

**RESOLUTION 24-36 – AUTHORIZING AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND USI INSURANCE SERVICES, LLC FOR EMPLOYEE BENEFITS CONSULTING SERVICES**

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 Operation, five regional airports, and the adjoining facilities and infrastructure at each of the aforementioned sites; and

WHEREAS, the Authority seeks to engage a consultant to provide Authority-wide Employee Benefits Consulting Services, including, but not limited to, Employee Health (Medical and Prescription Drugs), Wellness, Dental, Vision, Life, Disability and Ancillary/Voluntary Benefits (the, Services); and

WHEREAS, the Authority publicly advertised a Request for Proposals (“RFP”) in compliance with DRBA Resolution 24-17, as amended, which governs the Authority’s procedures for the procurement of professional services; and

WHEREAS, the Authority received three (3) responses to the RFP and performed a thorough evaluation of each respondent’s proposal; and

WHEREAS, following preliminary evaluation of each submission, the Authority short-listed two firms for further consideration; and

WHEREAS, following oral interviews and final evaluation, the Authority selected USI Insurance Services, LLC (“USI”), and conducted an analysis of the firm’s proposed fixed annual fees to provide the Services, which were determined to be fair and reasonable; and

WHEREAS, with the consent of the Chairman and Vice-Chairman of the Board of Commissioners, the Authority desires to enter into a Service Agreement with USI for the Services; and

WHEREAS, the Service Agreement has a base term of three (3) years, with the Authority having the option to extend the contract for up to two (2) additional periods of one (1) year each after the expiration of the base term, either such additional term subject to prior authorization by the Budget and Finance Committee and the Chairman and Vice-Chairman of the Board of Commissioners; and

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

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 the Services to the Authority, and, with the advice and consent of Counsel, to have such Service Agreement executed by the Chairman, Vice-Chairman and Executive Director.

## **Resolution 24-36 Executive Summary Sheet**

**Resolution:** Authorizes an agreement between the Authority and USI Insurance Services, LLC to provide Authority-wide Employee Benefits Consulting Services

**Committee:** Budget and Finance Committee

**Committee/  
Board Date:** September 17, 2024

### **Purpose of Resolution:**

The Authority requires the assistance of a consultant to provide Authority-wide Employee Benefits Consulting Services, including Employee Health (Medical and Prescription Drugs), Wellness, Dental, Vision, Life, Disability and Ancillary/Voluntary Benefits.

### **Background for Resolution:**

The procedures leading to this Resolution followed the requirements of Resolution 24-17, as amended, which governs the Authority's purchasing thresholds and policies.

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

Aon Consulting, Inc.  
Bolton Partners, Inc.  
USI Insurance Services, LLC

A Consultant Selection Committee performed a preliminary evaluation of each submission, performed final evaluation, selected USI, and conducted an analysis of the firm's proposed fixed annual fees and determined them to be fair and reasonable.

Following preliminary review and evaluation of all proposals, the Authority short-listed two respondents for further consideration, 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. The Authority conducted an analysis of the firm's proposed fixed annual fees for the Services and determined them to be fair and reasonable.