

Document Generation Software

Contract Summary	The contract provides document generation software, implementation, and related services. Citizens uses the software to automate the creation of policy-related documents including new policy packets, renewals, invoices, claims letters, takeout letters, and other policyholder and agent communications.			
Approval Type	<input type="checkbox"/>	New Initiative	<input type="checkbox"/>	Amending Ongoing Contract
	<input checked="" type="checkbox"/>	Replacing Expiring Contract	<input type="checkbox"/>	Other (Explain in Summary)
Awarded Vendor(s)	GhostDraft Enterprises, LLC			
Contract Term Length	Five (5) year base term and one (1) optional five (5) year renewal.			
Contract Estimated Spend	Annual estimated spend of \$536,000 which includes implementation costs.			
Procurement Method	<input checked="" type="checkbox"/>	Competitive Solicitation	<input type="checkbox"/>	Single Source
	<input type="checkbox"/>	DMS Approved Contract	<input type="checkbox"/>	Emergency Procurement
	<input type="checkbox"/>	Statutory Exemption	<input type="checkbox"/>	Other (Explain in Summary)
Committee Consent	The Committee recommends that the Board approve the proposed Board Consent for Document Generation Software.			
Board Consent	<p>Document Generation Software</p> <p>The Board authorizes Citizens staff to execute and renew the contract as listed above. The Board also authorizes staff to modify the contract in Citizens' best interest, including revising pricing, adding related services, executing a six-month contract extension. These actions are required to be consistent with Citizens' Purchasing Policy.</p>			
Executive Sponsor(s)	Aditya Gavvala, Chief Information Officer			