

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** July 17, 2018  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Proposed Agreement with AARP Foundation to Serve as Host Agency for Senior Community Service Employment Program

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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 – Human Resources
- 2) Type of Agreement – Host Agency Agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
  - a) initial – 1 yr.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – \$0.00.
- 6) Termination rights – Either party can terminate without cause effective immediately.
- 7) Indemnity/Insurance Requirements – Each party will indemnify the other. AARP Foundation will provide workers' compensation insurance for all participants in the program. .
- 8) Scope of Services – AARP Foundation will assign program participants as available to provide federally subsidized community service hours.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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