

Adopted: 2/26/18
Revised: _____

YA-014 GROUP HEALTH INSURANCE COVERAGE PURCHASING POLICY

- I. **PURPOSE:** It is Yinghua Academy's (the School) intent to comply with all applicable provisions of the Minnesota Health Insurance Transparency Act (HITA) for non-union charter schools, as set forth under Minn. Stat. 124E.12, subd. 5(a) and follow the procedures below when purchasing group health insurance coverage

- II. **DEFINITIONS**
 - a. Authorized Representative – The Executive Director of Yinghua Academy is authorized representative for the school.

- III. **PROCEDURES:**
 - a. At least once every two (2) years, the School will issue a Request for Proposal (RFP) to at least three (3) different group health sources or issuers. In consultation with its agent of record, the School will determine from which insurance carriers to request proposals, (2) whether to request proposals from more than three carriers, and (3) whether to request proposals for self-insured coverage option.
 - b. The School will cooperate with the agent of record to supply the required information and documentation in connection with the proposals, including obtaining required information from school employees.
 - c. The RFP will include a deadline by which proposals must be submitted. Such deadline will be selected by the School'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.
 - d. All responses to the RFP must be delivered to the School in a sealed envelope. Proposals that are not submitted in the sealed format will not be accepted. Proposals that are submitted after the deadline will not be accepted.
 - e. After expiration of the deadline for submission of proposals, the designated authorized representative(s) of the School will open all the accepted proposals at the same time.
 - f. The School, 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.
 - g. The School's authorized representative(s), with the assistance of the agent of record, will evaluate all proposals, including any revisions thereto. The School reserves the right to accept the proposal which, in the judgment of the school, is determined to be in the best interest of the school and taking account multiple factors, including but not limited to rates, benefit plan designs, provider networks, prescription drugs, aggregate benefits, and any other factors the School determines to be relevant to its decision. The School reserves the right to reject any or all proposals.

- h. The authorized school representative(s) will select the group health insurance contract into which the School will enter. Such action will be presented for approval at the next scheduled Board meeting.
- i. Upon Board approval of the selection of the group health insurance contract, the School will notify all eligible employees of any changes in the group health insurance coverage that occur as a result of entering into a new group health insurance contract. The School will provide such notice prior to the effective date of the new group health insurance contract.
- j. The proposals will become public data upon opening in accordance with Chapter 13 of Minnesota Statutes.

Legal References: Minn. Stat. Section 124E. Subd. 5 (Group Health Insurance)