

I. Purpose

The purpose of this policy is to comply with the group health insurance procurement requirements set forth in Minnesota Statutes.

II. General Statement of Policy

Lakes International Language Academy (“the School”) will follow the guidelines set forth in Sections III and IV when procuring group health insurance coverage, directly, for its employees.

The school’s Board of Directors (BOD) may engage the services of an independent contractor, human resources company, or other organization to assist in procuring group health insurance coverage for employees at the School. In this case, the entity contracted to assist the School is considered its agent of record and the guidelines set forth in sections V and VI will be followed.

III. Requests for Proposals

The School will request sealed proposals for group health insurance coverage from a minimum of three providers of health insurance at least every two years.

The School will supply the identified providers with the most recently available 24 months of non identifiable aggregate claims data. Public notice of the request for proposals must be provided in a newspaper or trade journal.

The request for proposals will include a deadline by which proposals must be submitted. Such a deadline will be selected by the School and will provide the School sufficient time following receipt of the proposals to review the proposals, negotiate with providers, select the winning proposal, and implement the new group health insurance contract prior to its effective date.

IV. Sealed Proposal Process

The School will use a sealed proposal process for the purchase of group health insurance coverage. For this purpose a sealed format will include a sealed envelope or a secure email. Proposals that are submitted in other than a sealed format will be rejected.

Employee Health Insurance

Policy 242

- A.** After expiration of the deadline for submission, the School’s Human Resource Director or designee will open all sealed proposals on a date specified. No proposals will be accepted after the applicable deadline. All sealed proposals will be opened at the same time. Upon the openings of the proposals, the proposals become public data. All initial proposals shall be securely held upon receipt until they are all opened.
- B.** The HR Director or designee may request additional information regarding any proposal and/or negotiate changes to a proposal.
- C.** The HR Director or designee will make a recommendation to the BOD regarding which proposal appears to be in the best interest of the School.
- D.** The BOD, in its sole discretion, will select the group health insurance contract into which the School will enter. Such action shall be taken at a duly called meeting of the Board of Directors.
- E.** Following the selection of the group health insurance contract, the HR Director or designee will notify all employees who are eligible for the group health insurance coverage of any changes in the group health insurance coverage that occur as a result of entering into a new group health insurance contract. Such notice shall be provided prior to the effective date of the new group health insurance contract.

V. Agent’s Request for Proposals

The School’s agent of record will request proposals for the coverage from at least three providers of group health insurance coverage. The agent of record may determine (1) from which providers to request proposals, (2) whether to request proposals from more than three providers, and (3) whether to request proposals for self-insured coverage. The School may provide direction to its agent of record regarding the request for proposals and the agent of record will follow such directions with respect to any of the forgoing issues.

The School’s agent of record will supply to the providers from which proposals are requested all information and documentation required by the provider as a condition of making a proposal. The School will cooperate with its agent of record to gather and/or obtain the necessary information and documentation, including obtaining it from employees at Lakes International Language Academy.

The request for proposals will include a deadline by which proposals must be submitted. Such a deadline will be selected by the School’s agent of record and will provide the agent

Employee Health Insurance

Policy 242

of record and the School sufficient time following receipt of the proposals to review the proposals, negotiate with providers, select the winning proposal, and implement the new group health insurance contract prior to its effective date.

VI. Agent’s Sealed Proposals Process

The School’s agent of record will request that providers submit their proposals in a sealed format. For this purpose a sealed format will include a sealed envelope or a secure email. Proposals that are submitted in other than a sealed format will be rejected.

- A.** After expiration of the deadline for submission of proposals, the School’s agent of record will open all the sealed proposals at the same time. The School may (but is not required to) have a representative or representatives present at the time the proposals are opened. No proposals will be accepted after the applicable deadline.
- B.** Upon the opening of the proposals, the School will treat the proposals as public data in accordance with Minnesota Statutes.
- C.** After the opening of the proposals, the School’s agent of record will, within a reasonable period of time, transmit information regarding each proposal to the authorized representatives of the School. The agent of record will present such information in a format determined by the agent of record or as requested by the School.
- D.** The School, with the assistance of the agent of record, reserves the right to request additional information regarding any proposal and/or negotiate changes to a proposal.
- E.** The School’s authorized representatives, with the assistance of the agent of record, will evaluate all proposals, including any revisions thereto, and may recommend to the School’s BOD the group health insurance contract that such representatives determine are the most appropriate for the School.
- F.** The School’s BOD, in its sole discretion, will select the group health insurance contract into which the School will enter. Such action shall be taken at a duly called meeting of the Board of Directors.
- G.** Following the selection of the group health insurance contract, the HR Director or designee will notify all employees who are eligible for the group health insurance

Lakes International Language Academy—District 4116

Employee Health Insurance

Policy 242

coverage of any changes in the group health insurance coverage that occur as a result of entering into a new group health insurance contract. Such notice shall be provided prior to the effective date of the new group health insurance contract.

VII. Notification: This policy will be posted on the School's website.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. 124E.12, subdivision 5 (Group Health Insurance)