vendorization process with FDLRC, you need to satisfy this insurance contractual requirement and provide us with verification that you have done so. As stated in the Terms and Conditions of each Purchase Order which will be generated in connection with our business transactions with you:

> "**General Indemnity**. Vendor hereby expressly agrees to indemnify FDLRC from all liability, losses, claims, demands, damages, judgments and costs (including but not limited to reasonable attorneys' fees) for or arising from, in connection with, or incidental to this Purchase Order, or with or to any and all services, materials, or supplies to be provided to FDLRC or the Client by vendor, whether caused by the negligence of Vendor or its agents or employees, or otherwise. **Vendor shall, at its expense, carry adequate insurance to fully protect both the vendor and FLDRC from all liability**, losses, claims, demands, damages, judgments and costs (including but not limited to reasonable attorneys' fees), of any nature for damage to property or for personal injury (including but not limited to death), which may arise from the performance of this Purchase Order, **and shall provide to FDLRC upon request a current Certificate of Insurance showing FDLRC as an additional insured on such policies**." (*Terms and Conditions of Purchase Order* ¶ 10.b.).

The *Terms and Conditions of Purchase Order* are in addition to any other agreement you have with us.

Please provide us with a current "Certificate of Insurance" for your business naming "Frank D. Lanterman Regional Center" as an "Additional Insured" on your policy. Your insurance agent or company can make the appropriate arrangements and provide you with the requested documentation, or you may request that they send the Certificate(s) of Insurance directly to us at:

Frank D. Lanterman Regional Center.
Attn. Community Services
3303 Wilshire Blvd., Suite 700
Los Angeles, CA 90010

Proof of insurance must be provided as follows:

- General Liability - all providers
- Professional Liability/Malpractice - all licensed or credentialed providers
- Vehicle - transportation companies and any provider using agency/personal vehicles to transport clients
- Workers' Compensation - all providers with employees

The Certificate(s) should state a policy limit of at least $1,000,000 per occurrence for general liability, bodily injury, and property damage, and should also reflect a 30-day notice of cancellation.

Please include your Certificate(s) of Insurance in your vendor application packet. Your application will not be processed without this proof of insurance.

Please continue to update our records with a current Certificate of Insurance each time you renew your insurance policy in order to satisfy this requirement. If you require technical assistance, or have a specific question, please contact Community Services at 213-383-1300.