FAIRVIEW SCHOOL DISTRICT

SECTION: FINANCE

TITLE: SERVICE PROVIDERS EVALUATION/BIDDLING

ADOPTED: May 23, 2001

REVISED:

623. SERVICE PROVIDERS EVALUATION/BIDDING

1. Purpose

It is the policy of the Board that Service Providers shall be evaluated on an annual basis using a Board approved evaluation form. Certain services shall be bid on a periodic basis based on the requirements of this Policy.

Service Providers include, but are not limited to, auditors, attorneys, depositories, architect, tax collectors, and insurance brokers.

2. Guidelines

Evaluation

Each year during the month of March the Board and Administration shall evaluate each Service Provider. The results of this evaluation shall be summarized and discussed at the April Committee Meeting. Attached is the evaluation form that shall be used to evaluate each Service Provider.

In May of each year, based on the evaluations of the Service Providers and the bid results, if bidding is required, the Board shall determine if the current Service Providers will be renewed for the next fiscal year or if they wish to select alternate providers.

As per policy #005, Section 5, the Board shall appoint certain Service Providers in May of each year.

Bidding

The Administration shall maintain a listing of Service Providers (see attachment), whether the provider is subject to bid, the years covered by the most recent bid, and the next bid date.

The controller shall be responsible for establishing a bid specification, where needed, to schedule and advertise the requirements for bidding, and to summarize and report to the Board the results of said bids.