

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: November 20, 2018

FROM: Douglas R. Gonzales
City Attorney

SUBJECT: Proposed Agreement with Nyhart for Actuary Services

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 Agreement – Agreement for Professional Services
- 3) Method of Procurement (RFP, bid, etc.) – "Professional services" exemption
- 4) Term of Contract
 - a) initial – Vendor will complete all services by December 31, 2018.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount - \$45,000
- 6) Termination rights –City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will determine the feasibility of maintaining a sustainable, competitive retirement benefit for employees.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions - None.

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