

Executive Summary

Information Systems Advisory Committee Meeting, September 9, 2025

Board of Governors Meeting, September 24, 2025

Jacksonville Office Technology and Assets

Topic

This Consent Item seeks approval to contract with Vendors as appropriate to furnish the new Jacksonville office space with furniture, modular systems, and IT equipment. This includes relocating the existing equipment and purchasing new equipment to meet business needs. All contracts will be sourced in accordance with Citizens Purchasing Policy and s.257.057, Florida Statutes.

History, Rationale, and Expense Breakdown

Citizens Board of Governors approved the new Jacksonville office space lease on March 12, 2025. Transitioning to the new office space requires purchasing new equipment and relocating existing equipment from our current location.

These needs primarily include the following:

IT Equipment and Setup: Relocating and purchasing IT equipment including network connectivity, Wi-Fi, conference room equipment, servers, internet, and related professional services. These purchases are essential to support business continuity, provide employees with the necessary tools in the new location, and properly configure the network and systems in advance of resuming full operations. Total expenditure is estimated at \$2,800,000.

Furniture and Equipment: Relocating and reinstalling furniture and equipment, access and security controls, signage, new furniture and equipment needs, if any, and other related items. Total expenditure is estimated at \$1,240,000.

All contracts will be sourced in accordance with Citizens Purchasing Policy and s.257.057, Florida Statutes. Citizens expects to primarily use alternative contract sources (ACS) and state term contracts (STC) approved by the Florida Department of Management Services (DMS). DMS has approved these contracts for use by agencies and eligible users, including Citizens. An ACS is a contract set by a federal, state, or local government that has been approved by the Secretary of DMS, based on a determination that the contract is cost-effective and the best value to the state. A STC is a contract that is competitively procured by the Division of State Purchasing for selected products and services. Citizens will request quotes through these contracts and select based on best value to Citizens. For the furniture and equipment relocation, the vendor under consideration is Workscapes, who has assisted with other relocations and is the local Herman Miller/Knoll representative (our current furniture product).

The total estimated spend for all purchases is \$4,040,000. The purchases will provide multiple benefits to Citizens including:

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Operational Continuity: Support business operations with minimal disruption. Relocation has been planned to be completed in phases.

Scalability: Future-proof infrastructure designed to handle market, workforce, and legislative changes.

Technology Refresh: Leverage current standards in communication and networking.

Security & Compliance: Update systems to meet current IT security protocols and industry standards. Provide physical safety and security controls that align with best practices.

Recommendation

The recommendation is listed in the attached Consent Item.

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ACTION ITEM

New Contracts

Contract Amendment

Other -

CONSENT ITEM

New Contracts

Contract Amendment

Existing Contract Extension

Existing Contract Additional Spend

Previous Board Approval:

Other DMS Approved Contracts

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	Jacksonville Office Relocation: Technology and Assets
Purpose/Scope	This Consent Item seeks approval to contract with appropriate vendors to establish and furnish the new Jacksonville office space. The scope encompasses two primary spend categories: IT infrastructure, including network connectivity, WiFi systems, conference room equipment, servers, internet services, and associated professional services; and facilities management, covering the physical relocation, transport, and reinstallation of furniture and equipment, access and security control systems, signage, and other essential items required for occupancy. This initiative includes both the relocation of existing assets and the procurement of new equipment and systems to meet operational business requirements.
Contract ID	Jacksonville Relocation Services – Furniture, Equipment, IT IT Equipment and Setup: Multiple Relocation of Furniture and Equipment: Multiple
Budgeted Item	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Procurement Method	All contracts will be sourced in accordance with Citizens Purchasing Policy and s.257.057, Florida Statutes. Citizens expects to primarily use requests for quotes through alternative contract sources and state term contracts approved by the Florida Department of Management Services.

Jacksonville Office Technology and Assets

Contract Amount	Citizens requests approval of contracts as indicated. The estimated spend associated with these is \$2,800,000 for IT Equipment and Setup, and \$1,240,000 for Relocation of Furniture Equipment, for a combined estimated total of \$4,040,000.
Contract Terms	The contracts will each be for individual (one-time) use for the purpose of preparing and setting up the new Jacksonville office space for occupancy.
Committee Recommendation	Staff recommends that the Information Systems Advisory Committee review, and if approved, recommend that the Board of Governors: a) Authorize staff to enter contracts for the Jacksonville Office Relocation as outlined in this Consent Item; and b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.
Board Recommendation from Committee	If approved at its September 9, 2025 meeting, the Information Systems Advisory Committee recommends that the Board of Governors: a) Authorize staff to enter contracts for the Jacksonville Office Relocation as outlined in this Consent Item; and b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.
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