

Group Health Insurance Coverage Procurement

Purpose: The general purpose of this policy to be compliant with MN Statute 124E.12 subdivision 5 and to inform TrekNorth Jr & Sr High School Employees of the process the school takes in procuring group health insurance.

Policy MN Statute 124E.12 subdivision 5:

Group health insurance.

(a) A charter school board with at least 25 employees or a teacher cooperative of licensed teachers providing instruction under a contract between a school and a cooperative that provides group health insurance coverage shall:

(1) request proposals for group health insurance coverage from a minimum of three sources at least every two years; and

(2) notify employees covered by the group health insurance coverage before the effective date of the changes in the group coverage policy contract.

(b) A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Web site the policy for purchasing group health insurance coverage. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.

TrekNorth follows the HITA Sealed Bid Process

Sealed Bids Requirements:

- a. The invitation for the bid will be publically advertised and bids must be selected from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.

- b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
- c. All bids will be publicly opened at the time and place prescribed in the invitation for bid
- d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- e. Any or all bids may be rejected if there is a sound documented reason.