

**ADDITIONAL MATERIAL  
10:00 A.M. REGULAR MEETING**

**JUNE 12, 2018**

**SUBMITTED AT THE REQUEST OF  
  
FINANCE and ADMINISTRATIVE  
SERVICES DEPARTMENT**



Finance and Administrative Services Department

**PURCHASING DIVISION**

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6066 • FAX 954-357-8535

## MEMORANDUM

DATE: June 11, 2018

TO: Board of County Commissioners

THRU: Kevin B. Kelleher, Deputy CFO/Deputy Director  
Finance and Administrative Services Department

Digitally signed by KEVIN  
KELLEHER  
Date: 2018.06.11  
15:56:52 -04'00'

FROM: Brenda J. Billingsley, Director  
Purchasing Division

BRENDA  
BILLINGSLEY

Digitally signed by BRENDA  
BILLINGSLEY  
DN: dc=city, dc=broward, dc=bc,  
ou=Organization, ou=BCC, ou=PU,  
ou=Users, cn=BRENDA BILLINGSLEY  
Date: 2018.06.11 15:35:05 -04'00'

SUBJECT: June 12, 2018 - Commission Meeting - Agenda Item No. 45A  
Motion to Approve Agreement between Broward County and USI Insurance Services  
National, Inc., for Employee Benefits Consulting Services, Request for Proposals  
(RFP) No. R2114673P1

The Agreement between Broward County and USI Insurance Services (Exhibit 2 for Agenda Item No. 45A – page 7 of 60) has been revised to clarify and distinguish between additional services that have fixed fees and those additional services that are done ad hoc through a work order. The revised language is as follows:

**Current Language:**

5.2 County agrees to pay Consultant the fixed fees set forth on Exhibit B for Additional Services performed consistent with the terms of this Agreement. When Exhibit B does not set forth a fixed fee for an Additional Service, the hourly rates set forth in Exhibit B are the rates to be charged by Consultant for those Additional Services. All Work Orders issued pursuant to this Agreement shall not exceed Three Hundred Thousand Dollars (\$300,000), cumulatively, over the initial term of this Agreement.

**Revised Language:**

5.2 County agrees to pay Consultant the fixed fees set forth on Exhibit B for Additional Services performed consistent with the terms of this Agreement, in an amount not to exceed One Hundred Fifteen Thousand Dollars (\$115,000) over the initial term of this Agreement. When Exhibit B does not set forth a fixed fee for an Additional Service, the hourly rates set forth in Exhibit B are the rates to be charged by Consultant for those Additional Services. All Work Orders issued pursuant to this Agreement shall not exceed Three Hundred Thousand Dollars (\$300,000), cumulatively, over the ~~initial~~ term of this Agreement, including any renewals.

The Vendor has agreed to these clarifying revisions.

BJB/cc/lg

c: Bertha Henry, County Administrator  
Monica Cepero, Deputy County Administrator  
George Tablack, CPA, Chief Financial Officer  
Lisa Morrison, Benefits Manager, Human Resources Division  
Robert Melton, County Auditor  
Andrew Meyers, County Attorney

Broward County Board of County Commissioners

Mark D. Bogen • Beam Furr • Steve Geller • Dale V.C. Holness • Chip LaMarca • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine  
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