

ACTION ITEM

Information Systems Advisory Committee Meeting, June 22, 2021
Board of Governors Meeting, July 14, 2021

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|---|--|
| <input type="checkbox"/> Contract – New | <input checked="" type="checkbox"/> Committee or Board Minutes |
| <input type="checkbox"/> Contract – Amendment of Contract Terms | <input type="checkbox"/> Product Changes |
| <input type="checkbox"/> Contract – Additional Spend | <input type="checkbox"/> Other _____ |

Contract ID	Information Systems Advisory Committee Meeting Minutes December 8, 2020
Budgeted Item	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – N/A
Procurement Method	N/A
Contract Amount	N/A
Contract Term(s)	N/A
Purpose/Scope	Review of the December 8, 2020 Information Systems Advisory Committee Meeting Minutes to provide opportunity for corrections and historical accuracy.
Recommendation	Staff recommends the review and approval of the December 8, 2020 Information Systems Advisory Committee Meeting minutes.
CONTACTS	Kelly Booten, Chief Operating Officer

CITIZENS PROPERTY INSURANCE CORPORATION

Summary Minutes of the Information Systems Advisory Committee Meeting Tuesday, December 8, 2020

The Information Systems Advisory Committee (ISAC) of Citizens Property Insurance Corporation (Citizens) convened via Zoom webinar on Tuesday, December 8, 2020 at 10:00 a.m. (ET).

The following members of the Information Systems Advisory Committee were present:

James Holton, Chair
William Kastroll
Brian Foley
John Vaughan
Kelly Booten, staff

The following Citizens staff members were present:

Aditya Gavvala	David Woodruff
Barbara Walker	Eric Addison
Barry Gilway	Jennifer Dilmore
Bonnie Gilliland	Ray Norris
Dan Sumner	Wendy Perry

Call Meeting to Order

Roll was called. Chairman Jim Holton, Governor Will Kastroll, and Technical Advisors John Vaughan and Brian Foley were present. Chairman Holton called the meeting to order.

1. Approval of Prior Meeting's Minutes

Chairman Holton: Welcome everyone to the December 8th ISAC Zoom conference. The first order of business is approval of the prior Minutes. Do I have a motion?

John Vaughan made a motion to approve the September 8, 2020, Information Systems Advisory Committee (ISAC) Minutes. Will Kastroll seconded the motion. Roll was called. The minutes were unanimously approved.

Chairman Holton: For the next order of business, I'll recognize Kelly Booten to provide the Chief Operating Officer Update; Kelly you are recognized.

2. Chief Operating Officer Update

Ms. Booten: I just have a few words today ahead of the one agenda item.

As 2020 draws to a close I would like to acknowledge the technology teams and Enterprise Operations leadership for their commitment and unwavering ability to adapt to the events of 2020. It has been a

unique year for sure with COVID and Citizens recent growth in new business. As always, a lot was accomplished, some planned and some unplanned.

I would also like to thank the Committee members for your support, and our technology advisors for reviewing our IT Strategic Plan in detail and providing input on other items throughout the year. We value your partnership.

At the next meeting we will get back to program and strategy updates. For this meeting we just have one item, the Technology Infrastructure, Software and Professional and Staff Augmentation Services Part II Action Item.

Governor Holton, shall I move on to that agenda item?

Chairman Holton: Please do.

3. Contracting Authority Request for 2021 Technology Needs (Part II)

a. Technology Infrastructure, Software, and Professional and Staff Augmentation (Part II) Action Item

Ms. Booten: Each year we present an omnibus style action item for technology contracts that correlate to spend in the upcoming budget. At the last meeting I presented Part I which was primarily focused on anticipated purchases in January – April 2021 and was approved by the Board in the amount of \$15,397,676. Today we are seeking approval for a second Action Item, Part II, that is primarily focused on anticipated purchases in May – December 2021.

This Action Item requests contracting approval in the amount of \$11,185,785 under the three spend categories of Infrastructure, Software, and Professional and Staff Augmentation Services. The estimated contract spend is \$733,402 for Infrastructure, \$8,898,551 for Software, and \$1,553,832 for Professional and Staff Augmentation Services. The Action Item also includes more detailed breakdowns of anticipated expenditures within each of these three categories. The larger expenditures are in the software category for purchases such as document storage, document capture, policyholder portal, Microsoft Enterprise Agreement and a smattering of IT Security items. Of the \$11,185,785 contract spend approval requested for Part II, \$9,741,595 is included in the 2021 budget which will be presented to the Board in December. For purchases having a contract term extending beyond 2021, funding for subsequent contract years will be budgeted in the appropriate budget year.

In total, for Part I and II combined, the contract spend is \$26,583,461 and the corresponding 2021 budget amount is \$22,889,349.

In this action item there is also an additional contract source added for cloud solutions.

I can pause for questions or read the recommendation.

Chairman Holton: Members, questions for Kelly at this point? Okay, none being heard, Kelly please proceed forward.

Ms. Booten: Staff recommends that the ISAC approve the Technology Infrastructure, Software, and Professional and Staff Augmentation Services -- Part II Action Item totaling \$11,185,785; approve the recently authorized alternative contract source 43230000-NASPO-16-ACS Cloud Solutions, for contracting pursuant to the previously approved Action Item for Technology Infrastructure, Software, and Professional and Staff Augmentation Services – Part I; and, authorize staff to take any appropriate or necessary action consistent with this Action Item.

Chairman Holton: Members, any questions? If not, I will entertain a motion.

Mr. Foley: This is Brian. I have one quick question, Kelly. I'm not that good at math but it seems like you are asking for more than the budgeted items. How is the additional going to be covered?

Ms. Booten: They are multi-year contracts so those would be approved in the budget for the following year. But the contract itself, we're approving the contracts with this action item.

Mr. Foley: Got it. I get it. Thank you.

Chairman Holton: Other questions? Okay, if not, I will take a motion.

Brian Foley made a motion to approve the Technology Infrastructure, Software, and Professional and Staff Augmentation (Part II) Action Item and Will Kastroll seconded the motion. Roll was called. All were in favor. The motion carried.

4. New Business

Chairman Holton: Thank you. Kelly, as I understand it there are no other action items or regular agenda items?

Ms. Booten: No.

Chairman Holton: Thank you for that very succinct and great presentation. Is there any new business to come before the good of the order? None being heard, our next meeting will be in March and staff will reach out prior to that to set the schedule. Hopefully, we'll get beyond Zoom at a certain point but that's uncertain at this juncture, so everyone just stay tuned and have a very happy holiday. Talk to everyone at the Board meeting next week.

If there is no other business, I will accept a motion to adjourn.

Will Kastroll made the motion to adjourn. Meeting adjourned.