

**ODYSSEY ACADEMY**  
**School District 4030**  
**Brooklyn Center, Minnesota**

**Policy #411**

**HEALTH INSURANCE BID POLICY**

**I. PURPOSE**

The purpose of this policy is to comply with terms of the Minnesota Health Insurance Transparency and Accountability Act applicable to charter schools.

**II. GENERAL STATEMENT OF POLICY**

Odyssey Academy will follow the guidelines set forth in this policy when procuring group health insurance coverage for its employees.

**III. REQUESTS FOR PROPOSALS**

Odyssey Academy will request sealed proposals for group health insurance coverage from a minimum of three sources at least every two years. The requests for the proposals shall occur at a reasonable time before the date specified by administration to open the sealed proposals.

**IV. SEALED BIDS**

- A. Administration will open all sealed proposals at the same time on the date specified by administration. This date shall be a reasonable time prior to the plan's renewal date.
- 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 changes in the group health contract.
- D. Upon the opening of the proposals, the content of the proposals Becomes public data under Minn. Stat. Chapter 13.

Approved: June 24, 2015

**Legal References:** Minn. Stat. §124D.10 (Charter School Law)

