

**Risk Management Curriculum**  
**Introduction to Insurance & Risk Theory**  
**"Procurement Insurance Concepts & Terminology"**

**Course Objective:**

The object of the course is to familiarize a Procurement specialist in the concepts and terminology used in the Uniform General and Special Terms and Conditions of boilerplate used in standard solicitation documents and contracts.

**Prerequisite: "Dynamics of Risk, Risk Management & Insurance"**

**Competencies:**

**After completing the course, each student will understand:**

- The scope and purpose of ADOA self insurance
- The reasons why a contractor must purchase their own insurance
- The function of the Indemnity provisions in a contract and its impact on a liability claim
- The difference between Indemnity and Insurance
- The meaning of Additional Insured
- The importance of Additional Insured in the context of a claim tender and its role in the claim defense
- How Additional Insured supports the Indemnity provisions
- Why a contractor indemnifies the State, and why it is a conflict with A.R.S. for the State to indemnify a contractor
- The definitions and terminology of General, Automobile and Professional Liability and Workers' Compensation/Employers Liability

- **What is covered on the various Liability and Workers Compensation insurance policies**
- **How a Business Automobile Liability policy is different than a Family Auto policy from the standpoint of the underwriter**
- **What is the relation of the Workers Compensation requirement to Labor Statutes**
- **What is a sole proprietor**
- **What is the purpose and function of the Sole Proprietor waiver**
- **What is the purpose and function of the Independent Contractor agreement**
- **What are the "Insurance Modules"**
- **How are the "Insurance Modules" used in the solicitation process**
- **What are two common exceptions/variances a procurement officer can utilize (Sole Proprietor waiver, and choices on Business Auto)**
- **What is Professional Liability**
- **What is the difference between "occurrence" and "claims-made"**
- **What is "Errors and Omissions" and "Medical Malpractice"**
- **What is the role and function of the ADOA Risk Management Insurance Analyst in the process of advising the State**