

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 12, 2018
FROM: Douglas R. Gonzales, City Attorney
City Attorney
SUBJECT: Proposed SHIP Funding Agreement with Hispanic Unity for First Time Buyer and Foreclosure Counseling Program FY 2017-2018

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Dept. of Development Services/Community Development Division
 - 2) Type of Agreement – SHIP Funding Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – **Best Interest requires a 5/7ths vote.** Section 38.40(C)(8) of the Purchasing Ordinance provides that when the City Commission declares by a unanimous vote that competitive bidding and competitive proposals are not in the best interest of the City, such purchases are exempt from the competitive bidding and competitive proposal requirements.
 - 4) Term of Contract
 - a) initial – commences on June 1, 2018 and expires on June 15, 2019.
 - b) renewals (if any) –Yes
 - c) who exercises option to renew – mutual acceptance..
 - 5) Contract Amount – In an amount not to exceed \$20,563.00.
 - 6) Termination rights – Yes, with or without cause. (See Article 9).
 - 7) Indemnity/Insurance Requirements – Yes.
 - 8) Scope of Services- Hispanic Unity of Florida, Inc. will provide first-time homebuyer counseling, foreclosure prevention counseling, financial coaching, financial management education, and/or extended financial management to Hollywood residents.
 - 9) City’s prior experience with Vendor (if any) – yes
 - 10) Other significant provisions – n/a
- cc: Wazir A.Ishmael, Ph.D., City Manager