



**PAM BONDI**  
**ATTORNEY GENERAL**  
**STATE OF FLORIDA**

OFFICE OF THE ATTORNEY GENERAL

PL-01 The Capitol  
Tallahassee, FL 32399-1050  
Phone (850) 414-3300 Fax (850) 487-0168  
<http://www.myfloridalegal.com>

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## MEMORANDUM

TO: Kim Holland, Chief, Bureau of Auditing

FROM: *SD* Sabrina Donovan, Director of Administration

DATE: March 14, 2018

RE: Settlement Agreement – Crawford & Company

The purpose of the attached settlement agreement is to reimburse Crawford & Company, (CONTRACTOR), for services provided to the Office of the Attorney General, (AGENCY) absent a written agreement, for \$9,090.07.

The services of the CONTRACTOR were used in the administration of refund checks. We accept responsibility for not obtaining a written document to procure funding for services rendered in this case; however, the monies are legally due. Please see supporting documentation which includes a memorandum to Deputy Attorney General Patricia A. Connors, requesting approval of a settlement agreement. Deputy Connors has been delegated the authority to contract for professional services, including settlement agreements for such services.

This memo certifies that this payment to the CONTRACTOR is provided for and by an existing appropriation or program established by law as required by Section 45.062, Florida Statutes.

Please accept this settlement agreement to reimburse the CONTRACTOR for services rendered to the AGENCY. It is in the AGENCY's best interest to settle this claim.

Attachments: Memorandum dated March 14, 2018  
Invoices received January 18, 2018