

# ACTION ITEM

1 | PAGE

Actuarial and Underwriting Committee Meeting, December 6, 2016  
Board of Governors Meeting, December 7, 2016

<b>CONTRACT ID:</b>	<b>Policy Document Generation and Mail Services</b> <b>Contract No. 80141800-15-01</b> <b>RECOMMENDED VENDOR: NOVITEX ENTERPRISE SOLUTIONS, INC.</b>
<b>BUDGETED ITEM</b>	Yes. Funding for this purchase order is included in the current year's approved Annual Operating Budget.
<b>CONTRACT AMOUNT</b>	The estimated cost of this purchase order, including renewals, is not to exceed \$19,091,260.00  * This estimate is based on anticipated postage and mail volumes and may vary based on policy and market activity.
<b>PURPOSE / SCOPE</b>	<b>Purpose:</b> This Action Item seeks Board approval of a multi-year purchase order for Novitex Enterprise Solutions, Inc. Citizens is contracting these services via the Florida State Term Contract for Mail Services, Contract No. 80141800-15-01.  <b>Scope:</b> 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.
<b>CONTRACT TERM(S)</b>	The proposed purchase order term will have a one (1) year base term, with one (1) optional one (1) year renewal term, which may be exercised at Citizens' sole discretion by delivery of written notice to the vendor any time prior to the expiration of the current contract.
<b>PROCUREMENT METHOD</b>	Florida State Term Contract No. 80141800-15-01.
<b>RECOMMENDATION</b>	Citizens' Actuarial and Underwriting Committee and Citizens' Board of Governors are requested to review and approve the contract amendment.
<b>CONTACTS</b>	Steve Bitar, Chief of Underwriting and Agency Services