



UNIVERSITY OF CALIFORNIA VENDOR / PROVIDER REQUIREMENTS

To: Vendors and Service Providers
From: UCSB Contracts & Property Office

Vendors and service providers who propose to provide goods or services to the University of California must meet the following requirements and provide the following information:

1. UNIVERSITY OF CALIFORNIA STANDARD INSURANCE REQUIREMENTS

Prior to providing services to the University, vendors and service providers must furnish the University with current certificates of insurance that show the following minimum coverages and meet the following requirements:

1a. Commercial Form General Liability Insurance:

(i) Combined Single Limit Per Occurrence	\$1,000,000
(ii) Products and Completed Operations	\$2,000,000
(iii) Personal and Advertising Injury	\$1,000,000
(iv) General Aggregate, Bodily Injury, Property Damage	\$2,000,000

1b. Business Automobile Liability Insurance: for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence. Self-employed providers may submit proof of Automobile Liability Insurance for owned or hired automobiles with a limit of not less than \$250,000 per person and \$500,000 per accident.

1c. Workers' Compensation Insurance: as required under California law. This requirement is not applicable if the provider has no employees.

1d. Professional Liability Insurance (Errors & Omissions): with a minimum coverage limit of not less than \$1,000,000. This requirement is not applicable to all providers. Please see "Fact Sheet – Insurance Requirements for Goods & Services" (http://www.riskmanagement.ucsb.edu/Forms/rm/factsheets/InsurReq_GoodServ.pdf) for additional information.

1e. The Commercial Form General Liability Insurance and the Business Automobile Liability Insurance must be endorsed to include the Regents of the University of California as an additional insured.

1f. The certificates of insurance must provide for advance written notice to the University, in accordance with policy provisions, of any modification or cancellation of any of the above insurance coverages.

1g. The certificate holder must be identified as follows:

The Regents of the University of California
UCSB Contracts & Property Office
University of California, SAASB 3203
Santa Barbara, CA 93106-2095

1h. The certificates of insurance must be mailed, faxed, or emailed to the University department acquiring the provider's services.

2. UNIVERSITY OF CALIFORNIA VENDOR / CONTRACTOR INSURANCE PROGRAM

The University of California has established a Vendor / Contractor Insurance Program to assist providers who do not carry insurance to obtain the necessary insurance coverage. Information about this program can be found by following these instructions:

Go to <http://ucsb.marshcampusconnexions.com> then to "Constituencies" then to "Vendors and Contractors" then to "Vendor / Contractor Insurance Program".

3. SERVICE PROPOSAL

To assist the University in preparing a contract for services, vendors and service providers must provide a proposal that thoroughly sets forth the scope of the services to be provided, describes the deliverables to be presented, and provides information about the dates of completion for each service and each deliverable. The proposal must be mailed, faxed, or emailed to the University department acquiring the provider's services.

4. IRS FORM W-9

Prior to providing services to the University, vendors and service providers must mail, fax, or email a completed "IRS Form W-9 – Request for Taxpayer Identification Number and Certification" to the University department acquiring the provider's services.