



Procurement

Supplier Relationship Management

Prospective suppliers interested in doing business with CNA are encouraged to register their company information, which does not guarantee they will receive a contract or request to bid, or confer any preferred supplier status.

Qualifications for Prospective Suppliers

Minimum Requirements

Although requirements may vary by product and service type, we request that businesses registering as a prospective supplier must:

- Provide U.S. federal taxpayer identification
- Be an established business for at least one year
- Provide the necessary insurance requirements
- Conduct background checks on employees
- Hold and maintain legal titles to products supplied
- Maintain high quality standards and fully warranted products
- Maintain financial stability, with good credit rating
- Provide competitive pricing

Insurance Requirements

Suppliers must provide a Certificate of Insurance before any consultations, and must obtain the following insurance coverage and before beginning work with CNA:

- **Professional Liability Insurance:** Includes errors/omissions/wrongful acts/etc.; minimum \$1M coverage; if contract exceeds \$1M, expect higher minimums
- **Commercial General Liability/Umbrella/Excess:** Includes bodily injury/property damage/etc.; minimum \$2M coverage; if contract exceeds \$1M, expect higher minimums

- **Workers' Compensation/Employers Liability:** \$500,000 per employee by accident/disease
- **Commercial Business Automobile Liability:** \$1M combined single limits; CNA must be added to supplier's policy as an Additional Insured

Ongoing Requirements

For suppliers to be awarded continuing business, CNA requires these 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 and/or ISO 27001). The products and services we purchase must be of the highest quality and reliability.
- **Quality Control.** Suppliers should be able to demonstrate quality control programs and adopt methods to ensure delivery of high-quality products and services.
- **Technical Improvements.** Suppliers should incorporate new technology and have an R&D program to continually improve their products and services.
- **Cost Reduction.** CNA will work with selected suppliers to reduce their costs, where possible, and these reductions should be reflected in the provision of goods and services.

For additional information or to register, please contact suppliers@cna.com.