

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** November 20, 2018

**FROM:** Jeffrey P. Sheffel  
City Attorney

**SUBJECT:** Proposed Agreements with Certain Community-Based Organizations Providing Services to Hollywood Residents

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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 – Financial Services
- 2) Type of Agreements – Approximately 20 Miscellaneous Appropriations Agreements
- 3) Method of Procurement (RFP, bid, etc.) – Agencies apply for the grants, and their applications are either approved, in an amount not to exceed the amount requested, or denied.
- 4) Term of Contract
  - a) initial – 1 yr.
  - b) renewals (if any) -
  - c) who exercises option to renew -
- 5) Contract Amount – The total is \$180,000, with the individual grants ranging from \$3,055 to \$23,854.
- 6) Termination rights – Either party can terminate without cause by giving 30 days' notice.
- 7) Indemnity/Insurance Requirements – The grant recipient will indemnify the City.
- 8) Scope of Services – Each grantee will operate the program or activity described in its agreement.
- 9) City's prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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