

**POLICY # 1.25**

**INSURANCE BID AND INSURANCE CARRIER SELECTION PROCEDURE**

The superintendent shall solicit bids for property/general liability, auto/bus and workers' compensation insurance coverage every third year beginning with the 1994 fiscal year. All bids must be submitted to the superintendent's office at least forty-five (45) days prior to the expiration of the current policy. Proper bid notice shall be published in the Indian Journal Newspaper at least seventy-five (75) days prior to the expiration date of the current policy.

The superintendent shall open and review all bids received by the established deadline and prepare a comparative analysis to be presented to the Board of Education, which will make the final decision in selecting insurance providers.

The superintendent/Board may solicit bids at any time if a problem arises with a current provider, which would justify varying from the above schedule.

*Selection Procedure and Insurance Bid and Insurance Carrier: Adopted 1991*