

**35503**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MAY 1, 2025**

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

**INSURANCE BROKERAGE SERVICES**  
**ALLIANT INSURANCE SERVICES**  
**THE OFFICE OF RISK MANAGEMENT**  
**RENEWAL OF BOARD REPORT #35103**

**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 renew the agreement with Alliant Insurance Services, Inc. (formerly Mesirow Insurance Services) to provide Insurance Brokerage Services for an additional one-year period from July 1, 2025 through June 30, 2026, at a total cost not to exceed \$85,000. This amount represents no increase over the current fee structure.

**VENDOR:** Alliant Insurance Services  
353 N. Clark Street  
Chicago, Illinois 60654

**USER:** District Wide

**ORIGINAL TERM:**

In accordance with Board Report 34259, the original term commenced on July 1, 2021, and ended on June 30, 2024, with two (2) additional one- year renewal options.

**SECOND RENEWAL TERM:**

In accordance with Board Report 35103, the second renewal term commenced on July 1, 2024, and ends on June 30, 2025.

**FINAL RENEWAL TERM:**

The final renewal term shall commence on July 1, 2025, and shall end on June 30, 2026.

**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) #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 compliance plan and determined the Vendor has complied with the Board Approved MBE/WBE Contract Participation Plan:

<b><u>Vendor</u></b>	<b><u>MBE or WBE</u></b>	<b><u>%</u></b>	<b><u>Participation</u></b>	<b><u>Certifying Agency</u></b>
A. LaVelle Consulting Services, LLC d/b/a Cynasure 203 N. LaSalle Ste. 2100 Chicago, IL 60615	MBE	25	Direct	Cook County

Risk & Insurance Management Services, Inc. d/b/a EagleOne Case Management Services, Inc. 760 Village Center Drive, Ste. 250 Burr Ridge, IL 60527	WBE	7	Direct	Cook County
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**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:** \$85,000

**Charge To:** The Office of the General Counsel – Risk Management

**Source of Funds:** Liability Protection and Settlement Fund

**Budget Line:** 53/560000-05001-0022502-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**May 1, 2025 – The Office of Risk Management**