

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** November 22, 2016

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

**SUBJECT:** Proposed Agreement with Total Administrative Services Corporation for Flexible Spending Account Administration

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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 – Human Resources
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
  - a) initial – 3 yrs.
  - b) renewals (if any) – Two 1-yr. renewals of which the first renewal is 1/1/2016 to 12/31/2016.
  - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – \$62,000 (est.). The original estimate was \$45,000. The item is being submitted to the City Commission because the new estimate exceeds \$50,000.
- 6) Termination rights – City can terminate without cause effectively immediately..
- 7) Indemnity/Insurance Requirements – Vendor indemnifies City and provides insurance.
- 8) Scope of Services – Vendor provides flexible spending account administration.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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