

34259
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 3, 2021

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

INSURANCE BROKERAGE SERVICES
MESIROW INSURANCE SERVICES, INC.
OFFICE OF RISK MANAGEMENT
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreement, to execute an agreement with Mesirow Insurance Services, Inc. to provide Insurance Brokerage Services for the period beginning July 1, 2021 through June 30, 2024 at a total cost not to exceed \$255,000.

VENDOR: Mesirow Insurance Services, Inc.
353 N. Clark Street
Chicago, Illinois 60654

USER: District Wide

TERM:

The term of the agreement shall begin on July 1, 2021 and end on June 30, 2024, with options to extend for two (2) one-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) #SH2103 was publicly advertised on March 10, 2021. In addition, twenty (20) companies were contacted directly via e-mail. Two (2) responded to the RFP on April 9, 2021: 1) Mesirow Insurance Services, Inc. and 2) The Owens Group.

All qualifications were reviewed, evaluated and ranked by staff which included the Office of Finance, Office of Administrative Services, Office of Human Resources, the Office of the General Counsel the Office of Risk Management, the Office of Administrative and Procurement Services and the Office of M/WBE Contract Compliance.

The evaluation criteria included:

- 2. Qualifications and experience of the Proposer, (including assigned team), past performance of the firm(s) on other contracts in terms of size, scope and quality of services (Specifically, Higher Education clients/experience)
- 5. Market Access
- 6. Commission Disclosure
- 7. Risk Management Consulting 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 recommends the acceptance of the proposal from Mesirow Insurance Services, Inc.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and has determined that Mesirow Insurance Services, Inc., subcontracting with CS Insurance as its MBE provider and EagleOne Case Management as its WBE provider is in compliance 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 542 S. Dearborn Chicago, IL 60605	MBE	25	Direct	Cook County
EagleOne Case Management 80 Burr Ridge Pkwy, Suite 121 Burr Ridge, IL 60527	WBE	7	Direct	Metropolitan Water Reclamation

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: \$255,000

Charge To: Office of the General Counsel - Risk Management

Source of Funds: Liability, Protection and Settlement Fund

FY22: 530000-05001-0022502-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

June 3, 2021 - Office of Risk Management