



CALIFORNIA DEPARTMENT OF INSURANCE
2015 INSURER SUPPLIER DIVERSITY SURVEY

Report Type: **Individual**

Group / NAIC Code:

19976

Group / Company Name: **Amica Mutual Insurance Company**

Our company / group enters into contracts to procure goods or services in California.

1. Does your company / group have a supplier diversity policy statement?

YES

A supplier diversity policy statement is any language that refers to the company's / group's policies in regards to supplier diversity, with the goal of procuring goods and services from diverse businesses

If yes, provide the supplier diversity policy statement below:

The Amica Companies coordinate local and national supplier and contractor needs through the Purchasing Department at the Corporate Headquarters in Lincoln, Rhode Island. Through the Supplier Diversity Program, we proactively incorporate Minority, Women, Gay/Lesbian and Disabled Veteran Owned business enterprises ("Diverse Suppliers") in our competitive bidding processes whenever possible to ensure that our suppliers are representative of our community, customers, and employees.

- Provide a list of all documents in which the statement can be found (i.e. website, co. / group report, board charter, etc.):

Internal website (Corporate Purchasing Policy)

- If the state is available online, provide link here:

If no, but will be creating one within the next 12 months, provide a timeline for when your co. / group expects the policy statement to be completed and any other details available at this time (i.e. policy language, policy creation team, etc.):

If no, please explain why:

2. Does your company / group have a supplier diversity program?

YES

A supplier diversity program is any formal plan and / or structure that has been setup specifically for the company / group to implement its supplier diversity policy statements.

If yes, provide an overview of the program:

1) When Purchasing is made aware of an upcoming bid, they work directly with the Business Unit to secure information on current contract/incumbent and future needs. 2) The business unit provides names of qualified suppliers to include in the bidding process. 3) To supplement the business unit's list of qualified suppliers, Purchasing will seek out potential Diverse Suppliers to include in the bidding process. The Business Unit will be informed to ensure the Diverse Supplier is qualified to meet the contract needs. The goal is to locate qualified Diverse Suppliers that

meet all requirements of the contract and to incorporate Diverse Suppliers into as many bidding processes as possible. 4) Purchasing will then solicit RFP's from all qualified Suppliers.5) Upon receipt of all RFP responses, Purchasing will forward the materials to the Business Unit for review and evaluation. 6) Purchasing will:a. Track inclusion of Diverse Suppliers for all contracts on a spreadsheetb. Cite the reasons why a Diverse Supplier was not awarded the contract for each bidding processc. Track Diverse Suppliers who have been awarded contracts along with duration and spend amountd. Ensure Business Units are grading all vendors equally during the evaluation processAmica also provides an option for diverse suppliers to contact us via the website "contact us" form <https://www.amica.com/Amica/Customer-Service/Contact-Us.jsp>

If no, but will be creating one within the next 12 months, provide a timeline for when your company / group expects the program to begin and any other details available at this time (i.e. program plan, program director, etc.):

If no, please explain why:

3. Does your company / group conduct outreach specifically to diverse businesses? **YES**

If yes, respond to parts a, b, c, d, and e below.

a. Share all company / group outreach and communication strategies and practices that are conducted specifically to diverse businesses. Specify what outreach is conducted specifically to California diverse businesses:

Amica is a corporate member of the Greater New England Minority Supplier Development Council and the Rhode Island Black Business Association. Amica sponsors events hosted by these organization. Additionally Amica representative attend networking sessions to meet and discuss business opportunities with the diverse vendor members.

b. Share any outreach and communication strategies and practices about supplier diversity conducted internally to company / group employees:

The Supplier diversity program has been shared with members of the operational committee and senior staff. Additionally the Purchasing staff continues to hi-light, reinforce and educate business unit managers representatives of diverse supplier opportunities when they arise. Human Resources frequently communicates diversity opportunities in their corporate wide diverse supplier initiatives

c. Check below all outreach and communication practices in which your company / group engages:

EVENT – seminars, meet-and-greets, summits, etc.

- Host matchmaking
- Host supplier diversity events
- Internal Awards Program
- Participate in matchmaking
- Participate in supplier diversity events
- Sponsor matchmaking
- Sponsor supplier diversity events

Share the name of an event you attended / hosted that has best guided and / or influenced growth of your Supplier Diversity efforts:

attended Travelers Insurance Diversity Event and GNESDC events

MEDIA – advertising, announcements, interviews, webinars, etc.

- Traditional media (newspaper, television commercial, etc.)
- Ethnic media outlets
- Social media; please specify: _____
- Trade publications

Share the name of a media group or outlet that has best guided and / or influenced growth of your Supplier Diversity efforts:

ORGANIZATIONS – membership, affiliation, sponsorship, etc.

- Member of a certification agency
- Member of ethnic chamber of commerce
- Member/affiliate of other organization, please specify:

Greater New England Supplier Development Council

Share the name of an organization that has best guided and / or influenced growth of your Supplier Diversity efforts:

Greater New England Supplier Development Council

PROGRAMS – mentorship, training, locator, etc.

- Diverse supplier registration portal
- Manage and run a supplier diversity mentorship program (in-house)
- Participate in a supplier diversity mentorship program
- Subscriber to a supplier locator program (or 3rd party service that identifies diverse suppliers)
- Operate a website dedicated to a Supplier Diversity Program

Greater New England Supplier Development Council vendor database

- Technical assistance / training program for diverse suppliers

Share the name of a program that has best guided and / or influenced growth of your Supplier Diversity efforts:

Greater New England Supplier Development Council

d. Explain how, and to what extent, these strategies and practices have been successful in establishing relationships with diverse businesses:

Joining the GNESDC has provided us with numerous options for establishing relationships with diverse suppliers. These options include access to the supplier portal as well networking opportunities. Both options have been instrumental in developing estab

4. Does your co. / group require and/or encourage its primary suppliers to subcontract with diverse businesses? **YES**

If yes:

a. Do you track procurement spend with Tier 2 diverse suppliers? **YES**

b. Please explain:

Amica has incorporated questions into our RFP which asks questions pertaining to their classification. We also ask them to provide information regarding Tier 2 subcontractors that they may utilize in fulfilling an Amica purchase requirement.

5. Does your co. / group set internal targets or goals in regards to its supplier diversity statement and / or program? **NO**

If yes, please explain:

6. Describe in detail any updates, progress, and / or best practices established by your company / group in the two years since the 2013 Insurer Supplier Diversity Survey was administered; include any awards or recognition received for Supplier Diversity work:

Since inception of our formal program in the latter part of 2013, we continue to refine approach and communication channels. Our goal for 2015 includes providing additional education to Business Units and Buyers to raise awareness regarding Supplier Diversity program, identify suppliers and include them in RFP's and RFQ's .

7. Additional Comments:

8. Points of contact for the company's / group's supplier diversity operations for diverse business enterprises:

PRIMARY CONTACT

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SECONDARY CONTACT

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GENERAL CONTACT

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