

AGENT OF RECORD SELECTION PROCESS

Relative Information: The District appoints an agent of record in a variety of technical areas:

1. Employee Benefits;
2. Property/Casualty Insurance;
3. Worker's Compensation;
4. Legal Counsel; and
5. Auditor.

The general duties of these individuals include solicitation of bids (insurance), representation of the District in technical matters (insurance, legal), performance of mandated duties (audit), and/or to make recommendations that represent the best interest of the District (insurance, legal, audit).

State law does not specify time frames and/or specific processes for the selection of these appointees. It is the Board's responsibility to make such appointments in a fair and open process that best represents the interests of the District. Factors in determining when and how such appointments are made generally include:

1. Satisfaction with current quality of service.
2. Availability and interest of local vendors.
3. Changes in requirements and/or expectations.
4. Length of time since last formal evaluation.
5. Change in laws related to selection of agency representatives.

The District's Administrative Staff reviews the performance of all appointed agents of record throughout the year and provides an informal review for the Board of Directors annually. The Board of Directors may implement a formal process to seek bids before renewing any contract for service. In so doing, the Board will set the parameters and terms of an agreement.

Policy Statement: It is the policy of the Board of Directors to conduct annual reviews based on information provided by Staff and solicit bids for agent of record services based on business necessity, service evaluation, and local interest by qualified vendors.