

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: August 4, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Pre-Paid Legal Services, Inc. of Florida, d/b/a LegalShield, for Identity Theft Protection Services

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 – Standard agreement incorporating RFP documents
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – One yr.
 - b) renewals (if any) – Two 1-yr. renewals
 - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – \$0.00.
- 6) Termination rights – City can terminate without cause effective immediately.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide identity theft protection services on a voluntary basis and will be paid by those employees who choose to purchase these services.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – None.

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