

EDMONTON PUBLIC SCHOOLS

March 11, 2003

TO: Board of Trustees
FROM: A. McBeath, Superintendent of Schools
SUBJECT: Appointment of the Student Accident Insurance Broker
ORIGINATOR: A. Habinski, Executive Director School and District Services
RESOURCE
STAFF: John Griswold, Dean Power, Eila Stenberg

RECOMMENDATION

That the appointment of Aon Consulting as Student Accident Insurance Broker for the five year term commencing with the 2003-04 school year be approved.

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In accordance with the practice to request proposals from student accident insurance brokers, four vendors were invited to submit proposals to serve as the district's broker for the five year term commencing with the 2003-04 school year. Two vendors submitted proposals; Aon Consulting and Mercer Human Resources Consulting.

The district utilizes the services of a student accident insurance broker in providing student accident insurance. The broker is responsible for the preparation and arrangement for public tendering of the student accident insurance plan, review of the tenders, recommendation to the administration of one insurer's student accident insurance plan, distribution and collection of student accident insurance information packages and establishment of a claim procedure. The broker also provides advice and assistance to the district regarding student accident insurance.

An administrative review committee considered the proposals. Aon Consulting was ranked first due to their extensive experience in providing student accident insurance brokerage services in Alberta and their detailed and comprehensive plan to meet the district's needs. Aon Consulting was successful when the administration last went to tender for the 1998-99 school year and have been successful in meeting their commitment over the past five years. It is therefore recommended that Aon Consulting be appointed as the district student accident insurance broker for the five year term commencing with the 2003-04 school year.

A copy of all submissions is available for review in the trustees' reading room.

DRP/EES/ft

APPENDIX I - Request for Proposal for Student Accident Insurance Broker