



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Feb 15, 2024

MinuteTraq (IQM2) ID #: FI-CO-0007-24

Department Requisition #: PO 6115

Requesting Department: Finance	Department Contact: Jim Morrissy
Contact Email: jim.morrissy@dupagecounty.gov	Contact Phone: 630-407-6116
Vendor Name: Alliant/Mesirow Insurance Services, Inc.	Vendor #: 12104

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Increase contract by \$25,540 to pay the adjusted premium for Workers Compensation insurance due to higher than estimated actuals for insurance covering 12/1/2022 - 12/1/2023.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The County estimates payroll on an annual basis for insurance premium quote. At the end of the year an audit is performed to verify estimates. Due to increases in annual salaries, payroll actuals came in higher than estimated. An additional payment of \$25,540 is required for the Workers Compensation premium.

### Strategic Impact

Financial Planning Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Due to higher than anticipated payroll actuals, an increase to the premium was required in the amount of \$25,540.

**Source Selection/Vetting Information** - Describe method used to select source.

The broker solicited 6 insurance carriers.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Increase the contract by \$25,540. There are no recommended alternates as this is for insurance already provided.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Increase contract by \$25,540 for a total contract amount not to exceed \$197,861.

**Premium Audit Results**  
**Audit Period 12/1/2022 -2023**

Class Code	Description	Estimated			Audited		
		Payroll	Rate	Premium	Payroll	Rate	Premium
4299	Printing Drug, Medicine or	\$150,900	0.0958	\$145	\$232,642	0.0958	\$223
4611	Pharmaceutical Preparation	\$389,183	0.0958	\$373	\$328,417	0.0958	\$315
5183	Plumbing NOC & Drivers	\$210,367	0.0958	\$202	\$211,328	0.0958	\$202
5190	Electric Wiring & Drivers Street or Road Construction	\$976,777	0.0958	\$936	\$969,051	0.0958	\$928
5506	Paving or Repaving & Drivers Street or Road Construction	\$4,680,926	0.0958	\$4,484	\$5,757,339	0.0958	\$5,516
5507	Subsurface Work & Drivers	\$444,651	0.0958	\$426	\$495,989	0.0958	\$475
7380	Drivers NOC-Commercial	\$53,387	0.0958	\$51	\$52,658	0.0958	\$50
7520	Waterworks Operation & Drivers Sewage Disposal Plant	\$373,094	0.0958	\$357	\$483,158	0.0958	\$463
7580	Operations & Drivers	\$3,303,239	0.0958	\$3,165	\$3,467,076	0.0958	\$3,321
7720	Police Officers & Drivers	\$51,229,525	0.0958	\$49,078	\$55,681,784	0.0958	\$53,343
8380	Automobile Service or Repair	\$41,603	0.0958	\$40	\$128,766	0.0958	\$123
8810	Clerical Office Employees NOC	\$70,072,474	0.0958	\$67,129	\$81,094,095	0.0958	\$77,688
8820	Attorney - All Employees	\$12,866,004	0.0958	\$12,326	\$16,196,822	0.0958	\$15,517
8824	Retirement Living Centers	\$17,534,317	0.0958	\$16,798	\$18,304,090	0.0958	\$17,535
8831	Hospital: Veterinary & Drivers	\$725,074	0.0958	\$695	\$1,659,016	0.0958	\$1,589
8832	Physician & Clerical	\$1,103,376	0.0958	\$1,057	\$1,611,760	0.0958	\$1,544
8833	Hospital Professional Employees	\$2,192,867	0.0958	\$2,101	\$2,385,719	0.0958	\$2,286
8835	Nursing Home Health All Employees	\$3,777,578	0.0958	\$3,619	\$4,124,320	0.0958	\$3,951
9015	Building Operation by Owner or Lessee	\$4,038,115	0.0958	\$3,869	\$5,775,657	0.0958	\$5,533
9410	Municipal Employees NOC	\$5,712,519	0.0958	\$5,473	\$7,575,454	0.0958	\$7,257
		<b>\$179,875,976</b>		<b>\$172,321</b>	<b>\$206,535,141</b>		<b>\$197,861</b>

Total Estimated Payroll **\$179,875,976**

Total Audited Payroll **\$206,535,141**

Earned Premium **\$197,861**

Minimum Premium **\$172,321**

Deposit Premium **\$172,321**

**Additional Premium Due \$25,540**