

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** October 3, 2016  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Agreement with RSM US, LLP for Financial Auditing 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 – Financial Services
- 2) Type of Agreement – Consulting/Professional Services
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
  - a) initial – 3 yrs.
  - b) renewals (if any) – Two 2-yr. renewals
  - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – 3-yr total - \$695,000 (est.).
- 6) Termination rights – City can terminate without cause immediately upon written notice to Vendor.
- 7) Indemnity/Insurance Requirements – Agreement will include standard provisions for Vendor to indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide financial auditing services.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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