

April 30, 2019

Ron Bensyl, Gallagher  
[ron\\_Bensyl@ajg.com](mailto:ron_Bensyl@ajg.com)

RE: Insurance RFQ Results

Dear Mr. Bensyl:

This is to acknowledge that Parkland College District No. 505 is in receipt of your *Freedom of Information Act* (FOIA) request dated April 25, 2019 received in my office at 10:09AM on April 25, 2019 via electronic mail. As the Vice President for Communications and External Affairs, I am responsible for processing requests for public information for the College, pursuant to *the Illinois Freedom of Information Act*, 5 ILCS 140/1 et seq. In your e-mail, you requested that the College make available the following records:

Request:

“Please consider this a formal Freedom of Information Act request for all documents pertaining to the RFQ process, including but not limited to:

- Copies of all responses received
- Copies of the scoring mechanism to the written responses.
- Any notes, emails or documents as relate to the oral presentations.
- Any notes, emails or documents related to the recommendation to the board.”

Parkland College’s Response:

Parkland College believes this is a request for commercial purposes and thus subject to the 21 working day response time requirement under section 5 ILCS 140/3.1(a).

Parkland College has compiled the responses to the Request for Qualifications for Insurance Brokerage Services, the scoring rubric, and the requested notes and correspondence. Due to the large file sizes, the responsive documents are available for download at the link below. In total, the college received six responses to the RFP and selected USI Insurance Services as its vendor for the upcoming year. We believe these documents to be fully responsive to your request.

<https://www.dropbox.com/sh/nsy2dlqgzu6jkq8/AAAp6A8jygiViR5wrA6U08eGa?dl=0>

Portions of the response have been redacted pursuant to the following sections of the Act:

- 140/7(1)(b) that exempts from disclosure “Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.” This includes unique identifiers such as tax information and, in this instance, donor information.
- 140/7(1)(f) that exempts “Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly

cited and identified by the head of the public body.” This correspondence contains such preliminary notes and opinions that are exempt from disclosure. The correspondence references an anticipated closed session, which was ultimately called to discuss the redacted items pursuant to the Open Meetings Act 5 ILCS 120/2(c)(1) and ILCS 120/2(c)(5).

As Vice President for Communications and External Affairs, I am responsible for granting and denying the requests for records under the *Freedom of Information Act*. Please be aware that this response to your request is pursuant to my understanding of your FOIA request. If I have misunderstood your request, please let me know as soon as possible so I may provide the correct information.

In accordance with 5 ILCS 140/9.5(b), you have a right, under the law, to seek a review of your status as a commercial requestor by the Public Access Counselor (PAC) in the Illinois Attorney General’s Office.

Finally, if you believe that this response constitutes a denial of your request, you have the right to have this response reviewed by the Public Access Counselor at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor  
Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62706  
Fax: 217-782-1396  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

You also have the right to seek judicial review of this response by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the Public Access Counselor or State court, you will need to include a copy of this letter for the review.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Stephanie L. Stuart  
Vice President for Communications and External Affairs

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CC: FILE  
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