

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 4, 2015
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Agreement for a Compensation Study with Evergreen Solutions, LLC

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 – Human Resources
- 2) Type of Agreement – Contract
- 3) Method of Procurement (RFP, bid, etc.) – RFP-4356-13-IS
- 4) Term of Contract
 - a) initial – n/a
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – To be awarded in phases: Phase I (\$18,000.00), Phase II (\$6,900.00), and Phase III (\$28,000.00) Total is \$52,900.00.
- 6) Termination Rights – Either party may terminate with cause. City may terminate without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall assist the City in reviewing the existing pay plans and make recommendations based on market analysis and internal equity review of various positions.
- 9) Other Significant Provisions – Pursuant to section 38.42(E)(1) of the Purchasing Ordinance of the City of Hollywood, when any goods, supplies, materials or contractual services shall be purchased and the estimated annual amount to be paid therefor by the city shall be more than \$50,000, the Director shall have the authority to recommend the award of a contract to the Manager for Commission action.

cc: Wazir Ishmael, City Manager