



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

**February 4, 2016**

**AGENDA ITEM: 10.3**

**TOPIC: PERMISSION TO REQUEST PROPOSALS (RFP'S) FOR  
EMPLOYEE GROUP LTD AND LIFE INSURANCE**

**BACKGROUND:** During the past year, the District Employee Benefits Committee has been reviewing the District's LTD and Life group insurance. The Employee Benefits Committee recommended going out for proposals. The District is required by law to go out for proposals on group insurance every five years.

**PROCESS:** National Insurance Services will coordinate the Life and LTD request for proposals. The RFPs will be advertised in the Forest Lake Times. The RFP opening would occur on March 16th.

**RECOMMENDATION:** Administration and the Employee Benefits Committee will make a recommendation to the School Board. The anticipated effective date of the proposed policies would be October 1, 2016.

**Forest Lake Area Schools**  
**Independent School District #831**

**Timeline**  
**2016 Life & LTD Insurance Proposals**

<b><u>Date</u></b>	<b><u>Activity</u></b>
February 4, 2016	Request permission from the School Board to RFP Group: Life and Long term Disability
February 11, 2016	Advertise RFP – P.O. S079313
March 16, 2016	RFP Opening – 11a.m.
April 6, 2016	Employee Benefits Committee makes recommendation on RFP's
May 5, 2016	School Board meets and awards or rejects Employee Benefits Committee recommendations.
May 6, 2016	Bidders are notified of School Board decision
October 1, 2016	New Insurances are effective

Updated 1/25/2016