

How to Request an Exception to UC Insurance Requirements

Procurement and Risk Management Partnership

(Formerly known as Insurance Waiver Requests)

STEP 1: Work with Procurement/Business Contracts

Unless the contract/agreement meets one of the two exemptions below, Transactors must work with [Central Procurement/Business Contracts](#) prior to requesting an Exception to UC Insurance Requirements through the [Exception Request Portal](#).

Exemption: In the below cases, Transactors can by-pass Procurement and proceed with the below process.

- Purchase of Goods – With a total value of less than \$10,000
- Technology/Cyber – Contracts/Agreements with a P1 or P2 rating **and** a total value of less than \$10,000

STEP 2: Request a Certificate of Insurance

The Certificate must evidence coverage in accordance with the contract/agreement **or** meet the University's [minimum insurance requirements](#):

- Commercial General Liability Insurance: Not less than \$1,000,000 (one million) per occurrence.
- Business Automobile Liability: Not less than \$1,000,000 (one million) per occurrence.
- Workers' Compensation Insurance as required by California Law.

The Regents of the University of California shall be the Certificate Holder and named as an Additional Insured.

Vendors who do not have insurance or cannot meet the University's insurance requirements can purchase a policy through [University of California, Riverside CampusConnexions](#).

STEP 3: Exception Request Portal

If contractor, performer, supplier or vendor states they cannot provide insurance or cannot meet the insurance requirements, the Transactor can request an Exception to the UC Insurance Requirements through the [Exception Request Portal](#). The survey will guide the Transactor through the process to collect required information. Be prepared to upload the following documents, at time of submission, based on transaction type.

Required Documents

Business Contracts & Performance Agreements

- Business Services Agreement, Facilities Use Agreement, MOU, Performance Agreement with a detailed Scope of Work
- Completed [Exception to UC Insurance Requirements: NIA/Hold Harmless](#)

Purchase of Goods or Services

- Quotes/Agreement/Contract/Purchase Order with a detailed Scope of Work
- Completed [Exception to UC Insurance Requirements: NIA/Hold Harmless](#)

Independent Contractors

- Completed [Independent Contractor Classification Form](#) (ICF)
- Approval e-mail from Central Human Resources
- Completed [Exception to UC Insurance Requirements: NIA/Hold Harmless](#)

Cyber Liability

- Completed Appendix DS
- Completed Vendor Risk Assessment (VRA) – Only Required for Protection Level Classifications P3 or P4
- Completed [Exception to UC Insurance Requirements: Cyber Liability Limits Request Form](#)

STEP 4: Review and Results

Once submitted, a confirmation e-mail will automatically be sent to the Transactor and the request will be routed to the appropriate reviewer within Procurement or Risk Management. Reviews will take up to **7-business days**. The Transactor will receive an e-mail notification regarding the outcome of the review and next steps.