

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 4, 2018

**FROM:** Douglas R. Gonzales  
City Attorney

**SUBJECT:** Proposed Agreement with Robert Half International, Inc. for Purchase of Services of a Senior Systems Analyst

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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 – Information Technology
- 2) Type of Agreement – Purchase order
- 3) Method of Procurement (RFP, bid, etc.) – "Professional services" exemption
- 4) Term of Contract
  - a) initial – Expires 9/30/2018.
  - b) renewals (if any) -
  - c) who exercises option to renew -
- 5) Contract Amount – Not to exceed \$62,900
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide the services of a senior systems analyst.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions - None.

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