

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** August 21, 2019  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Agreement with Digital Assurance Certification, L.L.C. for  
Disclosure Dissemination Agent Services

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Financial Services
- 2) Type of Agreement – Disclosure Dissemination Agent Agreement
- 3) Method of Procurement (RFP, bid, etc.) – N/A (dollar amount below threshold)
- 4) Term of Contract:
  - a) initial – As long as GO Bonds are outstanding
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – \$5,000 per year (est.)
- 6) Termination Rights – Either party can terminate for convenience by giving 30 days' notice.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will provide disclosure dissemination agent services in connection with GO bond issue.
- 9) Other Significant Provisions: None

cc: Dr. Wazir Ishmael, City Manager