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## HEALTH INSURANCE PROCUREMENT

### Introduction:

As of 2014, all district public schools and charter public schools must enact a policy addressing the procurement of health insurance as it pertains to the current MN Statute Health Transparency Act (HITA), on behalf of the employees of Crosslake Community Schools (CCS). Following are the guidelines for the CCS:

### Insurance Committee:

CCS will form a committee designed to examine current and future insurance coverages on behalf of the eligible staff. Committee membership will include:

1. Seat-Based and Online Directors of the CCS
2. Two current teachers
3. Business Manager

### Eligible employees:

All employees working 20 hours per week or more, or at a 0.5 FTE or higher are eligible for one individual health insurance plan with \$710.38 towards the premium to be paid for by CCS

### Procurement process:

- Request for proposals from group health insurance providers must be in writing and at minimum shall include – coverage to be provided, criteria for the evaluation of proposals, and aggregate claims data. A minimum of three proposals is required.
- Public notice of the request for proposals must be in the newspaper or trade journal at least 21 days before the final date to submit proposals.
- Selection of a carrier shall make benefit cost comparisons; evaluate the proposals using written criteria.
- CCS may negotiate with group insurance providers on benefits, premiums, and other contract terms.
- Any entity providing current health insurance to CCS must provide aggregate claims records, if possible per regulatory guidelines.
- Written rationale is needed for the CCS' Board of Education's decision to enter into a contract with an insurer.
- CCS will make requests for proposal at least 150 days prior to expiration of the existing contract but not more than once every 24 months.
- CCS contracts for group health insurance must not be longer than two years unless the exclusive representative of the largest employment group and CCS agree to a longer term (Consider omitting this.)
- All initial proposals shall be sealed until they are opened 90 days prior to the renewal date in the presence of up to three representatives from the appointed Insurance Committee members.(omit) (Consider adding: the largest bargaining unit, and/or administration and agent of record.)
- CCS' final negotiations are due no less than 75 days prior to the plan's renewal date.
- CCS will open the final proposals at the same time in the presence of up to three members of the assigned insurance committee, including at least one non-board member teacher. This is not part of the law.
- Following the opening of the final proposal, all the proposals including the initial proposals and the data submitted in connection with the proposals becomes public data.
- CCS may choose from either the initial or final proposals without further negotiations but not sooner than 15 days after the data becomes public. The decision of carrier and plan section are not subject to the lowest pricing model, but as a collective of all benefits presented that are in the best interest of the school policy.
- Once the bid process is complete and committee members reach consensus on which proposal to accept, a recommendation will be made by the Committee to the full Board of Education of the CCS for final approval.