

GOVERNMENT SERVICES GROUP, INC.

public sector
funding & service
solutions

October 14, 2008

Via Electronic Transmission

Mr. Edward Sealoover
County Coordinator
Nassau County
96160 Nassau Place
Yulee, Florida 32097

Re: Continuing Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs

Dear Mr. Sealoover,

Nassau County (County) has now completed its sixth year of the annual assessment program for the Amelia Concourse services it initiated in Fiscal Year 2003-04. Government Services Group, Inc. (GSG) is pleased to have assisted the County with these recurring revenue sources and as such, we believe that the County would benefit from a continuation of our services.

In order to continue this relationship and the achievements realized thus far, attached as Appendix A is GSG's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the capital and maintenance assessment programs for Fiscal Year 2009-10.

Please review the attached scope of services and upon review and satisfactory determination, please sign where indicated to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source.

Mr. Edward Sealover
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To discuss this response or other related matters, please forward all correspondence or queries to me at (850) 681-3717. Thank you for your consideration of this response and if there is any additional information we can provide to you, please feel free to contact me.

Sincerely,



Marguerite McCauley
Senior Project Manager

Attachments

cc: John Crawford
Cathy Lewis
Ted Selby
Michelle Begley

APPENDIX A ACCEPTED AND AGREED TO FOR FISCAL YEAR 2009-10:

By:

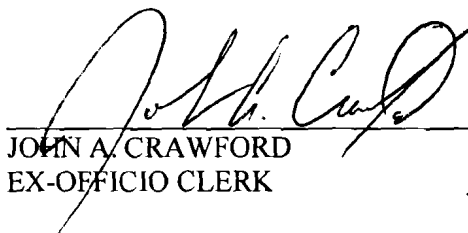


Nassau County

January 12, 2009

Date:

ATTEST AS TO THE CHAIRMAN'S SIGNATURE:



JOHN A. CRAWFORD
EX-OFFICIO CLERK

EAK
11/12/09

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY:



DAVID A. HALLMAN

Appendix A

ANNUAL CAPITAL AND MAINTENANCE
ASSESSMENT PROGRAMS
FISCAL YEAR 2009-10

Scope of Services

- Task 1: Update the database** using the most current property appraiser data, GSG will update the database. GSG will augment the database with other pertinent data determined to support the apportionment methodology.
- Task 2: Apply apportionment methodology to preliminary database** apply the adopted rates and rate structure methodology to the preliminary property database to test the data validity and sufficiency. Modify the database as necessary.
- Task 3: Prepare final assessment rolls** GSG will prepare the final assessment rolls for both the capital and maintenance assessment programs and deliver them to the Nassau County Tax Collector in their specified electronic format. This task will result in the certification of the assessment roll to the Nassau County Tax Collector.
- Task 4: Assist in prepayment process** advise and assist with the prepayment process if provided, including the tracking of prepayments and reconciliation at the completion of the prepayment process and revision of annual rate calculations.

FEES AND COSTS

For the professional services and specialized assistance provided by GSG, we will work under a professional fee arrangement as described in the attached scope of services.

For services provided by GSG, the fee for this scope of services is \$21,000. This fee does not include expenses for airfare, lodging and ground transportation, but does include reimbursement for all incidental expenses, including meals. Expenses for airfare, lodging and ground transportation will be billed at actual costs.

The fee for professional services does not include any on-site visits by GSG staff to the County. Any on-site meetings by GSG staff may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President	\$160
Senior Project Manager/Consultant/Project Coordinator.....	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.28 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged. A \$400 setup fee is charged for mailings to less than 2,000 parcels.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule, assuming that notice to proceed is received by November 1, 2008. If notice to proceed occurs after this date, the payment schedule will be adjusted based on the anticipated number of months remaining to complete the project.

Schedule	Payment
December 2008	25% of lump sum fee
February 2009	25% of lump sum fee
April 2009	25% of lump sum fee
June 2009	25% of lump sum fee

DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	October 2008
Prepare Fiscal Year 2009-10 Assessment Roll	July - August 2009
Annual Rate Resolution	July - August 2009
Certify & Export Fiscal Year 2009-10 Assessment Roll	by September 15, 2009