

# Executive Summary

**Actuarial and Underwriting Committee Meeting, December 6, 2016**

Board of Governors Meeting, December 7, 2016

## Policy Document Generation and Mail Services

Citizens has a need to contract with a mail service provider who can provide print and mail services for all outgoing policyholder and mortgagee policy declarations and notices.

The current purchase order for these print and mail services will expire on January 30, 2017.

Citizens is currently contracting these services via the Florida State Term Contract for Mail Services, Contract No. 80141800-15-01.

The recommended purchase order is for one (1) year, with an optional one (1) year renewal, at Citizens' discretion. Estimated cost of this purchase order, including renewals is not to exceed \$19,091,260.00.

The cost of these services is included in the approved 2016 Annual Operating Budget.

### Recommendation

Citizens' staff recommends that the Actuarial and Underwriting Committee approve and recommend that Citizens Board of Governors:

- a) Approve the purchase order, including renewal period;
- b) Authorize staff to take any appropriate or necessary actions consistent with this Action Item;  
and
- c) Approve this Action Item not to exceed \$19,091,260.00.