



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

October 1, 2015

AGENDA ITEM: 10.6

TOPIC: Request Permission to RFP On-Site Health Clinic

BACKGROUND: Over the past several years the District Employee Benefits Committee has researched methods of reducing the District's Group Medical Insurance Claims. One option is to offer employees an On-site Health Clinic. This service is being looked at as a means of reducing the District's Group Health Insurance costs to help prevent paying potential Cadillac Tax penalties anticipated in 2018.

The advertisement for the Request for Proposals (RFPs) for an On-Site Health Clinic will be published in the Forest Lake Times. The RFPs will be scheduled to be opened at the District Office.

PROCESS: Corporate Health Systems has assisted in developing the RFP specifications. After the RFP opening, a tabulation and recommendation will be processed by Corporate Health Systems.

The Employee Benefits Committee, the Buildings & Grounds Committee, and the Finance Committee will review the RFPs. Upon their review a recommendation will be made to the School Board on which vendor to award the RFP.

RECOMMENDATION: Approve On-Site Clinic RFP process.

On-Site Health Clinic RFP Timeline

2015

September 16, 2015	Committee Reviews the RFP & timeline
October 1, 2015	School Board Approves RFP Process
October 2, 2015	Email Advertisement for RFP to Forest Lake Times (P.O. S078170)
October 8, 2015	Advertise RFP to providers in the Forest Lake Times
October 29, 2015	RFPs due at 10:00 a.m. in Board Room at District Office
November 11, 2015	Employee Benefits Committee Reviews RFPs
November 19, 2015	Buildings & Grounds Committee Review RFPs
November 19, 2015	Finance Committee Review RFPs
November 27, 2015	RFP Recommendation sent to School Board
December 3, 2015	School Board Approves RFP Recommendation