

ACTION ITEM

Claims Committee Meeting, March 12, 2020
Board of Governors Meeting, March 25, 2020

CONTRACT ID:	Court Reporting Services RFP 19-0020 RECOMMENDED VENDOR: SEE ATTACHED EXHIBIT "A"
BUDGETED ITEM	Yes. Funding for this contract is included in the 2020 Annual Operating Budget and is paid as a Loss Adjusting Expense (LAE).
CONTRACT AMOUNT	To be determined based on Court Reporting Services provided on an as needed basis. Court Reporting Services expenses are included in Loss Adjustment Expenses. The recommended contracts are intended to pre-qualify vendors to be on a panel of Citizens' approved court reporting firms. Citizens does not guarantee any volume of work assignments or compensation under an awarded contract. The estimated cost for all contracts awarded under Request for Proposals (RFP) 19-0020, including renewals, is \$18,500,000.
PURPOSE / SCOPE	This Action Item seeks Board approval for Citizens to enter into contracts with nineteen (19) court reporting firms to provide Court Reporting Services in support of Citizens' Claims Litigation Department. Citizens is currently contracted with eight (8) court reporting firms whose contracts are set to expire on March 30, 2020. As such, Citizens issued RFP 19-0020 to procure vendors to continue to provide court reporting services in support of the over 13,000 open litigation claims currently handled by Citizens' Claims Litigation Department. Given the volume of pending litigation and long term need for these services, Citizens seeks to continue the efficiency and uniformity of having a contracted panel of court reporting firms through the issuance of a competitive solicitation to replace the expiring contracts and partner with new vendors capable of providing quality resources and services while utilizing a uniform and economic pricing structure based on a fixed scope of work.
CONTRACT TERM(S)	The proposed contracts will have a three (3) year base term and include two optional renewal terms; the first for two (2) years and the second for one (1) year. The total term of the contracts including all renewal options is six (6) years.
PROCUREMENT METHOD	On November 12, 2019, Citizens issued RFP 19-0020 for Court Reporting Services. Vendor responses were due by December 12, 2019 and nineteen (19) proposals were timely submitted. These proposals were reviewed and scored by an Evaluation Committee who ultimately recommended to award contracts to all nineteen (19) of the vendors on January 30, 2020. A listing of the nineteen (19) vendors recommended for contracts in the Notice of Intent to Award is attached as Exhibit "A".

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RECOMMENDATION	Staff recommends that Citizens' Claims Committee approve and recommend the Board to: <ul style="list-style-type: none">(a) Approve the recommended award and resulting contracts, including renewal periods, for RFP 19-0020 for Court Reporting Services to the list of attached vendors (Exhibit "A");(b) Authorize staff to take any appropriate or necessary actions consistent with this Action Item; and(c) Approve this Action Item not to exceed the estimated cost of \$18,500,000.
CONTACTS	Jay Adams, Chief Claims Officer Daniel Sumner, Chief Legal Officer and General Counsel

Exhibit A



**NOTICE OF INTENT TO AWARD
INVITATION TO NEGOTIATE NO. 19-0020
COURT REPORTING SERVICES
JANUARY 30, 2020**

As to the above-mentioned competitive procurement, Citizens Property Insurance Corporation (“Citizens”) intends to award a contract to the following Vendors:

- Absolute Digital, Inc.
- CourtScribes, Inc.
- Empire Legal Support, Inc. dba Empire Legal Reporting
- Emery & Associates of St. Petersburg, Inc. dba Executive Reporting Service
- For the Record Reporting, Inc.
- Fort Meyers Court Reporting, LLC
- Laws Reporting, Inc.
- Levena Investments, Inc.
- Lee County Reporting Services, Inc.
- Magna Legal Services, LLC
- The Reporting Company dba Milestone Reporting Company
- National Reporting Service, Inc.
- Phipps Reporting, Inc.
- Prestige Reporting Services, Inc.
- Regency Reporting Service, Inc.
- TransPerfect Holdings, LLC dba TransPerfect Legal Solutions
- Universal Court Reporting, Inc.
- Veritext Corporate Services, LLC
- Volusia Reporting Company

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 627.351, F.S., CONSTITUTES A WAIVER OF PROCEEDINGS. SEE SECTION 4, GENERAL CONDITIONS, WITHIN THE SOLICITATION DOCUMENT FOR DETAILS REGARDING HOW AND WHERE TO FILE A PROTEST.