

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: March 19, 2015

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Agreement with Vision Service Plan Insurance Company for Voluntary Vision Insurance Services

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

- 1) Department/Office involved – Human Services
- 2) Type of Agreement – Agreement for voluntary vision insurance services
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 1 yr.
 - b) renewals (if any) – Two 1-yr. renewal terms
 - c) who exercises option to renew – Renewal requires the approval of both parties.
- 5) Contract Amount - \$0.00
- 6) Termination rights – City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Standard provisions for both are in the agreement.
- 8) Scope of Services – Vendor will provide voluntary vision insurance and related third party administrative services.
- 9) Other significant provisions - None.

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