

***Adopted:***

***Reviewed:*** October 2020

## **Twin Cities International Schools**

### **GROUP HEALTH INSURANCE COVERAGE PURCHASING POLICY (726)**

When Twin Cities International Elementary School (the “School”) purchases group health insurance coverage for its employees, the School will comply with Minnesota Statutes Section 124E.12, subd. 5 and any other applicable law. The School will take the following actions prior to purchasing group health insurance:

- 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 agent of record will follow such directions with respect to any of the forgoing issues.
- The RFP will include the following information:
  - An introduction about the school. ➤ Concise background or history regarding project, describing its major components. ➤ The type of professional service or product desired by the school, define objectives and purpose of project as specifically as possible, and identify the specific tasks. ➤ The date proposals are due; whether there will be a mandatory pre-submission meeting, and if so, where and when; and commencement of work and time performance. ➤ An individual to whom the vendor/contractor/supplier/consultant can address questions prior to submission. ➤ The number of copies of the proposal required and where they should be sent. ➤ Deadlines for receipt of proposals.
- In accordance with Minnesota Statutes Section 124E.12, subd. 5, 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.
- After the expiration of the deadline for submission of proposals, all proposals will be opened at the same time, and be fairly evaluated.
- Upon the opening of the proposals, the School will treat the proposals as public data in accordance with Minnesota Statutes Section 124E, subd 5 and Chapter 13 of the Minnesota Statutes.
- 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
- The school will conduct the request for proposal process described in this policy at least every two years. Legal References: Minn. Stat. 124E.12, subd 5 (Charter School Law, Group health Insurance