

Math and Science Academy

Adopted: December 14, 2015

Revised: June 18, 2018

428. EMPLOYEE HEALTH INSURANCE POLICY

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

The Math and Science Academy (MSA) will follow the guidelines set forth in Sections III and IV when procuring group health insurance coverage, directly, for MSA employees.

MSA'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 MSA employees. In this case, the entity contracted to assist MSA is considered its agent of record and the guidelines set forth in sections V and VI will be followed.

Regardless of method used, sealed proposals for group health insurance coverage will be solicited at least every two years.

III. Requests for Proposals

MSA will request sealed proposals for group health insurance coverage from a minimum of three providers of health insurance.

MSA 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 including information from MSA's employees.

The request for proposals will include a deadline by which proposals must be submitted. Such deadline will be selected by MSA and will provide MSA 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

MSA 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.

- A. After expiration of the deadline for submission, the MSA Director (Director) 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.

The Director may request additional information regarding any proposal and/or negotiate changes to a proposal.

- B. The Director will make a recommendation to the BOD regarding which proposal appears to be in the best interest of MSA.
- C. The BOD, in its sole discretion, will select the group health insurance contract into which MSA will enter. Such action shall be taken at a duly called meeting of the Board of Directors.
- D. Following the selection of the group health insurance contract, the Director 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

MSA'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. MSA 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.

MSA'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. MSA will cooperate with its agent of record to gather and/or obtain the necessary information and documentation, including obtaining it from MSA's employees.

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

MSA'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, MSA's agent of record will open all the sealed proposals at the same time. MSA 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, MSA will treat the proposals as public data in accordance with Minnesota Statutes.
- C. After the opening of the proposals, MSA's agent of record will, within a reasonable period of time, transmit information regarding each proposal to the authorized representatives of MSA. The agent of record will present such information in a format determined by the agent of record or as requested by MSA.

MSA, 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.

- D. MSA's authorized representatives, with the assistance of the agent of record, will evaluate all proposals, including any revisions thereto, and may recommend to MSA's Board of Directors the group health insurance contract that such representatives determine are the most appropriate for MSA.
- E. The MSA's Board of Directors, in its sole discretion, will select the group health insurance contract into which MSA will enter. Such action shall be taken at a duly called meeting of the Board of Directors.
- F. Following the selection of the group health insurance contract, the Director 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.

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 124E.12, subdivision 5 (Group Health Insurance)