

RESOLUTION 18-29 – AUTHORIZES AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND USI INSURANCE SERVICES, LLC TO PROVIDE INSURANCE BROKERAGE AND CONSULTING SERVICES TO THE AUTHORITY

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey, created by Compact, that operates and maintains the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Crossing and five regional airports; and

WHEREAS, the Authority desires to engage a professional insurance broker and consultant for non-personnel insurance coverage (hereinafter, the “Services”); and

WHEREAS, the Authority wishes to enter into a Services Agreement (“Agreement”) with the selected provider of said Services; and

WHEREAS, such Agreement shall have a base term of three years, with the Authority having the option to extend the Agreement for up to two additional consecutive terms of one year each following the expiration of said base term, either such additional year to be authorized by the originating committee, with the consent of the Chairperson and Vice Chairperson of the Board of Commissioners; and

WHEREAS, the Authority publicly advertised and issued a Request for Proposals (“RFP”) for insurance brokerage and consulting services in compliance with Resolution 98-31, as amended, which governs the Authority’s procedure for the procurement of professional services; and

WHEREAS, the Authority received and evaluated three proposals submitted pursuant to the aforementioned requirements; and

WHEREAS, USI Insurance Services, LLC (“USI”) was designated as the highest-ranking firm following evaluation; and

WHEREAS, the Budget & Finance Committee reviewed the recommendation and concurs with the evaluation; and

WHEREAS, The Authority conducted an review of the market to evaluate the compensation for the Services and determined the proposed costs to be fair and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Services Agreement with USI to provide insurance brokerage and consulting services to the Authority and to have such Services Agreement, with the advice and consent of Counsel, executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 18-29 was made by Commissioner Lathem, seconded by Commissioner Ratchford. A roll call vote was taken and there were six (6) YES votes

(Vice-Chairperson Lowe, Commissioner Carey, Commissioner Decker, Commissioner Ford III, Commissioner Lathem and Commissioner Ratchford) and five (5) NO votes (Chairperson Hogan, Commissioner Bennett, Commissioner McCann, Commissioner Smith and Commissioner Ransome). While there were six votes in the affirmative, since there were not four affirmative votes from New Jersey, the motion FAILED.

Resolution 18-29 Executive Summary Sheet

Resolution: Authorizes an agreement between the Authority and USI Insurance Services, LLC (“USI”) to provide insurance brokerage and consulting services to the Authority.

Committee: Budget & Finance Committee

**Committee/
Board Date:** November 20, 2018

Purpose of Resolution:

To authorize an agreement with USI Insurance Services, LLC (“USI”) to provide professional insurance brokerage and consulting services for non-personnel insurance coverage.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 98-31, as amended, which governs the Authority’s procedures for the procurement of professional services.

The Authority received and evaluated proposals submitted by the following firms:

AON
Connor Strong & Buckelew
USI Insurance Services, LLC

The Authority carefully reviewed the proposal submissions of each firm and, after holding interviews with each firm, utilized evaluation criteria to establish a ranked list, with USI being ranked highest. The Authority conducted an analysis of the market to analyze the proposed compensation for the Services and determined the costs to be fair and reasonable.