

Executive Summary

Actuarial and Underwriting Committee Meeting, December 6, 2016

Board of Governors Meeting, December 7, 2016

Action Item: Policy Document Generation and Mail Service

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 contract 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 contract is for one (1) year, with an optional one (1) year renewal, at Citizens' discretion. Estimated cost of this contract, 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 Policy Document Generation and Mail Services contract Action Item, 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.

ACTION ITEM

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

CONTRACT ID:	Policy Document Generation and Mail Services Contract No. 80141800-15-01 Recommended Vendor: Novitex Enterprise Solutions, Inc.
BUDGETED ITEM	Yes. Funding for this contract is included in the current year's approved Annual Operating Budget.
CONTRACT AMOUNT	The estimated cost of this contract, 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.
PURPOSE / SCOPE	Purpose: This Action Item seeks Board approval of a multi-year contract for Novitex Enterprise Solutions, Inc. Citizens is contracting these services via the Florida State Term Contract for Mail Services, Contract No. 80141800-15-01. Scope: 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.
CONTRACT TERM(S)	The proposed contract 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. Expenditures will be by way of task orders.
PROCUREMENT METHOD	Florida State Term Contract No. 80141800-15-01.
RECOMMENDATION	Citizens' staff recommends that the Actuarial and Underwriting Committee approve and recommend that Citizens Board of Governors: a) Approve the contract, including renewal period; b) Authorize staff to take any appropriate or necessary actions consistent with this Action Item; and Approve this Action Item not to exceed \$19,091,260.00
CONTACTS	Steve Bitar, Chief of Underwriting and Agency Services