

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: August 28, 2017

FROM: Alan Fallik, Acting City Attorney

SUBJECT: Proposed Agreement with AST for an Enterprise Resource Planning System

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Information Technology
- 2) Type of Agreement – Agreement for purchase of ERP system and for annual maintenance and support
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – 1-yr renewals, with the number of renewals is to be negotiated.
 - c) who exercises option to renew – Renewal will require the agreement of both parties.
- 5) Contract Amount – \$8,000,000, with \$3,000,000 payable in the first yr. and the balance payable over the next 2 yrs. plus an additional amount between \$1,000,000 and \$1,400,000 annually for maintenance and support.
- 6) Termination rights – To be negotiated.
- 7) Indemnity/Insurance Requirements – To be negotiated.
- 8) Scope of Services – Vendor will provide an Enterprise Resource Planning system, including maintenance and support.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager