



## How Do Suppliers Qualify to do Business with CNA?

## Qualifications for Prospective Suppliers—Minimum Requirements

*Prospective suppliers must meet certain minimum qualifications in order to do business with CNA. Although requirements may vary by product and type of service, common requirements are listed below.*

- **Financial Stability** – CNA reviews credit and financial reports when determining if a potential supplier has a good credit rating and is financially stable.
  - **Established Business** – Potential suppliers should be in business for at least one year and have other satisfied customers the size of CNA.
  - **Insurance Requirements** (See slide 3 for a detailed coverage list).
  - **US Federal Taxpayer ID** – Suppliers must provide this number to CNA.
  - **Quality Standards** – Suppliers must provide high quality products that are fully warranted; and must perform services professionally and to CNA's satisfaction.
  - **Competitive Pricing/Most Favored Customer** – Suppliers must offer prices for their products and services that are competitive within the industry. CNA expects pricing and any discounts to be equal to or better than that given to other customers with a comparable volume of business.
- **Background checks on employees** – Suppliers must perform background checks on its employees and warrant that there are no felony convictions (for Consulting engagements only).
  - **Compliance with CNA Travel Policy** – Suppliers must agree to use and comply with CNA's travel policy in order to be reimbursed for travel and other expenses.
  - **Email**—Suppliers must be able to transfer contract drafts and correspondence via email. (Microsoft Word preferred). This facilitates efficiency in the contracting process.
  - **Legal Counsel** – Suppliers should be able to provide CNA with quick access to their legal counsel. This enables rapid negotiations and interpretation of contract language.
  - **Legal Title** – Suppliers must have legal and marketable title to all products they supply.

## Qualifications for Prospective Suppliers--Insurance Requirements

*For Consulting engagements, suppliers must obtain insurance for the following coverage and limits prior to beginning work with CNA.*

- **Professional Liability Insurance**
    - Includes errors/omissions/wrongful acts/etc.
    - Minimum \$1MM coverage
    - If contract exceeds \$1MM, expect higher minimums
  - **Commercial General Liability / Umbrella / Excess**
    - Includes bodily injury/property damage/etc.
    - Minimum \$2MM coverage
    - If contract exceeds \$1MM, expect higher minimums
  - **Workers' Compensation / Employers Liability**
    - \$500,000 per employee by accident/disease
  - **Commercial Business Automobile Liability**
    - \$1MM combined single limits
  - **CNA must be added to suppliers policy as an Additional Insured**
- Suppliers Must Provide Certificate Of Insurance Prior To Engagement Commencement***

## Qualifications for Prospective Suppliers—Ongoing Requirements

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*For suppliers to be awarded continuing business, CNA requires the following additional ongoing requirements.*

- **Quality Assurance** – CNA recognizes certain quality assurance standards and industry best practices, including: global telecommunications (TL 9000), information (ISO 9000), and security (SAS70). To meet our goals and client expectations, the products and services we purchase must be of the highest quality and reliability.
- **Quality Control** – CNA expects that quality control procedures will be built-in to the supplier's processes and programs. Suppliers should be able to demonstrate these programs and should adopt methods to ensure delivery of high quality products and services
- **Electronic Information & P-Card** – For products that are ordered in large volumes, suppliers should be capable of delivering them electronically; also, suppliers should have the capability for sending and receiving contracts, documents and other communication electronically. Finally, suppliers should be willing to subscribe to and be paid via American Express P-Card.
- **Technical Improvements** – Suppliers should have a research and development program to continually improve their products and services, and incorporate new technology into service delivery.
- **Cost Reduction** – CNA will work with selected suppliers to reduce their costs. We expect such costs reductions to be reflected in the provision of goods and services.



**What Goods and Services Do  
We Buy?**

## What We Buy

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### IT Commodities

- **Software**
  - Purchases, Maintenance, and Services
- **Telecommunications**
  - Carrier based
  - Services
- **Hardware/Services/Outsourcing**
- **Imaging Services**
- **Copier/Fax**

### Corporate Commodities

- **Professional Services (Consulting)**
- **Information Services**
- **T&E Categories**
  - Air/Hotels/Car Rental/Meetings/Conference Services
- **Temporary Services**
- **Benefits/Administration**
- **Office/Data Supplies**
- **Vehicle Fleet**
- **Warehousing/Records**
- **Printed Material**
  - Offset/Toner Based/Envelopes
- **Freight**
- **Credit Information Services**
- **Mail Equipment**
- **Promotional Items**
- **Paper**
- **Subscriptions**

