

Insurance Requirements Guide

for SDG&E® and SoCalGas® Suppliers

Why Insurance Coverage Matters?

Insurance requirements are designed to align coverage with the work and protect all parties while services are performed.



Protect people and property

Helps protect suppliers, utilities, customers, and the public from covered risks arising during the work.



Match the scope and risk

Coverage requirements depend on the nature of the services, contract value and associated risk.



Insurance requirements are not one size fits all

Insurance requirements vary based on the scope, exposures, and risks of the work being performed.

If you anticipate challenges meeting insurance requirements, engage your procurement contact as early as possible.

Three Distinct Layers of Insurance Requirements

Meeting contractual minimums does not necessarily address the full scope of a supplier's insurance needs.

1

Legal requirements

Insurance required by applicable laws and regulations, including requirements related to employees, vehicles, and licensed operations.

2

Owner's contract requirements

Insurance required under the applicable purchase order, agreement, statement of work, and insurance exhibit.

3

Additional insurance protection

Additional insurance a supplier may need to protect its people, equipment, operations, and business continuity beyond what is contractually required.

Insurance requirements may differ between SDG&E and SoCalGas. Suppliers should refer to the specific requirements of the contracting utility. Contract requirements establish the minimum insurance requirements for the work being performed. Suppliers should work with their insurance advisors and/or broker to evaluate whether additional coverage is appropriate for their individual business needs and risk exposures.

This guide is for informational purposes only and does not modify, replace, or supersede any insurance requirements contained in the applicable contract, purchase order, statement of work, solicitation, or insurance exhibit. In the event of any conflict, the contract controls.

Supplier Readiness Checklist

Complete these steps early to reduce insurance-related delays.

- ☐ Review California legal baseline requirements for employees, vehicles, and licensed contracting activity
- ☐ Review the contract requirements for the specific scope of work
- ☐ Confirm required coverage and limits with your broker
- ☐ Request all required policy endorsements from your broker
- ☐ Submit an active Certificate of Insurance (COI) before work begins
- ☐ Track renewal dates and provide updated evidence of insurance before expiration

Subcontractors:

Prime suppliers are responsible for confirming that subcontractors meet applicable insurance requirements for their scope of work. A prime supplier's obligation to confirm subcontractor insurance does not diminish or replace the prime supplier's own direct insurance obligations under the contract.

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Coverage Requirements

The coverages identified below are common examples and are not intended to be an exhaustive list of all coverages that may be required for a particular engagement.

INSURANCE	DEFINITION
General Liability	Protects third-party bodily injury, property damage, or personal injury
Workers' Compensation and Employer's Liability	Required for suppliers with employees; follow state-mandated requirements
Automobile Liability	For Suppliers operating vehicles for fieldwork or site access
Professional Liability (E&O)	For engineering, consulting, or technical/professional services
Cyber Liability	For access to utility systems, customer data, or operational technology
Pollution/Environmental	For excavation, hazardous materials handling, or environmental remediation

Additional Insured Endorsement: The Utility must be listed as an Additional Insured on applicable policies.

Before Work Begins

Insurance documentation should be reviewed and accepted before mobilization.



Review

Bid, RFP, contract, purchase order, scope of work, onboarding instructions, and insurance requirements.



Confirm

Ask your broker to verify coverage types, limits, policy dates, endorsements, and Additional Insured requirements.



Submit

Provide the active COI and required endorsements, then confirm the utility's requirements have been satisfied.

Work will not begin before required documents are reviewed and accepted.

Certificates of Insurance (COI) and Endorsements

An active COI, together with required endorsements, provides evidence of insurance; acceptance of a COI or endorsement does not waive any contractual insurance requirements or deficiencies in coverage.

Proof of Insurance – COI + Required Endorsements

Evidence must be current, complete and consistent with the contract.

COI – Accord Form

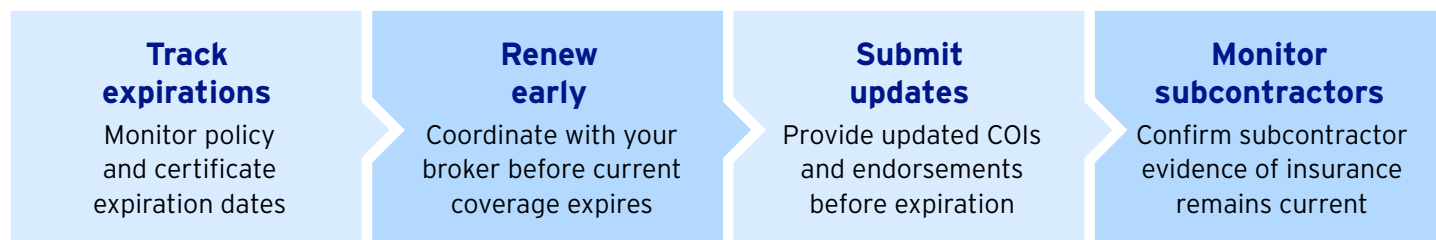
- Insured Business Name
- Insurance Carriers
- Policy Numbers
- Effective and Expiration Dates
- Coverage Limits
- Required Endorsements
- Additional Insured Status
- Waiver of Subrogation



Renewals and Ongoing Compliance

Keep coverage active for the full contract term and prevent gaps in work authorization.

Maintain continuous coverage



A coverage lapse may result in suspension of work until insurance is reinstated.

Frequently Asked Questions: New and Potential Suppliers

Common questions to address during sourcing, contracting, and onboarding.

- What if my limits do not meet the requirements?**
 Discuss options with your broker and engage your procurement contact as early as possible. Depending on the scope and risk profile of the work, additional information or alternative approaches may be available for consideration.
- How often must I provide a COI?**
 At onboarding and annually, or whenever policies renew.
- Can work begin before approval?**
 No. Required insurance documentation must be reviewed and accepted before work begins. Any exception requires written authorization from the applicable Company contact under the contract.
- Do sole proprietors need insurance?**
 Yes. Sole proprietor status does not reduce or limit the insurance requirements under the contract; the required coverages are determined by the scope of work and the contract, not by the supplier's business structure.
- Where do I submit the COI?**
 Follow the instructions provided through the designated third-party platform during onboarding or contracting.
- Who should I contact about coverage?**
 Contact your insurance broker or carrier; for contract-specific guidance, contact your company representative or procurement contact.

Existing Suppliers: Manage, Change, and Continuity

Reassess requirements when the work changes and keep evidence current.

Scope expands Review the insurance requirements when services change or expand. Higher limits or additional coverage may be needed based on the updated risk.	Certificate expires Submit an updated COI before expiration to avoid interruptions in work authorization or insurance coverage.	Subcontractors are used Prime suppliers should ensure subcontractors maintain insurance aligned with the work they perform. This responsibility does not diminish or replace the prime supplier's own insurance obligations under the contract.	
Review early	Confirm with your broker	Submit complete evidence	Keep coverage current