



## INSURANCE REQUIREMENTS

All contractors, vendors or service providers entering the premises of QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC and its subsidiaries and affiliates (QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC represent all subsidiaries and affiliates throughout this contract) to perform work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible for. Departments should request a Certificate of Insurance from the contractor or vendor prior to the beginning of work and/or the start of a contract. A Certificate of Insurance is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

The following minimum insurance standards shall apply to all vendors performing, selling, or distributing products and services at QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC. If a product or service, in the opinion of Risk Management and Insurance, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

**Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate. QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC and its subsidiaries and affiliates to be named as additional insured. Waiver of subrogation to be added. (A **waiver of subrogation** is a contractual provision where one party agrees to limit the rights of its own insurance carrier and usually pays an additional premium for a special policy endorsement allowing for coverage under such a situation

- Certificate **must come directly or be forwarded from the broker** and must state the named insured agrees to indemnify QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC, its owners, officers, agents, employees, subsidiaries and affiliates. Primary and non-contributory wording required. Contractors to cover ongoing and completed operations.

**Workers' Compensation** \*: Statutory limits are required.

**Employers Liability Coverage** \*: \$1,000,000. \*

**\* If Vendor has no employees, the attached annual Waiver may be completed and signed instead.**



**Automobile Liability:** For vendors who will drive onto the premises of QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage is required.

- Certificate **must come directly or be forwarded from the broker** and must state the named insured agrees to indemnify QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC, its owners, officers, agents, employees, subsidiaries and affiliates. Primary and non-contributory wording required. Contractors to cover ongoing and completed operations.

**Other Insurance Coverage That May Be Required:**

□ **Professional Liability:** Not less than \$1,000,000 per occurrence and aggregate to be maintained for the duration of the agreement and three years following its termination. This insurance requirement applies when a supplier has a professional designation or license and/or is providing professional services. The minimum limit for architects and engineers is \$2,000,000 per occurrence and in the aggregate and may be increased depending upon the nature of the services to be provided to QUALITY MANAGEMENT GROUP, INC. Coverage to be kept in place for a minimum of 5 years after project completion.

□ **Umbrella or Excess Liability Coverage:** Not less than \$5,000,000 per occurrence and in the aggregate. This coverage typically sits above the underlying General Liability and Automobile Liability. Depending upon the scope and work to be performed in the proposed agreement, this policy may be required in order for the vendor to be able to meet the minimum insurance requirements.

□ **Cyber Risk Insurance:** Not less than \$2,000,000 per claim to be maintained for the duration of the agreement and three years following its termination. This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.

□ **Environmental Liability:** Not less than \$2,000,000 per claim and in the aggregate. This insurance requirement applies when a vendor will be performing environmental clean-up work (decontamination/ remediation), will be working with hazardous substance or waste, or may have similar such exposures while performing work under the proposed agreement. Higher limits of environmental liability coverage may be required depending upon the scope of work.

***Vendors and contractors shall name QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC as Additional Insureds on its General Liability insurance policy as it pertains to the work done/service provided/product delivered to QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC and shall provide a 30-day notice of cancellation or non-renewal of coverage to QUALITY MANAGEMENT GROUP, INC. Such insurance must be primary as to any other valid and collectible insurance.***



***QUALITY MANAGEMENT GROUP, INC and LABARGE INDUSTRIES, LLC does not need to be named as an Additional Insured on Workers' Compensation or Professional Liability policies.***

Any liability coverages on a "claims made" basis should be designated as such on the certificate.

Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the vendor, contractor or service provider.

A contractor may be required to provide liability insurance that is primary and noncontributory. This means that the contractor's policy must pay before other applicable policies (primary) and without seeking contribution from other policies that also claim to be primary (noncontributory).

All policies shall evidence insurance written by Carriers authorized to conduct business in the Commonwealth of Massachusetts and rated at least "A" in A.M. Best's Key Rating Guide.

Renewal certificates of insurance shall be provided annually until all work is completed, as expired certificates will result in delay of payment.