

**INDEPENDENT SCHOOL DISTRICT 4152**

1031 Como Avenue

St. Paul, MN 55103

**426 - GROUP HEALTH INSURANCE COVERAGE PURCHASING POLICY**

**I. PURPOSE**

The purpose of this policy is to ensure that proper purchasing procedures are followed when acquiring group health insurance for TCGIS.

**II. GENERAL STATEMENT OF POLICY**

When Twin Cities German Immersion School (the “School”) purchases group health insurance coverage for its employees, the School will comply with Minnesota Statutes Section 124D.10, subd. 11(d), 179A, 471.6161 and any other applicable law. The School will take the following actions prior to purchasing group health insurance:

- A. The existing provider of group health insurance coverage will provide the School with the most recent 24 months of aggregate claims records within 30 days of a request.
- B. At least 150 days prior to the expiration of the existing group health insurance coverage contract, the School’s agent of record will make request for proposals (RFP) from at least three providers of group health insurance coverage, one of which must be an administrator governed by M.S. 43A (PEIP - Public Employees Insurance Program); the request for proposals will include a deadline selected by the School’s agent of record and will provide the agent of record and the School sufficient time to follow these policy procedures and implement the new group health insurance contract prior to its effective date.
- C. The RFP must be publicly released at or prior to its release to potential sources of coverage.
- D. In accordance with Minnesota Statutes Section 124D.10, subd. 11(d), 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.
- E. Proposals must be opened no less than 90 days prior to the plan’s renewal date in

the presence of up to three representatives selected by the exclusive representative of the largest group of employees.

- F. Contracts for group health insurance coverage must not be more than two years in length unless the exclusive representative of the largest employment group and the School agree otherwise.
- G. 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 the School's employees.
- H. The School, in consultation with the same representatives referenced in item E. above, may continue to negotiate with any entity that submitted a proposal for group health insurance coverage; any final sealed proposals must be submitted no less than 75 days prior to the plan's renewal date; at the time of opening the final proposals, all proposals become public data.
- I. 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.
- J. The School's authorized representatives, with the assistance of the agent of record, will evaluate all proposals, including any revisions thereto. The School reserves the right to accept the proposal which, in the judgment of the School, is determined to be in the best interest of the School and taking into account multiple factors, including but not limited to rates, benefit plan designs, provider networks, prescription drugs, aggregate benefits, and any other factors the School determines to be relevant to its decision.
- K. The Board of Directors, in its sole discretion, will select the group health insurance contract into which the School will enter. Such action may be taken upon a duly called meeting of the Board of Directors or in writing as authorized by the School's charter contract.
- L. Following the selection of the group health insurance contract, the School 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. The School will provide such notice prior to the effective date of the new group health insurance contract.

M. The School will conduct the request for proposal process described in this policy at least once every two years.