

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 23, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with SHI International Corp. for Provision of Microsoft Licenses and Services

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 – Information Technology
- 2) Type of Agreement – Agreement for Microsoft Licenses and Services
- 3) Method of Procurement (RFP, bid, etc.) – Piggyback
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – One 3-yr. renewal
 - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – \$487,000/yr. (est.)
- 6) Termination rights – City can terminate for convenience at any time.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide Microsoft licenses and services.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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