

ACTION ITEM

Actuarial and Underwriting Committee Meeting, March 10, 2020
Board of Governors Meeting, March 25, 2020

CONTRACT ID:	DIGITAL SIGNATURE SERVICES FOR CONTRACTS, AGREEMENTS, AND DOCUMENTS RECOMMENDED VENDOR: DOCUSIGN (VIA THIRD PARTY RESELLER CARAHSOFT TECHNOLOGIES INCORPORATED) Florida Department of Management Services Alternate Contract Source GSA Contract #GS-35F-0119Y 252 GSA Schedule 70 Information Technology Equipment, Software, and Services.
BUDGETED	Yes. Funding was included in the 2020 Annual Operating Budget and annually for each prior contract year.
CONTRACT AMOUNT	This Action Item requests approval for an additional one year term of Digital Signature Services in the amount of \$26,487.40. This will result in a total spend of \$181,908.53 for Digital Signature Services over a five year period since 2016.
CONTRACT HISTORY	Citizens started receiving Digital Signature Services from DocuSign in 2016. Citizens has continued to purchase the services through one year purchase orders to third party resellers under GSA Schedule 70 contracts, with a majority of the purchases through Carahsoft Technologies Incorporated.
CONTRACT TERM(S)	One-year term of service from April 27, 2020 through April 26, 2021. This results in continuous services from DocuSign from 2016 through April 26, 2021.
PURPOSE/SCOPE	<p>This Action Item is requesting approval for an additional one year term of Digital Signature Services from DocuSign ending on April 26, 2021. Citizens is requesting Board approval due to Citizens' cumulative spend on these services through a series of purchase orders beginning in 2016. The requested one year term will result in a total expenditure of \$181,908.53 for these services from 2016 through April 26, 2021.</p> <p>These Digital Signature Services provide a secure electronic signature process that allows for signature through a computer or mobile device. The Vendor Management Office, Legal Services, and Underwriting and Agency Services business units use the services to electronically "sign" various documents such as procurement contracts and Agent appointments (for example, signed agreements, direct deposit forms, and other administrative documents). It limits the need for time-consuming and more costly "wet" signatures, and it is particularly valuable in the case of a catastrophe when Citizens' staff may be remote or deployed.</p> <p>Citizens is continuing with DocuSign for an additional year in order to provide continuity during implementation of the Agency Management System. Citizens will perform an in-depth market search and procurement for its next purchase of Digital Signature Services in 2021.</p>
PROCUREMENT METHOD	The requested one year term was procured utilizing GSA schedule 70 Contract #GS-35F-0119Y. All of the above referenced purchase orders have been procured utilizing contracts under GSA schedule 70 Information Technology Equipment, Software, and Services as approved by the State of Florida Department of Management Services.

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RECOMMENDATION	Staff recommends that the Citizens Actuarial and Underwriting Committee approve and recommend the Citizens Board of Governors: <ul style="list-style-type: none">a) Approve an additional one year term of services with DocuSign beginning on April 27, 2020 for an amount of \$26,487.40, as further set forth in this Action Item; andb) Authorize staff to take any appropriate or necessary actions consistent with this Action Item.
CONTACTS	Kelly Booten, Chief, Systems & Operations Steve Bitar, Chief, Underwriting & Agency Services