

CONSENT ITEM

THE CONTRACT ID	Remittance Processing System Contract 18-17-0008 Vendor: RT Lawrence Corporation
BUDGETED	Funding is included in the 2020 budget. Funding for subsequent contract years will be budgeted in the appropriate budget year.
CONTRACT AMOUNT	On April 11, 2018, Citizens Board of Governors authorized the contract with RT Lawrence Corporation in the amount of \$280,000 for a 10-year period. This Consent Item requests an additional \$76,000 in spending authority for the remaining nine years of the contract.
CONTRACT HISTORY	The contract was approved pursuant to an Action Item by Citizens Board of Governors on April 11, 2018. On September 26, 2018, a contract amendment was approved by the Board pursuant to a Consent Item to allow the purchase of the vendor's disaster recovery services for a one-year trial period.
CONTRACT TERM(S)	The contract term commenced on August 31, 2018. The contract has a base term of five years and an optional five-year renewal term. As noted below, Citizens wishes to purchase vendor's disaster recovery services for the entire contract term.
PURPOSE/SCOPE	<p>The contract provides Citizens with a system to electronically process incoming premium payments from policyholders. The system is located at Citizens' Jacksonville office. This Consent Item is needed to obtain approval and funding for the following additional services from the vendor:</p> <ul style="list-style-type: none">• \$25,000 for additional user licenses for the remaining nine years of the contract (bringing the total to 10 licenses); and• \$36,000 for disaster recovery services for the remaining nine years of the contract.• \$15,000 contingency for system improvements, advanced administrative training, and other incidental services as needed over the remaining nine years of the contract. <p>These purchases would require an increase of the previously authorized 10-year contract price of \$280,000 to a revised 10-year contract price of \$ 356,000.</p>
PROCUREMENT METHOD	This contract was procured by competitive solicitation Invitation to Negotiate No.: 17-0008 in accordance with Citizens Purchasing Policy.
RECOMMENDATION	<p>It is recommended that Citizens' Board:</p> <ol style="list-style-type: none">a) Authorize an amendment to Contract 18-17-0008-00, to allow for the purchase of additional user licenses, system improvements/training and disaster recovery services in an amount not to exceed \$ 76,000, as set forth in this Consent Item; andb) Authorize staff to take any appropriate or necessary actions consistent with this Consent Item.
CONTACTS	Jennifer Montero, Chief Financial Officer

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