

## **FINANCE**

## **Policy 610-R (previously Policy 810-R)**

**This policy is currently under revision.**

### **Selection of Benefit Consultant**

Benefit consultant services shall be reviewed on a five-year basis except where special circumstances dictate otherwise.

The Secretary-Treasurer may request formal proposals from benefit consulting firms deemed capable of providing these services to the Board. The proposals shall be considered with regard to the criteria below, which may be supplemented according to specific requirements at the time.

The Secretary-Treasurer and representatives from appropriate management staff shall interview selected representatives of consulting firms to determine their general suitability to provide benefit consulting advice and service to the Board. Discussions with educational and/or commercial organizations and other forms of investigation shall be involved in the process.

#### Basic Criteria for Selection of Benefit Consultant

1. Demonstrated ability to provide sound advice and assistance in all areas of employee group benefit administration and assessment.
2. Expertise in assessing benefit needs and developing benefit plan specifications, assessing competitive market quotations and recommending courses of action.
3. Ability to provide prompt comprehensive services.
4. Availability for consultation by telephone and in person.
5. Ability to provide consistency of appropriately qualified staff.
6. Cost of providing consulting services.
7. Such other criteria as may be relevant at the time.

Final recommendations pertaining to the selection of the benefit consultant shall be made to the Board by the Superintendent of Schools, based upon the report of the Secretary-Treasurer and the advice of appropriate management staff.