



ITN NO. 11-0054
INVITATION TO NEGOTIATE (ITN)
FOR
LITIGATION AND MATTER MANAGEMENT
SOFTWARE SYSTEM

EXECUTIVE SUMMARY

Citizens Property Insurance Corporation (Citizens) is seeking Proposals from Vendors capable of providing a litigation and matter management software system that has the ability to interface with external law firms for assignment and management of matters and for the submission of legal invoices. The software will be utilized to manage litigated and disputed claims activity and other legal matters, customary to property and casualty insurance carriers.

The contract term is anticipated to be for five (5) years, and, at Citizens' discretion, have two (2) 2-year renewal terms.

CALENDAR OF EVENTS		
DATE:	TIME:	ACTIONS:
12/15/2011		<u>Solicitation Released</u>
1/4/2012	10:00 AM ET	<u>Telephonic Pre-Bid Conference:</u> See Section 2.2 for details
1/9/2012	5:00PM ET	<u>Questions Deadline:</u> Deadline for submitting written questions to Citizens
1/17/2012	By 5:30 PM ET	<u>Answers Posted:</u> Answers to questions posted on Citizens' website
1/27/2012	2:00 PM ET	<u>Proposal Deadline:</u> Deadline for all Proposals to be submitted to Citizens
03/12/2012 to 03/14/2012		<u>Anticipated Dates for Vendor Demonstrations and Negotiations</u>
3/28/2012 to 4/3/2012		<u>3 Day Contract and Implementation Meeting with Awarded Vendor and Citizens Contracting Team</u>
4/26/2012		<u>Board of Governors Meeting</u>

The complete solicitation documents and requirements are posted on Citizens' website located at <http://www.citizensfla.com/about/purchasing-solicitations.cfm>.

From the date this solicitation is issued until a notice of recommended award, rejection of all Proposals or other decision is made, no contact related to the solicitation will be allowed between a Vendor and any other party for the purpose of influencing the award, including any member of the Board of Governors or Citizens staff, with the exception of the Procurement Officer or his / her designee. Any unauthorized contact may disqualify the Vendor from further consideration.
