

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 16, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Aon Risk Services, Inc. of Florida for Consultant Services in Selection of 3rd Party Administrator for Workers' Comp and Liability

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 – Human Resources and Risk Management
- 2) Type of Agreement – Agreement for Consultant Services
- 3) Method of Procurement (RFP, bid, etc.) – “Professional services” exemption
- 4) Term of Contract -
 - a) initial – 9 mths. (est.)
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$31,779.
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – City will indemnify Consultant.
- 8) Scope of Services – Consultant will prepare RFP and aid in selection of 3rd party administrator for workers' compensation and liability.
- 9) City's prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions –

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