## What We Buy

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### Claim Commodities

- Auto Appraisal
- Auto Glass
- Auto Salvage
- Car Rental
- Case Management
- Chiropractic Reviews
- Copy Services
- Court Reporters
- Data Investigations
- Dental Reviews
- Durable Medical Equipment
- Environmental Services
- Field Investigations
- Heavy Equipment Salvage
- Home Delivery of Medications
- Home Health Care

- Hospital/Medical Bill Review or Audit
- Independent Adjusters (Auto, Liability, Property, Workers Compensation)
- Independent Medical
- Examination Scheduling
- Medical Claim Consulting
- Peer Review
- Physical Therapy Reviews
- Prescription Drugs
- Property Appraisal
- Special investigations
- Subrogation
- Surveillance
- TENS Units
- Total Loss Title Processing
- Transcription
- Utilization Management/Review



**EPG Contacts and Commodity  
Owners**

## Enterprise Procurement Group--Commodity Leads

Commodity	EPG Contact Name	Phone
Building Maintenance; Insurance/Risk Management Services; Warehousing/Records;	Craig Meadors	312-822-7491
Travel Services (Air, Hotel, Car Rental); Conference Services; Meetings	Gail Long	312-822-2387
Professional Services (General); Office/Data Supplies; Printed Material; Freight; Paper; Subscriptions; Copier/Fax; Imaging Services	Mark Riley	312-822-7728
Information Technology (Software, Hardware, Telecommunications); Credit Info Services	Mark Riley	312-822-7728
Claim Products and Services	Steve Brundridge	312-822-2281
Marketing & Advertising; Promotional Items; Benefits Administration; Human Resources Consulting	Donna Owens	312-822-4626

***CNA's goal is to build strong supplier relationships with quality vendors. In doing so, we maintain high ethical business standards and seek suppliers who will adhere to our company policy, which states in part that employees are not to accept gifts or entertainment from suppliers valued at more than a nominal amount. A copy of the complete Ethics policy is available upon request.***



**Frequently Asked Questions  
(FAQs)**

## Frequently Asked Questions (FAQs)

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- **Does CNA have a Vendor Registration Database?**—Yes. Please logon to [www.cna.com](http://www.cna.com) and register your company.
- **Will vendors receive notification from CNA that my registration has been received?**—Yes. The system will provide acknowledgement of registration; however, vendors may not receive a communication from a CNA representative until our internal customers make a request for goods or services that fall within your area of expertise.
- **What if there are no immediate opportunities available?**—Vendor profiles will remain in our database until the right opportunity arises. Vendors are responsible for updating their profile as events or activities within the company change.
- **What criteria does CNA use in selecting a minority supplier?**—Selection criteria for a project are driven primarily by our internal customers (i.e., depends on the need). Once Requirements are developed, we identify supplier candidates whose products or services can fulfill the requirements. Then we may reach out to the supplier directly, or issue a Request for Proposal.
- **What is Certification?**—Validation from a third party organization (e.g., NMSDC, WBENC, government entity) that your company is indeed 51% owned, operated, and controlled by an M/WBE.

## Frequently Asked Questions (FAQs)

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- **Does Certification guarantee a vendor's ability to conduct business with CNA?** No. Certification only guarantees that a company will be considered (along with other vendors) for an opportunity when the right project arises. Vendors still need to be the most qualified in all other respects to ultimately win the business.
- **Is certification required to do business with CNA as a diverse supplier?**—Yes. While all vendors are encouraged to seek to do business with CNA, only companies that are **CERTIFIED** as Minority and Women Owned Businesses are counted toward our Supplier Diversity goals.
- **Who buys specific products or services and how can I contact them?** Please see the contact list on slide 13.
- **Who may I contact for additional questions?** You may contact:

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## Disclaimer

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The purpose of this presentation is to promote supplier diversity at CNA by providing prospective suppliers with a general overview of CNA's current procurement process. The information provided is intended to serve only as a basic guideline, rather than an exhaustive recitation, as to the needs and requirements for CNA suppliers and does not constitute a request for proposal, a request for qualifications, or other form of solicitation or offer.

Attending this presentation does not guarantee that you or your business will be awarded any contract or purchase order to provide supplies to or perform services for CNA. CNA reserves the right to update or modify its procurement process without notice or liability.

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