

CONSENT ITEM

CONTRACT ID:	Remittance Processing Systems – Ratification of Contract Amendment #1 Contract Number - 18-17-0008-00 Vendor – RT Lawrence Corporation
BUDGETED	Yes
CONTRACT AMOUNT	On April 11, 2018, the Board approved \$280,000 for a 10-year contract period. No additional spending authority is requested at this time.
CONTRACT HISTORY	This contract is a result of Invitation to Negotiate No. 17-0008 for Remittance Processing Software and Hardware issued August 17, 2017. The contract was executed on June 6, 2018.
CONTRACT TERM(S)	The contract has a five-year (5) year base term from the system implementation date (which occurred on August 31, 2018). The contract may be renewed for up to five (5) additional years.
PURPOSE/SCOPE	<p>The contract provides Citizens with a software system and services to process policyholder premium checks. Amendment #1 provides for off-site disaster recovery services in case the main system goes down. The disaster recovery services were identified as an option in the original contract, but the full cost and specifications had not been finalized.</p> <p>Amendment #1 provides for Citizens to purchase the disaster recovery services for one year at a cost of \$12,400. The Services include a one-time set-up fee, annual maintenance fee, and a yearly fee for Lockbox Service. If Citizens determines that the services are suitable for years 2 – 10, staff will request additional spending authority from the Board for that purpose.</p> <p>To ensure that a disaster recovery services were available for the entire first year of the contract, Citizens executed Amendment #1 on August 30, 2018. Citizens has been pleased with the Vendor’s performance to date.</p>
PROCUREMENT METHOD	The contract was procured by competitive solicitation (ITN 15-0029) in accordance with Citizens’ Purchasing Policy and Section 287.057, Florida Statutes. The contract amendment is authorized by Citizens’ Purchasing Policy and Section 287.057(13), Florida Statutes.
RECOMMENDATION	It is recommended that Citizens’ Board: <ul style="list-style-type: none">a) Ratify Amendment #1 to Contract 18-17-0008-00, for implementation of one-year of Disaster Recovery Services for a one year cost of \$12,400; andb) Authorize staff to take any appropriate or necessary actions consistent with this Consent Item.
CONTACTS	Jennifer Montero, Chief Financial Officer