

## **KIPP Minnesota's Policy on Group Health Insurance Coverage Procurement Purpose:**

The general purpose of this policy is to be compliant with MN Statute 124D.10 subdivision 11 and to inform KIPP Minnesota Employees of the process our group benefits coordinator takes in procuring group health insurance. MN Statute 124D.10 Subdivision 11 (d) requires that this policy be posted on KIPP Minnesota's website.

### **Policy:**

KIPP Minnesota's benefit consultants shall:

- 1) Request proposals for group health insurance coverage from a minimum of at least three sources, every two years;
  - a) the consultant will use a sealed proposal process including:
    - i) proposals will be received in a sealed envelope in response to an invitation to bid issued by KIPP Minnesota's insurance consultant
    - ii) all proposals will be opened at the same time by the consultant.
    - iii) upon the opening of the sealed bids, they will become public data under chapter 13.
    - iv) The Consultant will review the proposals with KIPP Minnesota for award of the contract.
- 2) KIPP Minnesota will notify employees covered by the group health insurance coverage before the effective date of the changes in the group coverage policy contract. Notification will take place to covered employees via email.