

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois**

**THIRD PARTY ADMINISTRATION SERVICES
RISK MANAGEMENT
DISTRICT OFFICE**

THE CHANCELLOR

REPORTS

that a Request for Proposals (RFP) was issued during July, 2004 to identify and recommend a firm to provide Third Party Administrator (TPA) services for the District for an initial 20 month period from November, 2004 through June 30, 2006, with an option to renew services annually for up to an additional three years; the TPA participates in the District's Workers' Compensation Program, the General Liability Program and the Student Athlete Injury program to provide a range of comprehensive services including claims management and administration, reporting, consultation and ongoing cooperation with District risk management and Legal staff, settlement management, training services to District staff, etc.; and

that three firms responded to the RFP: Cannon Cochran Management Services, Chicago, CSC Claim Company, Chicago and Inner City Underwriting, Inc., Chicago; a committee including Risk Management, Finance and M/WBE staff reviewed the respective proposals according to the evaluation criteria in the RFP (qualifications, experience, cost of services, M/WBE compliance, overall responsiveness of the proposal to RFP requirements) and that based on that review, staff recommends acceptance of the proposal from Cannon Cochran Management Services (CCMS); CCMS has significant TPA and claims management experience and excellent references, including higher education and government work; in addition, CCMS is a Chicago-based firm and is in full compliance with the District's M/WBE requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into a contract with Cannon Cochran Management Services, Chicago, IL to provide TPA services for the District office colleges for an estimated annual cost of \$40,000.00 for the period beginning November 1, 2004 through June 30, 2006, with an option to renew on an annual basis for an additional three years.

Respectfully submitted,

Wayne D. Watson
Chancellor

September 9, 2004