CERTIFICATE OF INSURANCE (COI)

FAQ

What is a COI?

The ACORD COI is a standardized document provided by an insurance company to confirm the existence and types of insurance coverage in effect for a policyholder. The ACORD form is **NOT** an insurance policy or a "declaration" page from the insurance company. Possession of a COI only does not grant insured status to the holder.

When is a COI required?

A COI is generally required when:

- Event is on-campus and hosted by a third party,
- A vendor comes to campus to perform services,
- Work is performed on behalf of MTSU, regardless of location,
- University facilities are being rented or used by external parties, or
- A professional service is being procured (e.g., legal, accounting, consulting).

If you are unsure whether a COI is required, please contact the Contract Office for guidance.

Who collects the COI?

Departments are encouraged to collect the COI from the vendor and attach it to the contract requisition, as this may expedite processing. If not, the Contract Office will collect the COI by contacting the vendor directly. **Please ensure the COI question is answered,** as this is required to proceed to signature(s).

What does the COI have to show?

- **MTSU must be listed as additional insured.** This means that MTSU will have additional legal rights and protection under the vendor's policy. This also shifts the risk away from MTSU to the policy holder.
- **The correct legal name must be on the COI** and must also match the W-9 the vendor has provided to MTSU. *For example, the name cannot read "John Doe" if the contract is with "John Doe, LLC dba John Doe Lawn Service".*
- **Description of Operations**: Naming MTSU as additional insured cannot be a qualified statement of coverage. *For example: MTSU is named as additional insured under this insurance policy but only with regard to work performed by a certain date. The statement should be "Middle Tennessee State University is an additional insured" or similar.*
- **The "ADD'L INSD" box**: A checkmark, "Y", or "X" must be indicated in this column next to the policy number. The COI is "non-conforming" and not acceptable if this is left blank or has a "N" indicated.
- Ideally, MTSU should also be named as the certificate holder, as "Middle Tennessee State University, 1301 East Main Street, Murfreesboro, TN 37132."
- **Policy numbers must be listed** for each policy type on the COI.
- Effective dates of coverage **must** be listed and **MUST** cover the MTSU event/contract term (i.e., overage cannot stop on June 1 if the event is from May 15 through July 15.)

Coverage Type	Minimum Limits
General Liability	$1 million per occurrence / $2 million aggregate
Sexual Abuse & Molestation	$1 million / $2 million (if minors involved)
Professional Liability	$1 million (e.g., legal, architect, engineer)
Automobile Liability	$1 million
**Workers' Compensation	Statutory requirements; generally $1 million
Other Coverages	As applicable to the contract risk

*** Workers Compensation does NOT name MTSU as additional insured.*

Can the vendor be exempted/excluded from the insurance requirement?

It depends on the risk of the event/contract: Low/medium/high risk.

- Low – academic related event (speech), dinners/celebrations, less than 100 attending, off campus event.
- Medium – sports events, vendor street fair, festivals.
- High – mechanical rides/blow-ups, concerts, rodeo, fire

To request an exception to the insurance requirement:

- Preferred: Add a comment on the requisition requesting an exception to the insurance policy and call or email Contract Office.
- Alternate: Email or phone call to the Contract Office.
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An exception will be requested on the department's/vendor's behalf by the Contract Office and forwarded to Risk Management for review on a case-by-case basis. If granted, the contract may process through for signatures without the COI. If not, a COI is required.

If no COI is provided, and no exception is requested, the contract will not be processed until the COI is provided by the vendor to the Contract Office.

What if the vendor has already signed and then there is an exception to accept a lower policy coverage amount or no policy coverage at all?

- The Contract Office will revise the contract and send it to the vendor for approval. This is required since changes made post-signature must be initialed by the vendor, or they must confirm via email (which is then attached to the requisition).
- If COI is in question, it may be prudent to submit the contract without signature, and EARLY, so it can be addressed without slowing the process.
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IMPORTANT: If you are using a standard template contract (e.g., facility use, speaker, music) be sure to check the Contract Office website for the latest version of that template.