

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** November 20, 2024

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed blanket Purchase Agreement with Change Healthcare Enabled Services, LLC for emergency medical billing services

---

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Fire Department
- 2) Type of Agreement – Blanket Purchase Agreement
- 3) Method of Procurement (RFP, bid, etc.) – **Software/Hardware exception.** Section 38.41(C)(11)(a) of the City’s Purchasing Ordinance allows for the purchase of contractual services not subject to competitive procurement requirements such as software and hardware subscriptions, licensing, and maintenance with the company from which the software and hardware was purchased, as set forth in Sections 38.43 or 38.44, or its authorized representative.
- 4) Term of Contract
  - a) initial – 3 years
  - b) renewals (if any) – automatic renewals for 2 additional 1 year periods, unless either party provides notice of non-renewal upon 90 days notice
  - c) who exercises option to renew – either party
- 5) Contract Amount – In an amount not to exceed \$419,300.00
- 6) Termination rights – Either party may terminate upon breach after providing notice where appropriate or in the event of dissolution by one of the parties.
- 7) Indemnity/Insurance Requirements – Master relationship agreement contains industry standard indemnification by customer for claims resulting from a breach of the agreement or misconduct.
- 8) Scope of Services – Vendor will provide emergency medical billing services.

TERM SHEET FOR CHANGE HEALTHCARE ENABLED SERVICES, LLC

9) City's prior experience with Contractor (if any) – City is currently engaged with vendor for the same services, with the agreement expiring December 31, 2024.

10) Other significant provisions – n/a

cc: George R. Keller, Jr., CPPT, City Manager