



**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

## **EXHIBIT C-CERTIFICATE OF INSURANCE REQUEST**

**PLEASE FORWARD THIS MEMO TO YOUR  
INSURANCE AGENT/BROKER FOR COMPLIANCE**

**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 dba Loudoun County Public Schools**" 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 email or send (*email is preferred*) 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](mailto: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.*