

RESOLUTION 19-33 – AUTHORIZES AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND USI INSURANCE SERVICES, LLC TO PROVIDE EMPLOYEE BENEFITS CONSULTING SERVICES

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority created by Compact for the purpose of owning and operating both Crossing and non-Crossing facilities (the “facilities”); and

WHEREAS, the Authority publicly advertised a Request for Proposals (“RFP”) to provide professional employee benefits consulting services (the “Services”) in compliance with Resolution 98-31, as amended, which governs the procedure for the procurement of professional services; and

WHEREAS, the Authority received and evaluated four (4) proposals pursuant to the aforementioned public advertisement; and

WHEREAS, following preliminary evaluation of all proposals received, the Authority scored the advertised criteria to formulate a ranked-order list of all proposals and, in accordance with such rankings, short-listed two (2) and conducted oral interviews with each short-listed firm; and

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

WHEREAS, the Authority evaluated the cost of the services proposed by USI and determined the fee proposal to be fair and reasonable; and

WHEREAS, the Authority desires to enter into a Services Agreement (“Agreement”) with USI to provide the Services; and

WHEREAS, the Agreement shall have a base term of three (3) consecutive years from the effective date of the Agreement, with the option to extend the Agreement for up to two (2) additional periods of one (1) year each after the expiration of the base term, either such additional one-year term an “Option Term”; and

WHEREAS, either such Option Term is to be authorized by the originating committee with the consent of the Chairman and Vice-Chairman of the Board of Commissioners; and

WHEREAS, the Budget and Finance Committee has reviewed this recommendation and concurs; and

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

Resolution 19-33 Executive Summary Sheet

Resolution: Authorizes an agreement between the Authority and USI Insurance Services, LLC to provide employee benefits consulting services.

Committee: Budget and Finance

**Committee/
Board Date:** September 17, 2019

Purpose of Resolution:

To authorize an agreement between the Authority and USI Insurance Services, LLC to provide employee benefits consulting services to the Authority.

Background for Resolution:

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

In response to a publicly-advertised Request for Proposals, the Authority received and evaluated proposals submitted by the following four (4) firms, and short-listed and held oral interviews with two (2) of those firms*:

Stanley H. Allen Inc. dba Allen Associates
Arthur J. Gallagher & Co.*
NFP
USI Insurance Services, LLC*

After an initial review and evaluation of all proposals, the Authority conducted oral interviews with the short-listed firms and utilized the final evaluation criteria to establish a final ranked list, with USI Insurance Services, LLC being identified as the highest-ranked firm following oral interviews. The Authority conducted an analysis of the proposed costs for the services and determined them to be fair and reasonable.