

POLICY 745: HEALTH INSURANCE PROCUREMENT**I. Purpose**

The purpose of this policy is to comply with terms of the Minnesota Health Insurance Transparency and Accountability Act. (MN Statute 124D.10, subd. 11(d))

II. General Statement of Policy

Achieve Language Academy will follow the guidelines set forth in this policy when procuring group health insurance coverage for its employees. This policy is to be posted on the school website upon adoption.

III. Requests for Proposals

Achieve Language Academy will request sealed proposals for group health insurance coverage from a minimum of three sources at least every two years.

IV. Sealed Bids

- A. Administration/Board will receive and open all sealed proposals on the date specified.
- B. Administration will make a recommendation to the school board on which bid appears to be in the best of interest of school.
- C. Administration will notify employees covered by the group health insurance before the effective date of the changes in group health contract.
- D. Upon the opening of the proposals, the content of the proposals becomes public data under Minn.Stat. Chapter 13.