

For management consulting firms providing strategy, operations, organizational design, and implementation work, including software implementation projects. Complete with ACORD 125. Attach a description of services, a sample client contract or engagement letter, resumes or credentials of key professionals, and five years of loss runs.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit

PRIMARY CONTACT / TITLE	PHONE	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

LICENSES / CERTIFICATIONS HELD	PROFESSIONAL STAFF / TOTAL EMPLOYEES
<input type="text"/>	<input type="text"/>

2 OPERATIONS

Services provided (check all that apply):
☐ Strategy ☐ Operations / process improvement ☐ Organizational design / change ☐ Financial advisory ☐ ERP / CRM implementation
☐ Project / program management ☐ Interim management ☐ Due diligence ☐ Government consulting

IMPLEMENTATION VS. ADVISORY REVENUE (%)	LARGEST ENGAGEMENT FEE (\$)	CONSULTANTS FULL-TIME AT CLIENT SITES
<input type="text"/>	<input type="text"/>	<input type="text"/>
LARGEST CLIENT (% OF REVENUE)	WORK OUTSIDE YOUR HOME STATE (%)	WORK SUBCONTRACTED (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>

2-1 Do you serve pharmaceutical, government, or financial services clients? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-2 Is every engagement under a signed written contract or engagement letter? ☐ Yes ☐ No
 IF NO, EXPLAIN

2-3 Do contracts limit your liability (e.g., to fees paid)? ☐ Yes ☐ No
 IF NO, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — ENGAGEMENT SCOPE & IMPLEMENTATION RISK

In Copart v. Sparta Consulting, a jury awarded \$20M for professional negligence plus about \$5M for fraud over a failed SAP implementation.

3-1 Does every engagement use a signed statement of work defining deliverables? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-2 Do SOWs state that the client keeps authority over implementing recommendations? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-3 Do contracts exclude consequential damages such as lost profits? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-4 Do you avoid guaranteeing specific financial outcomes? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-5 Is client sign-off documented at each milestone? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-6 Are project risks reported to the client in writing? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-7 Do any engagements involve implementing software? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Has a client terminated an engagement for non-performance? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — CLIENT SITES, CONDUCT & ENGAGEMENT ACCEPTANCE

McKinsey's \$650M resolution included a felony obstruction plea after a senior partner deleted client files.

4-1 Are new engagements screened for reputational or regulatory risk? ☐ Yes ☐ No
IF NO, EXPLAIN

4-2 Does your retention policy forbid deleting client files during disputes? ☐ Yes ☐ No
IF NO, EXPLAIN

4-3 Do on-site consultants use firm-issued devices? ☐ Yes ☐ No
IF NO, EXPLAIN

4-4 Must subcontracted consultants carry their own E&O? ☐ Yes ☐ No
IF NO, EXPLAIN

4-5 Is client data held under a written confidentiality agreement? ☐ Yes ☐ No
IF NO, EXPLAIN

4-6 Do consultants directly manage client employees? ☐ Yes ☐ No
IF YES, EXPLAIN

4-7 Are consultants placed at client sites background-checked? ☐ Yes ☐ No
IF NO, EXPLAIN

4-8 Do you serve as interim officers of client companies? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

ANNUAL REVENUE (\$)	LARGEST SINGLE CONTRACT (\$)	SUBCONTRACTOR COSTS (\$)	TOTAL ANNUAL PAYROLL (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6 PRIOR INSURANCE & LOSS HISTORY

CURRENT E&O CARRIER / LIMITS	DEDUCTIBLE / RETROACTIVE DATE	EXPIRATION DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE OF CLAIM	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6-1 Has a client alleged negligent advice or a failed project? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a client refused to pay or sued over fees in the past 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-3 Has any license, certification, or registration been suspended, disciplined, or investigated? ☐ Yes ☐ No
IF YES, EXPLAIN

6-4 Has any coverage been declined, cancelled, or non-renewed? ☐ Yes ☐ No
IF YES, EXPLAIN

6-5 Is the applicant aware of any incident or circumstance that could give rise to a claim?

☐ Yes ☐ No

IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1 Are client files and work papers retained for a set period under a written policy?

☐ Yes ☐ No

IF NO, EXPLAIN

7-2 Is multifactor authentication required for email and client data?

☐ Yes ☐ No

IF NO, EXPLAIN

7-3 Are client contracts checked against your E&O exclusions before signing?

☐ Yes ☐ No

IF NO, EXPLAIN

7-4 Is there a litigation hold procedure?

☐ Yes ☐ No

IF NO, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE