

<b>Hawkeye Area Community Action Program, Inc.</b>	Policy # 108
<b>Professional Procurement</b>	Page 1 of 1
	Effective: May 20, 2005
APPROVED BY: Board of Directors	Revised: May 19, 2014

**Policy Statement**

Professional services will be evaluated on a rotating schedule, and requests for proposals will be prepared and sent to qualified firms in the same field. The schedule will be as follows with 1-year renewable options:

Independent Auditing Firm – 3 years or as required by funding source.

Financial Institutions – 5 years

Insurance Agent / Commercial (Liability, Property, Casualty, Vehicle, Workman’s Compensation, and Special Coverage) – 5 years (with contractual agreement that agent annually reviews agency’s insurance needs and searches for products at competitive prices)

Insurance Agent / Personnel Benefits (Health, Dental, Life, Retirement, Disability, Flexible Spending Accounts, and voluntary group plans for participating employees) – 5 years (with contractual agreement that agent annually reviews agency’s insurance needs and searches for products at competitive prices)