



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

December 1, 2016

AGENDA ITEM: 10.2

**TOPIC: AUTHORIZE RFP's (Request for Proposals) FOR
EMPLOYEE GROUP SELF INSURED MEDICAL
INSURANCE AND GROUP SELF INSURED DENTAL
INSURANCE**

BACKGROUND: The Health Insurance Transparency Act (HITA) Bill requires the district to solicit proposals at a minimum every 24 months for group medical insurance. The District Employee Benefits Committee regularly reviews the district's group insurances. At this time, the Employee Benefits Committee recommends going out for proposals for Medical and Dental group insurances.

PROCESS: The RFP will be advertised in the Forest Lake Times on January 5. Upon receipt of the RFP's, they will be reviewed by OneDigital, administration, 3 representatives from the largest bargaining unit and the Employee Benefits Committee.

After the initial review the companies will be given time to submit a final proposal. The final proposal must be submitted by March 3 and will be reviewed by OneDigital, administration, 3 representatives from the largest bargaining unit, the Employee Benefits Committee and the Finance Committee. A final recommendation will be submitted to the School Board at the March 16, 2017 meeting.

RECOMMENDATION: Administration, the Employee Benefits Committee, and the Finance Committee recommend that the School Board permit the Administration to request proposals for Employee Group Self-Insured Medical Insurance and Employee Group Dental Insurance.

Forest Lake Area Schools
Independent School District #831

Timeline for 2017 Medical & Dental Insurance RFPs

<u>Date</u>	<u>Activity</u>
November 9, 2016	Employee Benefits Committee reviews timeline
December 1, 2016	Request permission from the School Board to RFP Group: Self-Insured Medical (must request RFP 150 days prior to expiration of existing contract – July 1)
January 5, 2017	Advertise RFP (must be published 21 days prior to opening) P.O. S083743 in Forest Lake Times. OneDigital will send Ad to District by December 22, 2016, Dental included in RFP.
January 26, 2017	RFP Due at OneDigital 11:00 a.m.
January 26, 2017	RFP Opening – 3:30 p.m. (with 3 representatives from largest bargaining unit) – in Board Room
February 15, 2017	Employee Benefits Committee reviews and makes initial recommendation on RFP
February 16-March 2, 2017	Providers have opportunity to submit final RFP.
March 2, 2017	Final RFPs are due
March 3, 2017	Final RFPs are reviewed by administration and 3 representatives from largest bargaining unit) – in Board Room
March 15, 2017	Employee Benefits Committee reviews and makes final recommendation on RFP.
Mid to Late March 2017	Possible finalist presentations and committee recommendations if needed.
March 16, 2017 or April 6, 2017	School Board approves recommendation to award RFP
March 17, 2017 or April 6, 2017	Providers are notified of School Board decision
April 3, 2017	Open Enrollment Begins – Memo sent to staff.
May 12, 2017	Enrollment process ends
July 1, 2017	New Medical Insurance becomes effective

Updated 11/9/2016