

Loudoun County Public Schools

Loudoun County Public Schools requests proof of liability insurance from all Contractors and Vendors providing services to the school system and Organizations using LCPS facilities.

See below for the Official correspondence from LCPS. Please note that if you are NOT providing transportation, there is no need for the automobile insurance.

LOUDOUN COUNTY PUBLIC SCHOOLS

**DEPARTMENT OF BUSINESS &
FINANCIAL SERVICES
PROCUREMENT/RISK MANAGEMENT
SERVICES**

21000 Education Court, Suite #301, Ashburn, VA
20148

Phone (571) 252-1270 Fax (571) 252-1432

TO: ALL CONTRACTORS, VENDORS, AND ORGANIZATIONS

FROM: LOUDOUN COUNTY PUBLIC SCHOOLS
PROCUREMENT/RISK MANAGEMENT SERVICES

Please provide a **Certificate of Insurance** showing **General Liability, Automobile Liability, Professional Liability** (Errors & Omissions), **Technology/Cyber Liability, Workers' Compensation**, and **Excess or Umbrella Liability coverages**, **as applicable** to your business operations or facility use with LCPS. Minimum limits of liability shall be \$1,000,000 per occurrence and aggregate.

The Certificate of Insurance shall designate "**Loudoun County School Board, Loudoun County Public Schools and associated Parent Teacher Associations and Organizations**" as the **Certificate Holder** and as an **Additional Insured** under the Commercial General Liability and Excess/Umbrella Liability insurance policies.

Additional Insured status shall be provided using the Additional Insured-Designated Person or Organization Endorsement (or similar

endorsement to the policy). Coverage shall apply as the School Board's interests may appear with or without a written contract.

Provision of currently dated insurance certificates and endorsements will allow your firm or organization to contract with all Loudoun County Public Schools that wish to utilize your equipment, products, or services. It is expected that **updated certificates of insurance and endorsements** will **automatically** be provided to **LCPS** upon the insured's renewal. Please send the documents to:

Loudoun County Public Schools
Procurement/Risk
Management Services 21000
Education Court, Suite 301
Ashburn, VA 20148
Fax (571) 252-1432 and Phone (571) 252-1270
E-mail: LCPScontracts@lcps.org

Please contact us if you have any questions or concerns in the meantime. We appreciate your help with this matter and look forward to your insurance representative's response.

NOTE: All COIs issued by Virginia licensed agents must comply with the provisions governing certificates of insurance found in Section 38.2-518 of the Code of Virginia, 1950, as amended.