

ACTION ITEM

Information Systems Advisory Committee Meeting, December 3, 2019
Board of Governors Meeting, December 11, 2019

CONTRACT ID	Amendment to Existing Agreement for Software Maintenance and Support for Customized Insurance Management Licenses (Contract No. 19-18-2002-00) and Successor Agreement for Software Maintenance and Support for Customized Insurance Management Licenses VENDOR: VERTAFORE, INC.
BUDGETED ITEM	Yes. Funds for the requested amendment to the current 1-year contract ending on March 31, 2020 will be included in the 2020 Annual Operating Budget. This 1-year contract was budgeted for up to \$88,000 in the 2019 Annual Operating Budget. Funds for the requested successor 1-year contract beginning on April 1, 2020 will be included in the 2020 Annual Operating Budget.
CONTRACT AMOUNT	The requested amounts are: (a) \$66,000 for the amendment to the current 1-year contract ending on March 31, 2020, which will encompass \$53,000 in data retrieval professional services and \$13,000 for contingencies; and, (b) \$51,000 for the successor contract, which will provide for an additional year of licenses from April 1, 2020 - March 31, 2021.
PURPOSE / SCOPE	This Action Item is seeking approval to amend Citizens' current contract with Vertafore, ending on March 31, 2020, to add \$66,000 for data retrieval professional services beginning January 1, 2020. These professional services are required to retrieve Citizens' data from Vertafore's platform in order to sunset usage of the software. This Action Item also seeks approval for a 1-year successor contract with Vertafore for licenses from April 1, 2020 - March 31, 2021, not to exceed \$51,000. The 1-year successor contract will be needed until the sunseting process can be completed.
CONTRACT TERM(S)	The current contract has a term of April 1, 2019 – March 31, 2020. The requested successor contract will have a 1-year term from April 1, 2020 – March 31, 2021.
PROCUREMENT METHOD	The current contract was procured in 2018 pursuant to Single Source SS18-2002. SS18-2002 was publicly posted, and an opportunity for vendor inquiry and protest was provided in accordance with Citizens Purchasing Policy and s. 287.057, Florida Statutes.

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	<p>For the requested successor contract, Single Source SS19-2007 was publicly posted and becomes a final award on December 5, 2019 unless a protest is received within the 72-hour protest period, in accordance with Citizens' Purchasing Policy and s. 287.057, Florida Statutes.</p>
RECOMMENDATION	<p>The Information Systems Advisory Committee recommends that Citizens' Board of Governors:</p> <ul style="list-style-type: none">a) approve the requested amendment to Contract No. 19-18-2002-00, for a total amount not to exceed \$66,000;b) approve a new successor contract with Vertafore, for a 1-year term of April 1, 2020 - March 31, 2021, for a total amount not to exceed \$51,000; andc) authorize staff to take any appropriate or necessary actions consistent with this Action Item.
CONTACTS	<p>Kelly Booten, Chief, Systems and Operations Aditya Gavvala, VP, IT Services and Delivery Stephen Guth, VP, Vendor Management</p>