

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 6, 2014  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Agreement with Gehring Group for Benefits Consultant Services

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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 – Agreement incorporating RFP and Response Thereto
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
  - a) initial – 2 yrs.
  - b) renewals (if any) – Two 1-yr. renewals
  - c) who exercises option to renew – City
- 5) Contract Amount - \$150,000.00/yr (est.)
- 6) Termination rights – City can terminate immediately without cause.
- 7) Indemnity/Insurance Requirements – Developer will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide benefits consultant services.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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