

# CONSENT ITEM

<b>CONTRACT ID:</b>	<b>Electronic Document Services – Amendment for End of Contract Data Migration Services</b> Contract Number – 14-13-2006-00 Vendor – CEDAR Document Technologies, Inc.
<b>BUDGETED</b>	Yes
<b>CONTRACT AMOUNT</b>	On December 13, 2013, the Board approved \$4,625,000 for a 5-year contract period ending June 30, 2019. This Consent Item will not increase the contract amount previously approved.
<b>CONTRACT HISTORY</b>	This vendor has been providing electronic document composition, delivery, archival and retrieval services to Citizens since 2004. The current contract was approved by the Board on December 13, 2013 and entered into by Citizens on July 1, 2014. The vendor stores approximately 69 million Citizens policyholder documents in its system (policies, letters, notices, endorsements, invoices, etc.). The contract is at the end of its term and Citizens is working with the vendor to arrange the transfer all the documents back to Citizens.
<b>CONTRACT TERM(S)</b>	The contract has a five (5) year term ending on June 30, 2019. No renewals are available.
<b>PURPOSE/SCOPE</b>	<p>The contract provides that Citizens and the vendor will cooperate with the transition of the services to Citizens at the end of the term. Due to the unique requirements of Florida Public Records Laws and the need to preserve documents for litigation, Citizens has requested that all of the 69 million documents in the vendor’s system be returned to Citizens along with certain metadata and indexing information. Citizens has also requested the vendor to provide written certifications that (i) true and correct copies of all documents have been delivered to Citizens, and (ii) all copies have been purged from vendor’s system (on a date set by Citizens).</p> <p>This Consent Item authorizes Citizens to amend the contract to set forth its detailed requirements for the data migration. The estimated cost of the migration is \$375,000, which includes the following:</p> <ul style="list-style-type: none"><li>• <b>Data (approximate):</b><ul style="list-style-type: none"><li>• 69 million documents</li><li>• 2 billion images (or 1 billion pages)</li><li>• 3.7 TB of data</li><li>• 2,798 separate batches of 25,000 documents each, sorted by 96 letter types, including metadata such as: name, policy number, creation date, and agency information</li></ul></li><li>• <b>Phase 1:</b><ul style="list-style-type: none"><li>• Analysis of current archive contents</li><li>• Create sample export batch and index records</li><li>• Review sample export batch and index records</li><li>• Setup hardware and timelines for exports</li></ul></li><li>• <b>Phase 2:</b><ul style="list-style-type: none"><li>• Create export batches and index records</li><li>• Reconciliation of exported batches and index records</li><li>• Deliver export batches and export records</li><li>• Purge documents and data from all environments</li></ul></li></ul>

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	Vendor has assured Citizens that it can deliver the documents as required by June 30, 2019 and that no additional charges beyond \$375,000 will apply. Vendor will maintain its system beyond June 30 in case of any unforeseen issues, and will not purge the documents until instructed by Citizens to do so.
<b>PROCUREMENT METHOD</b>	The contract was procured in accordance with Citizens' Purchasing Policy and Single Source #13-2006 which was posted on October 10, 2013.
<b>RECOMMENDATION</b>	Citizens staff recommends that the Actuarial and Underwriting Committee approve and recommend the Citizens Board of Governors:  a) Approve an amendment to Contract No. 14-13-2006-00 for up to \$375,000 in data migration services; and  b) Authorize staff to take any appropriate or necessary actions consistent with this Consent Item.
<b>CONTACTS</b>	Steve Bitar, Chief, Underwriting and Agency Services