

31474

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
June 7, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**INSURANCE BROKERAGE SERVICES
MARSH USA, INC.
OFFICE OF RISK MANAGEMENT**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Marsh USA, Inc. to provide Insurance Brokerage Services for a three year period from July 1, 2012 through June 30, 2015 at a total cost not to exceed \$240,000 (\$80,000 annually).

VENDOR: Marsh USA, Inc.
540 West Madison Street – Suite 1200
Chicago, Illinois 60661

USER: District Wide

TERM:

The original term of the agreement shall commence on July 1, 2012 and expire on June 30, 2015, with an option to renew for two additional one (1) year periods.

SCOPE OF SERVICES:

The District seeks to engage a highly qualified Insurance Services Brokerage firm to provide a full range of insurance related services. These services include access to commercial insurance carriers specializing in higher education and providing comprehensive coverage at the least possible cost. In addition, the District expects to receive a broad range of services which include a certificate management system, risk management consulting services, and a supplement to the services provided by the underwriters.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The District elects to procure several Commercial Insurance Policies to insure certain operational risks. Access to strategic insurance markets is achieved through an Insurance Broker delivering such services and providing comprehensive coverage at the least possible cost as well as the delivery of risk management administrative service designed to enhance the Office of Risk Management operations.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #SH1202 was publicly advertised on February 10, 2012. Eighteen (18) companies were contacted. Six (6) responded to the RFP on March 7, 2012: 1) Assurance Agency; 2) Marsh USA,

Inc.; 3) Mesirow Financial; 4) Lambent Risk Management Services, Inc.; 5) Arthur J. Gallagher & Co. and 6) Wells Fargo Insurance Services.

All qualifications were reviewed, evaluated and ranked by staff which included the Office of Finance, the Office of Business Enterprise, Office of Institutional Advancement and Office of Risk Management, Office of Administrative and Procurement Services and the Office of M/WBE Contract Compliance.

The evaluation criteria included:

1. Responsiveness and quality of proposal
2. Qualifications and experience of the Proposer, past performance of the firm(s) on other contracts in terms of size, scope and quality of services (Specifically Higher Education clients/experience). CCC may solicit reference information from previous clients
3. Qualifications and experience of Assigned Team
4. Participation in Higher Education Associations
5. Market Access
6. Commission Disclosure
7. Risk Management Consulting Services
8. Environmental Safety Services
9. Certificate Management System
10. Enterprise Management Consulting Services
11. Fees in relation to the Scope of Services
12. M/WBE Compliance Plan

Based on the evaluation scoring, staff recommends the acceptance of the proposal from Marsh USA, Inc.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the proposed agreement and has determined that Marsh USA, Inc., subcontracting with Paradigm Risk Management as its MBE provider and Risk Innovations as its WBE provider is in compliance with the Board Approved Participation Plan.

MBE Vendor: Paradigm Risk Management 205 W. Randolph, Suite 1200 Chicago, IL 60606	Direct Participation 25%	City Certification
---	-----------------------------	--------------------

WBE Vendor: Risk Innovations 1202 N. 75th St., #253 Downers Grove, IL 60516	Direct Participation 7%	City Certification
--	----------------------------	--------------------

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article II, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total: \$240,000 (\$80,000 annually)

Charge To: Office of Risk Management

Source of Funds: Liability Protection and Settlement Fund

Unrestricted Fund

FY13: 05001-0025010-80000-01000-000000000-530000: \$80,000

FY14: 05001-0025010-80000-01000-000000000-530000: \$80,000

FY15: 05001-0025010-80000-01000-000000000-530000: \$80,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 7, 2012 - Office of Risk Management