Property & Casualty Insurance Calendar

Minimum Requirements	**Date**	**Event**	**Explanation**
One week		Determine Proposers	Telephone conference to determine potential proposers, begin gathering "items needed" and structure bid request specifications; order loss runs
Three weeks		RFP Invitation Letter Newspaper Ad Newspaper Ad	Letter inviting potential proposers to complete qualification questionnaire and prioritized list of insurance companies
		RFP Draft	Consultant's draft of RFP Documents
One week		Proposers Reply Due	Review questionnaires and assign insurance companies
60 days		Specifications to Proposers or Web	Bid specifications including assigned insurance companies
Two weeks		Proposals Due, Bid Opening	Select most cost effective programs, may decide to interview top candidates before making decision, clarify bid information, and if necessary, negotiate costs and coverages
Agenda deadline plus a couple of days to review		Consultant Memo to Administration	Results of bid process
		Administration Memo for Board Agenda Package	Recommendations to Superintendent by Administration
		Finance or Insurance Committee Meeting	If Board has Insurance Committee or Workshop
Meeting prior to meeting immediately prior to renewal		Board Meeting, Bid Award	Presentation of results to Board
Meeting immediately prior to renewal		Board Meeting	In event Board postponed action from prior meeting
Start Here --->		Renewal Date, Policy Expiration	Policies are effective 12:01 a.m.