

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 18, 2017
FROM: Alan Fallik, Acting City Attorney
SUBJECT: Proposed Agreement with Russell Life Skills and Reading Foundation,
Inc. dba Russell Education Foundation

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

- 1) Department/Division involved – Parks, Recreation and Cultural Arts
 - 2) Type of Agreement – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – RFP-4557-17-RL
 - 4) Term of Contract
 - a) initial – Three years
 - b) renewals (if any) – Two additional one year periods
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – \$94,800.00
 - 6) Termination Rights – Either party may terminate with cause. City may terminate for convenience..
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide tutoring for approximately four hundred (400) students during the Summer Camp and homework assistance/project based learning projects for approximately seventy five (75) students at Kay Gaither and an additional forty (40) students at McNicol in Kindergarten through fifth (5th) grade at school Aftercare.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager