

# Understanding insurance requirements in Hennepin County contracts

Insurance coverage is an essential part of a contract with Hennepin County. Taking time to understand insurance requirements will help you meet contract terms and avoid delays in the contracting process.

## This guide will help you:

- Understand why insurance is required, and
- Learn about insurance requirements for contracts with Hennepin County.

## Why insurance matters

Insurance is required to:

- Protect your business if something unexpected happens
- Protect the county from legal and financial risks tied to your work
- Ensure potential costs are covered in case of damage, injuries, or accidents

## Common types of insurance coverage required

Every contract is different. Insurance requirements for a contract depend on the type of contract, level of risk and department. Please consult your county contact for specific requirements.

The most common types of coverage required are:

### **General liability insurance** (required in almost all County contracts)

- Protects against claims of bodily injury and/or property damage

### **Automobile insurance** (required if you or your staff drive as part of contracted services)

- Protects against claims of injury and/or property damage caused while operating a vehicle
- A higher limit is required when transporting people

### **Worker's compensation insurance** (required if you have employees)

- Protects against claims of injuries sustained by employees while on the job

### **Cyber liability insurance** (required if you have access to or store non-public data, and/or access to County systems as part of your contracted services)

- Protects against claims resulting from cyber-attacks and data breaches

**Professional liability, also known as “errors & omissions”** (required if you provide a professional service and/or software)

- Protects against claims from errors, omissions, or negligence in professional services

## Best practices for meeting insurance requirements

Follow these best practices to make sure your insurance documentation is complete and accurate:

- **Review insurance requirements early**  
If you have concerns about meeting the insurance requirements, discuss them with your county contact before the contract is signed. Written approval from the county is required for any changes
- **Send the County’s insurance requirements directly to your insurance agent**  
Providing your agent with the insurance terms required for your contract can help them prepare the right insurance certificate for you
- **List Hennepin County as the certificate holder**  
Be sure Hennepin County and the appropriate address appear in the bottom left corner of your insurance certificate
- **Include Hennepin County as additional insured**  
This protects both your business and Hennepin County during the term of your contract
- **Maintain active coverage**  
Your policy must maintain active coverage through the duration of your contract. Submit renewed insurance certificates to the county

## Helpful reminders and tips

- Provide your certificate of insurance to your contract manager promptly. Work cannot begin until an approved certificate is on file at the county.
- One size does not fit all. Insurance requirements vary by project type, contract risk and department.
- It is the amount of risk, not amount of the contract that determines required coverage.
- You *may* be able to include a portion of insurance costs in your budget proposal or bid. Possible allowable insurance expenses include allocated insurance costs, or the cost of additional coverage required for the contract. Check with your county contact.
- Stay current! If your policy is set to expire, send the county an updated insurance certificate.

## Resources

- Schedule a [contracting navigation consult](#)
- Visit [Elevate Hennepin](#)

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