

# CONSENT ITEM

Board of Governors Meeting, September 28, 2016

<b>CONTRACT ID:</b>	<b>Business Insurance Agent of Record – 6-month Contract Extension</b> Contract Numbers: 1111003601 and 1111003602 Current Vendors: Insurance Office of America, Inc., and Rogers Gunter Vaughn Insurance, Inc.
<b>BUDGETED</b>	Yes
<b>CONTRACT AMOUNT</b>	Commissions for Business Insurance Agents of Record services are paid by the insurance carrier that writes coverage for Citizens. All services provided by the recommended vendors are included and covered by these commissions.
<b>CONTRACT HISTORY</b>	Citizens currently has two vendors, Insurance Office of America, Inc. and Rogers Gunter Vaughn Insurance, Inc. that serve as Business Insurance Agents of Record. These services were originally procured under a request for proposal in 2011.  Contract renewals have been exercised and the contract is set to expire 11/16/16. In order to successfully procure these services an extension is needed to prepare and issue a new competitive solicitation.
<b>CONTRACT TERM(S)</b>	Requested Extension Period – November 17, 2016 – May 16, 2017.
<b>PURPOSE/SCOPE</b>	This consent item seeks Board approval to extend the contracts for Business Insurance Agent of Record for one, six month term.  This extension, authorized by section 287.057 (12), Florida Statutes, will allow for the preparation and issuance of a new competitive solicitation for vendors to serve as agent(s) of record. Citizens issued RFP 16-0013 on June 10, 2016 and Notice to Reject All Responses was posted on September 19, 2016.
<b>PROCUREMENT METHOD</b>	Business Insurance Agent of Record services will be extended in accordance with the Citizens' Purchasing Policy and section 287.057 (12), Florida Statutes.
<b>RECOMMENDATION</b>	It is recommended that Citizens' Board approve the extension of the foregoing contract for six months to allow for procurement of business insurance agent of records services.
<b>CONTACTS</b>	Daniel Sumner, General Counsel Mark Casteel, Deputy General Counsel and Contract Manager