



BOARD OF COUNTY COMMISSIONERS, BROWARD COUNTY, FLORIDA

AGREEMENT SUMMARY

EXHIBIT 1

1. Other Contracting Party: USI INSURANCE SERVICES NATIONAL, INC.

2. Proposed Action:

☒ New Contract ☐ Amendment, Number ☐ Renewal ☐ Extension

3. Document Type (select one):

Other Consulting Services Contract

4. Purpose/Description: Provides for consulting services related to employee benefit plan, including but not limited to analysis, compliance, strategy, procurement, and monthly review of health and pharmacy claims through use of data warehouse maintained by the firm.

5. Special Provisions (select if applicable):

<input type="checkbox"/> Living Wage Program	<input type="checkbox"/> SBE Sheltered Market Program
<input type="checkbox"/> Workforce Investment Pilot Program	<input type="checkbox"/> M/WBE Program
<input type="checkbox"/> Federal DBE/ACDBE program	<input type="checkbox"/> In-Kind Match Required: \$ _____ or _____ %
<input type="checkbox"/> CBE Program	<input type="checkbox"/> Cash Match Required: \$ _____ or _____ %

6.a. Effective Dates (for new agreements only):

Start : 7/1/2018

End: 6/30/2021

6.b. Effective Dates (amendments only):

☐ No Change
☐ End date has changed from _____ to _____.
☐ Term has from _____ to _____.

7. Contract Administrator:

Name: Mary McDonald

Phone: 954-357-8658

8. Contract Type:

<input type="checkbox"/> Cost reimbursement	<input checked="" type="checkbox"/> Open-end
<input type="checkbox"/> Firm fixed price	<input type="checkbox"/> Time and materials
<input type="checkbox"/> Performance-based	<input type="checkbox"/> Other _____

9.a. Contract Value (new contracts)

☐ Actual ☒ Estimated

Base amount	\$502,500.00
Reimbursables	\$0.00
Optional Services	\$295,000.00
Total contract value	\$797,500.00

9.b. Contract Value (amendments only)

☐ No change ☐ Actual ☐ Estimated

Original approved contract value	
Approved previous adjustments	
Value of this action	
Amended total contract value	

10. Payment Method

☐ Lump Sum Payment
☒ Milestone or Progress-Based
☒ Scheduled or Time-Based
☐ Other

11. Payment Terms

County shall pay Consultant within thirty (30) calendar days from receipt of Consultant's proper invoice, as defined by County's Prompt Payment Ordinance (Broward County Ordinance No. 89-49, as may be amended from time to time). To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by Contract Administrator.

12. Cost Adjustment

<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> Fixed Percentage - ____%	<input type="checkbox"/> Actual Cost
<input type="checkbox"/> CPI or other Index	<input type="checkbox"/> Fixed Amount - \$ _____	<input type="checkbox"/> Other:

13. Equity Program Participation Summary

- a. County established M/WBE, SBE, CDBE, CBE, DBE or ACDBE participation goal for this action or project: 0%
- b. Contractor-committed M/WBE, SBE, CDBE, CBE, DBE or ACDBE participation goal planned for this action or project: 0%
- c. M/WBE, SBE, CDBE, CBE, DBE or ACDBE participation to date: 0%

14. Renewal or Extension Terms:

County, through the Purchasing Director, shall have the option to renew this Agreement annually upon the mutual consent and agreement of County and Consultant for a maximum of two consecutive twelve-month periods.

Notwithstanding the above, County may, by and through the Purchasing Director and at his/her sole discretion, extend the term of this Agreement on a month-to-month basis, for a maximum of six months, for completion of open Work Orders or due to ongoing negotiations for renewal.

15. Termination and Cancellation Provisions

For Cause: This Agreement or any Work Order issued under this Agreement may be terminated for cause by action of the Board upon not less than sixty (60) days' written notice.

For Convenience: This Agreement may also be terminated for convenience by the Board. Termination for convenience by the Board shall be effective on the termination date stated in written notice provided by County, which termination date shall be not less than thirty (30) days after the date of such written notice.

16. Deliverables, milestones or scope of this action:

Consulting services, monthly reports, stop loss insurance services, and annual filings as described in Exhibit A of the Agreement.

17. List terms, considerations or deviations from standard county form.

None