



# SORM

State Office of Risk Management

## INSURANCE PROGRAM FORM

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### CHECK THE APPROPRIATE SUBMISSION:

- Exception: SORM Sponsored Policy (Submit 30 days prior to inception, complete A, B, C, D, E, Fii)
- Non-Sponsored Policy (Submit 30 days prior to inception, complete A, B, C, D, E, Fi)

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### A. GENERAL INFORMATION: Provide proposal for review.

Date: Agency #: Agency:  
 Phone #: Fax #: E-mail Address:  
 Type of Policy/Bond: Eff. Date: Exp. Date:  
 Reason for purchase (if regulatory, required by statute, or required by contract provide documentation):

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### B. PURPOSE OR INTENT:

What exposures do you need covered?  
 What perils are exposures subject to?  
 What is the likelihood of loss occurring?  Almost Nil  Slight  Moderate  Definite  
 What is the maximum probable loss? Maximum possible loss?  
 How will this policy protect these exposures?

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### C. PREVIOUS COVERAGE:

Was coverage previously purchased?  Yes  No Expiration date:  
 How long has the agency purchased this coverage? Current premium:  
Submit copy of policy with all applicable endorsement and schedules.  
 Losses – submit company loss runs or, if not insured, internal loss data (last 5 years)  
 If not previously insured, why the desire/need now?  
  
 What has changed about your exposures/hazards?

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**D. LOSS PREVENTION/CONTROL**

What risk control programs are in place to prevent or reduce losses? Submit a brief description of the program and provide a copy of supporting policies or procedures.

Risk control programs are monitored:  Quarterly  Semi-annually  Annually  
When was the last time the risk control programs were reviewed and updated?

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**E. PROCUREMENT:**

What procurement process will be used?

Invitation for Bid (IFB)  Direct Purchase  Request for Proposal (RFP)  Renewal

What is your procurement timeframe?

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**F. MISCELLANEOUS (answer if applicable)**

i. If current policy is claims-made, retroactive date:

Any known incidents?  Yes  No If yes, then add a short description:

ii. Reason(s) for not participating in the SORM sponsored policy:

*Chapter 1803 of the Texas Insurance Code requires insurance companies, or other entities authorized by the Texas Department of Insurance to sell insurance contracts or bonds to state agencies, to report intended insurance sales to the State Office of Risk Management, not later than 30 days prior to the intended sale of the insurance.*

Please remind your carrier to submit a SORM 202.

SORM use only

Approved      Denied      Reason:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_