

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: November 29, 2017

FROM: Douglas R. Gonzales
City Attorney

SUBJECT: Proposed Agreements with Various for Temporary Professional Services Related to the ERP/EDGE Project

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

- 1) Department/Office involved – Procurement Services
- 2) Type of Agreements – Agreements for Temporary Professional Services
- 3) Method of Procurement (RFP, bid, etc.) – "Professional services" exemption
- 4) Term of Contract
 - a) initial – Will be negotiated for each agreement.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount – Not to exceed a total of \$1,500,000 per year
- 6) Termination rights – City will have the right to terminate without cause.
- 7) Indemnity/Insurance Requirements – Standard provisions for both will be included in the agreements.
- 8) Scope of Services – Vendors will provide temporary professional services related to ERP/EDGE project.
- 9) Other significant provisions - None.

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