

# ACTION ITEM

Actuarial and Underwriting Committee Meeting, December 11, 2018  
Board of Governors Meeting, December 12, 2018

<b>CONTRACT ID:</b>	<b>Policy Document Generation and Mail Services</b> <b>Contract No. 80141800-15-01</b> <b>Recommended Vendor: Exela Enterprise Solutions, Inc.</b>
<b>BUDGETED ITEM</b>	Yes. Funding for this contract is included in the current year's approved Annual Operating Budget.
<b>CONTRACT AMOUNT</b>	The estimated cost of this contract, including renewals, is not to exceed \$17,326,263.00  *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 Committee approval of a multi-year contract with Exela Enterprise Solutions, Inc. Citizens has been using this vendor for the past two years pursuant to a contract approved in a December 7, 2016 Action Item. The 2016 contract is expiring and a new Action Item is required for the continuation of services.  <b>Scope:</b> Citizens needs a mail service provider who can provide print and mail services for all outgoing policyholder and mortgagee policy declarations and notices. The services include a proof of mailing process as required by state law and Citizens' operational standards.
<b>CONTRACT TERM</b>	The proposed contract term is for twenty three (23) months from January 31, 2019 through December 31, 2020, with an additional optional one (1) year renewal term which may be exercised at Citizens' sole discretion.
<b>PROCUREMENT METHOD</b>	Florida State Term Contract No. 80141800-15-01.
<b>RECOMMENDATION</b>	Citizens staff recommends that the Actuarial and Underwriting Committee approve and recommend the Citizens Board of Governors:  a) Approve contracting with the recommended vendor, for a term of 23 months and a one-year optional renewal period;  b) Authorize staff to take any appropriate or necessary actions consistent with this Action Item; and  c) Approve this Action Item for an amount not to exceed \$17,326,263.00
<b>CONTACTS</b>	Steve Bitar, Chief of Underwriting and Agency Services