



Dear Valued NNS Supplier

Subject: Certificates of Insurance

To enhance our current business processes Newport News Shipbuilding (NNS), a division of Huntington Ingalls Industries, has solicited the services of Avetta Solutions (Avetta) to assist us in managing required Certificates of Insurance (COI).

Avetta's role in the industry is to support organizational supplier management as it relates to risk management; contractor management; health and safety; operations; and procurement requirement deliverables. Avetta will support NNS by managing supplier insurance requirements. Their roles and responsibilities will include collection, tracking, and overall management of COI's for suppliers doing business with NNS.

What are the benefits to you, the supplier?

- Today you are required to submit a COI for each individual Purchase Order (PO). To avoid unnecessary rework, COI's will be managed by Avetta at the supplier level and not the PO level.
- Risk to you and NNS will be minimized by having Avetta manage what is necessary for insurance coverage as it relates to the scope of work you perform for NNS.
- Communication gaps will be minimized by having one subject matter expert point of contact with whom to communicate on necessary insurance requirements.
- A repository will be available for the buyer to have visibility to the insurance documents without having to cycle you.
- This will open opportunity for submitting other procurement requirement documents as NNS reviews utilizing Avetta's other services. NNS will in the future use Avetta for collection of Health & Safety information such as OSHA certifications.

How does the supplier register?

Avetta will be contacting you to assist you in the registration process. You are encouraged to submit your COI's once registered. If you are already registered with Avetta, your account will be linked to NNS.

You may also start the process now, prior to Avetta contacting you, by utilizing the instructions included on page 3 of this letter. These instructions include the registration through qualification process and also provide contact information for Avetta, should you need additional assistance.

What is the cost to the supplier?

For suppliers that are not already active in the Avetta contractor system, there will be a one-time registration fee of \$299. Annual membership fees range from \$0 to \$319, based upon the number of client sites where products or

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services are provided. The complete fee structure is available on the Avetta website, which can be reviewed during the registration phase.

Where can the supplier find the contractual requirements?

The various NNS Appendix A Terms and Conditions will be updated in the near future to include the requirements for utilizing Avetta.

When will the contractual requirement be invoked on the supplier?

New revisions to NNS Appendix A's will be issued in January 2018 and suppliers will need to start utilizing the services of Avetta where required. However, you may register now and start to submit your COI(s) starting January 2nd for existing purchase orders.

The use of Avetta to collect and manage required COI(s) will benefit both NNS and the suppliers in assuring this key deliverable is satisfied. Questions on this topic can be directed to NNSfinancialrisktools@hii-nns.com.

Thank you again for being a valued NNS supplier.

Sincerely,



Stephanie Simmons
Director, Supply Chain Compliance,
Operations, and Commercial Procurement

Sincerely,



Stephanie Conover
Director, Strategic Sourcing

Avetta Registration Information

PHASE I: Registration

- **Register Online** Each contractor and subcontractor must register on the Avetta website at <http://pages.avetta.com/Newport-News-Shipbuilding.html> and select NNS. If you are already a member with Avetta, Avetta will link your company with NNS. Avetta representatives will be available to provide registration assistance by phone, at **(877) 725-3022**.

PHASE II: Pre-qualification

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with NNS you may begin the qualification process by completing and submitting the PQF and Annual Update information online.
- **Upload Your Documentation.** Even if you have already provided NNS with a copy of your Certificate of Insurance, please upload your current documentation on the Avetta website.
- **Respond to any Audit questions.** After submitting your PQF and required documentation online to Avetta, an Avetta representative will contact you to review your submission. Your dedicated Avetta representative will work with you to collect missing information to ensure you achieve green flag status for NNS.

PHASE III: Qualification

- **“Complete” status.** Once you have achieved Complete status, your company will be rated as compliant in Avetta Organizer.

Avetta can also be reached at registrations@Avetta.com