

Remittance Processing System – 18-17-0008-01

ACTION ITEM

New Contract

Contract Amendment

Other _____

CONSENT ITEM

Contract Amendment

Existing Contract Extension

Existing Contract Additional Spend

Previous Board Approval _____

Other _____

Action Items: Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

Move forward as Consent: This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

Consent Items: Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Item Description	Remittance Processing System
Purpose/Scope	<p>This Consent item seeks Board approval for additional funding for the following add-on modules to the current RTL First/RTL FirstView software used in the Citizens' Jacksonville office to process incoming premium payments (checks).</p> <ul style="list-style-type: none"> \$90,118 - Add-On Software Modules and ongoing annual support for years 6-10 of the existing contract; \$18,490 – for purchase and maintenance of two (2) Cannon Cr-190i II desktop check and stub scanner; and \$15,000 – contingency for system improvements, advanced training. <p>The add-on modules will replace manual processes that offer little scalability in the case of increased incoming check payments. These new purchases would require an increase of the previously authorized 10-year contract price of \$356,000 to a revised 10-year contract price of \$479,608.</p>
Contract ID	<p>Remittance Processing System Contract Number 18-17-0008 RT Lawrence Corporation</p>
Budgeted Item	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Remittance Processing System – 18-17-0008-01

	Additional spend is in the 2024 budget
Procurement Method	This contract was procured by competitive solicitation Invitation to Negotiate No.: 17-0008 in accordance with Citizens Purchasing Policy.
Contract Amount	Not to exceed \$479,608 for the life of the contract (including the renewal term)
Contract Terms	Five (5) year base term with five (5) one (1) year renewal options.
Board Recommendation	<p>Staff recommends that the Board of Governors:</p> <ul style="list-style-type: none"> a) Authorize an amendment to Contract 18-17-0008-01, for Remittance Processing System, to allow for the purchase of additional add-on modules, two desktop scanners, system improvements/training in an amount not to exceed \$123,608 as set forth in this Consent Item; and b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.
Contacts	Jennifer Montero, Chief Financial Officer