

**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:

CONTRACT AMOUNT	TYPE OF GOOD/SERVICE*

\*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: \_\_\_\_\_