

## **704P GROUP HEALTH INSURANCE COVERAGE PURCHASING POLICY**

### **I. PURPOSE**

When New Discoveries Montessori Academy (NDMA) purchases group health insurance coverage for its employees, NDMA will comply with Minnesota Statutes Section 124D.10, subd. 11(d) and any other applicable law.

### **II. GENERAL STATEMENT OF POLICY**

New Discoveries Montessori Academy will take the following actions prior to purchasing group health insurance:

- NDMA'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. NDMA 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.
- NDMA'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. NDMA 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 NDMA'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 124D.10, subd. 11(d), NDMA'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, NDMA's agent of record will open the sealed proposals at the same time. NDMA 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, NDMA will treat the proposals as public data in accordance with Minnesota Statutes Section 124D.10, subd. 11(d) and Chapter 13 of the Minnesota Statutes.
- After the opening of the proposals, NDMA'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.
- NDMA, 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.
- NDMA's authorized representatives, with the assistance of the agent of record, will evaluate all proposals, including any revisions thereto. NDMA reserves the right to accept the proposal which, in the judgment of the school, is determined to be in the best interest of NDMA and taking into account multiple factors, including but not limited to rates, benefit plan designs, provider networks, prescription drugs, aggregate benefits, and any other factors NDMA determines to be relevant to its decision.
- The Board of Directors, in its sole discretion, will select the group health insurance contract into which NDMA will enter. Such action may be taken upon a duly called meeting of the Board of Directors or in writing as authorized by the school's charter contract.
- Following the selection of the group health insurance contract, NDMA 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. NDMA will provide such notice prior to the effective date of the new group health insurance contract.
- NDMA will conduct the request for proposal process described in this policy at least once every two years.