

33684

**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 7, 2019**

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

**INSURANCE BROKERAGE SERVICES
MESIROW INSURANCE SERVICES
OFFICE OF RISK MANAGEMENT
(AMENDMENT TO BOARD REPORT #33003, ADOPTED JULY 7, 2016)**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to amend the agreement with Mesirow Insurance Services to provide Insurance Brokerage Services for an additional one (1) year period from July 1, 2019 through June 30, 2020, at a total cost not to exceed \$75,000. This amount represents no increase over the current fee structure.

VENDOR: Mesirow Insurance Services
353 North Clark Street
Chicago, Illinois 60654

USER: District Wide

ORIGINAL TERM:

The original term of the agreement commenced on July 1, 2016 and shall end on June 30, 2019.

AMENDED TERM:

The term of the agreement commenced on July 1, 2016 and shall end on June 30, 2020.

SCOPE OF SERVICES:

The District continues to require 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) #SJ1601 was publicly advertised on April 14, 2016. Sixteen (16) companies were contacted. Six (6) responded to the RFP on May 3, 2016: 1) Arthur J. Gallagher & Co; 2) Assurance Agency.; 3) CS Insurance Strategies, Inc.; 4) Lambent Risk Management Services, Inc.; 5) Marsh USA; and 6) Mesirow 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. MBE/WBE Compliance Plan

Based on the evaluation scoring, staff recommended the acceptance of the proposal from Mesirow Insurance Services.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed renewal agreement and has determined that the Vendor has complied with the Board Approved Participation Plan.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
CS Insurance Strategies, Inc. 542 South Dearborn Chicago, IL 60605	MBE	25	Direct	City of Chicago
Eagle Once Case Management Solutions, Inc. 80 Burr Ridge Parkway Burr Ridge, IL 60527	WBE	7	Direct	City of Chicago

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 2, 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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$75,000

Charge To: Office of Risk Management

Source of Funds: Liability Protection and Settlement Fund

FY20: 530000-05001-0022502-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

March 7, 2019 - Office of Risk Management