

From: [Tanya Bouloy](#)
To: [Stephanie Tinsley](#); [Yimey Bickford](#)
Subject: CBIZ Advisors - Tax/Pension Consulting Tax Project Engagement Letter
Date: Tuesday, January 20, 2026 11:25:29 AM
Attachments: [image001.png](#)
[City of Hollywood Florida CBIZ Advisors.pdf](#)
[City of Hollywood Florida Advisors.Cyber.pdf](#)
[City of Hollywood Florida.EO \(002\).pdf](#)

Acceptable x3

thanks

Tanya Bouloy

Risk Manager

Office of Human Resources | HR Risk Management

Email: TBouloy@hollywoodfl.org

Telephone: [954-921-3505](tel:954-921-3505)

From: Stephanie Tinsley <stinsley@HollywoodFL.org>

Sent: Tuesday, January 20, 2026 10:39 AM

To: Tanya Bouloy <TBouloy@hollywoodfl.org>

Cc: Yimey Bickford <YBickford@hollywoodfl.org>

Subject: RE: [EXT]CBIZ Advisors - Tax/Pension Consulting Tax Project Engagement Letter

Good Morning Tanya,

Can you please confirm that the attachments are sufficient?

Thanks!

Stephanie Tinsley

Director, Financial Services

Financial Services | Administration

Email: stinsley@HollywoodFL.org

Telephone: [954-921-3610](tel:954-921-3610)

From: Tanya Bouloy <TBouloy@hollywoodfl.org>

Sent: Thursday, January 8, 2026 7:58 AM

To: Stephanie Tinsley <stinsley@HollywoodFL.org>; Kim Phan <KPHAN@hollywoodfl.org>

Cc: Yimey Bickford <YBickford@hollywoodfl.org>

Subject: RE: [EXT]CBIZ Advisors - Tax/Pension Consulting Tax Project Engagement Letter

Morning,

My apologies for the delayed response.

Insurance requirements are:

1. *General Liability* - the City requires \$1,000,000 in coverage with the City named as an additional insured for general liability in the Description of Operations Box.
2. *Professional Liability* - the city requires \$1,000,000 each claim / \$2,000,000 Aggregate.
3. *Workers' Compensation* - we require \$500,000 with the Per Statute Box checked. If they are exempt, we will need a copy of the exemption certificate/letter.
4. The City of Hollywood must be the certificate holder per the following format:
City of Hollywood (**Nothing else on this line**)
Department Name & Room # (if applicable)
Department Address
Department Address

Thank you,

Tanya Bouloy

Risk Manager

Office of Human Resources | HR Risk Management

P.O. Box 229045

Hollywood, FL 33022

Email: TBouloy@hollywoodfl.org

Telephone: [954-921-3505](tel:954-921-3505)

www.HollywoodFL.org

