



ARCHDIOCESE OF WASHINGTON

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*For use with contracts requiring the Addendum to Service Contract, which includes
all manner of contracts that do not directly involve physical alteration of archdiocesan property*

Dear Service Provider:

The Archdiocese of Washington's Contract Review Policy establishes several requirements that apply to all contracts entered into by a parish or school anywhere in the Archdiocese. Accordingly, all service providers who wish to do work at any archdiocesan parish or facility must comply with the requirements set forth in the policy. This letter is to inform you of the requirements that you will be expected to meet if you wish to perform work for an archdiocesan entity.

First, service providers must execute the appropriate archdiocesan contract addendum. In the case of service contracts – that is, contracts that do not involve alteration of the physical plant of a parish or school – the Addendum to Service Contract (attached) should be used.

Second, service providers must furnish proof of the insurance coverage specified in the addendum. For service providers signing the Addendum to Service Contract, those requirements include but may not be limited to:

- Minimum of \$1 million general liability coverage
- Minimum of \$1 million liability coverage for owned, hired and non-owned vehicles used in connection with the company's business
- Workers compensation coverage as required by law

Please note that although these requirements are the standards set forth by archdiocesan policy, in special circumstances different requirements may apply. For example, service providers who will have substantial contact with minors will be expected to provide of abuse and molestation insurance coverage.

Additionally, the Archdiocesan Addendum to Service Contract requires that the Archdiocese must be added as certificate holder and **additional insured** on all policies other than workers' compensation. The most straightforward way for a contractor to fulfill this requirement is for the contractor to provide a certificate of insurance that states, in the "Description of Operations" box: "Archbishop Wilton Gregory, Roman Catholic Archbishop of Washington and His Successors in Office, a Corporation Sole, is additional insured under General Liability and Automobile Liability per the terms of the written contract."

If you have any questions about these requirements, please feel free to follow up with the pastor.

Sincerely,

Office of the General Counsel
Archdiocese of Washington