SAMPLE TEMPLATE

SAMPLE LETTER INSURANCE COMPANIES MAY USE TO SURVEY CURRENT SUPPLIERS IN ORDER TO COMPLETE THE MULTISTATE INSURANCE DIVERSITY SURVEY (MIDS)

NOTE: THIS DRAFT FORM LETTER WAS DEVELOPED IN RESPONSE TO INSURANCE COMPANY REQUESTS. IT IS NOT MANDATORY AND IS INTENDED TO SERVE AS A GUIDE.

INSURANCE COMPANY LETTERHEAD

Date

Name
Company
Address
City, State, Zip

Dear [insert contact or company name]:

[Insurance company] is collecting data from our suppliers as part of a multistate initiative known as the Multistate Insurance Diversity Survey (MIDS). MIDS requests information from insurance companies regarding procurement practices with diverse suppliers.

In order for [insurance company] to aggregate and report our data, we respectfully request that you return the enclosed survey by [date] to [company email/physical address].

If you have any questions, please contact [name + contact].

Sincerely,

Name
Title

Enclosure
2018 MULTISTATE INSURANCE DIVERSITY SURVEY

PART 1

Check all designations that apply to your business below:

☐ Women Business Enterprise (WBE)
☐ Minority Business Enterprise (MBE)
  ☐ African American
  ☐ Asian/Pacific Islander
  ☐ Hispanic/Latino
  ☐ Native American
  ☐ Multi-Ethnic
☐ Disabled Veteran Business Enterprise (DVBE)
☐ Veteran Owned Business Enterprise (VOBE)
☐ Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)
☐ Multi-Certified Business Enterprises (MCBE)
  ☐ WBE
  ☐ MBE
  ☐ DVBE
  ☐ VOBE
  ☐ LGBTBE

NOTE: If you do not check one of the boxes above, check here ☐ and you do not need to complete the rest of the survey.

Your company’s headquarters are located in:

☐ California
☐ District of Columbia
☐ New York
☐ Oregon
☐ Washington

PART 2

If you answered yes to any of the questions in Part 1, please provide the following for each contract of goods/services your business provided to our insurance company during Calendar Year 2016:

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<thead>
<tr>
<th>CONTRACT AMOUNT</th>
<th>TYPE OF GOOD/SERVICE*</th>
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*Type of goods/services include:

- Advertising/Marketing
- Claims Services
- Facilities
- Financial/Investment services
- Human Resources
- Information Technology
- Legal Services
- Office Supplies
- Print Services
- Professional Services
  - Included: Actuarial services
  - Not included: Legal Services
- Real Estate
- Telecom
- Travel/Entertainment
- Other
  - Please specify:_____________