

[Editorial Note: This sample policy is intended to be used by a charter school that (1) has at least 25 employees and (2) does not have any employees represented by a union. According to Section 124E.12, subd. 5, a policy such as this one must be established by the school and published on its web site.]

GROUP HEALTH INSURANCE COVERAGE PURCHASING POLICY

When **Hmong College Prep Academy** (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 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.
- The request for proposals will include a deadline by which proposals must be submitted. Such deadline will be selected by the School’s agent of record and will provide the agent 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.
- 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 expiration of the deadline for submission of proposals, the School’s agent of record will open 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.

- Upon the opening of the proposals, the School will treat the proposals as public data in accordance with Minnesota Statutes Section 124E.12, subd. 5 and Chapter 13 of the Minnesota Statutes.
- 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.
- The School, with the assistance of the agent of record, reserves the right to request additional information regarding any proposal and/or to negotiate changes to a proposal.
- 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 Board of Directors the group health insurance contract that such representatives determine are the most appropriate for the School.
- 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 a duly called Meeting of the Board of Directors
- 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 once every 3 years.