

## PART 1: NARRATIVE

No questions may be left blank. Remember to check all responses prior to submission. DO NOT submit the survey unless all questions, including corresponding questions (where applicable), have been answered. Definitions for all terms mentioned within the Narrative portion of the survey may be found in the Glossary.

### QUESTION 1

- Check the appropriate box as it applies to your company / group
  - NOTE: The definition for “Supplier Diversity Policy Statement” can be found in the Glossary
  - General company / group diversity statements *are not* considered Supplier Diversity Policy, Statements and therefore will not satisfy the requirements of this question
- Each response option in this question has a corresponding question, remember to respond according to the selection you made

### QUESTION 2

- Check the appropriate box as it applies to your company / group
  - NOTE: The definition for “Supplier Diversity Program” can be found in the Glossary
  - General company / group diversity programs *are not* considered Supplier Diversity Programs, and therefore will not satisfy the requirements of this question
- Each response option in this question has a corresponding question, remember to respond according to the selection you made

### QUESTION 3

- If you checked “Yes” remember to respond to parts A-E as they apply to your company / group
  - NOTE: The definition for “outreach” can be found in the Glossary
- Report on outreach and communications strategies and practices from 2013 and 2014 specifically
- Part B is specifically asking about outreach conducted within the company / group
  - E.g. Company X recently developed a new supplier diversity program and decided to announce the program and the company’s new diversity initiatives by emailing a memo to all company employees and executives
- Part C offers a host a of outreach and communication practices; check *all* that apply
  - For each category of outreach and communication practices, share the name of the best program / organization / event you work with and / or attended
    - E.g. Company X attended a certification group’s annual procurement conference and was able to implement the ideas and strategies shared within their own supplier diversity program; this event contributed substantially to the growth of their supplier diversity program

- If none of the options provided on the form match your company / group's outreach and communication practices, check the box at the bottom of the list labeled "Others, please specify:" and list your practices
- In Part D, explain if any of the outreach and communications strategies and practices have increased and / or established new relationships with diverse businesses
  - E.g. Company X has developed good working relationships with representatives of MBEs because of increased participation in matchmaking events

#### QUESTION 4

- In Part A, specify if your company / group tracks procurement spend with diverse subcontractors.
  - These subcontractors can also be defined as Tier 2 suppliers
  - See Glossary for a definition of Tier 2 suppliers

#### QUESTION 5

- If applicable, provide details or examples of what kinds of targets or goals exist and how your company / group reach these targets or goals; include if they are long-term or short-term goals (i.e. quarterly, annual, 10-year, etc.)

#### QUESTION 6

- Describe any and all accomplishments, awards, updates, progress, and / or best practices achieved / established by your company / group since the 1<sup>st</sup> biennial Insurer Supplier Diversity Survey was administered in 2013
  - Include all highlights from the past two years regarding your company / group's Supplier Diversity work

#### QUESTION 7

- Include any additional information about your company / group that was not shared anywhere else in the survey

#### QUESTION 8

- As stated in Section 927.2 (a)(2)(B)(v) of the California Insurance Code, the report must include the "insurer's outreach and communications to minority, women, and disabled veteran business enterprises, including... Information regarding appropriate contacts at the insurer for interested business enterprises." (*Statistical Plan, Page 3*)
- Provide the most up-to-date and direct information for three main points of contact within your company / group's supplier diversity operations
- This information will be publicly disseminated and available for viewing on the Department's website for interested diverse business enterprises
- Primary Contact is the main contact for all supplier diversity operations in your company / group
  - If your company / group does not have a designated supplier diversity program manager, include contact information for the daily operations manager of procurement services

- Secondary Contact is a high-level manager or supervisor who oversees the procurement practices within the company
- General Contact is the general supplier diversity inquiry address or the company's general inquiry address
- Provide three distinct contacts within the company for ease of access to contact information for diverse businesses