

GOVERNMENT SERVICES GROUP, INC.

public sector
funding & service
solutions

January 28, 2008

Via Electronic Transmission

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

Re: Continuing Annual Administration of the Amelia Concourse Assessment Program

Dear Mr. Sealover,

This correspondence is written to present a proposal from Government Services Group, Inc. (GSG) to continue the annual administration of the Amelia Concourse Assessment Program. Amelia Island has now completed its fifth 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 in successfully implementing this recurring revenue source.

Enclosed as Appendix A is a proposed scope of services, fees, deliverables and payment schedule to assist in the annual maintenance of the Amelia Concourse assessment program for Fiscal Year 2008-09.

GSG can perform all the duties to create a certified assessment roll which will be delivered electronically to the Nassau County Tax Collector's Office by September 15, 2008 for the Amelia Concourse assessment rates for Fiscal Year 2008-09. Our lump sum fee for providing these services is \$21,000 based on GSG's experience in implementing similar programs in Florida, and our past work for the Amelia Concourse project.

Please review the attached scope of services. The execution of this letter agreement indicates acceptance of this proposal and notice to proceed. Upon execution of this agreement, please provide us with one signed copy for our files. Please note that this proposal does not include the preparation of the necessary legal documents (resolution) for the annual assessment program.

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,



Camille P. Tharpe
Senior Vice President

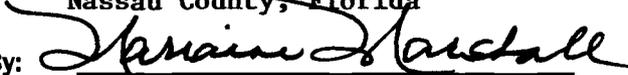
cc: John Crawford
Cathy Lewis
Ted Selby
Chris LaCambra

Attachments

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2008-09:

APPENDIX A

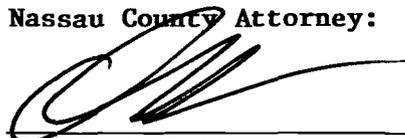
**Board of County Commissioners
Nassau County, Florida**

By:  1-28-08

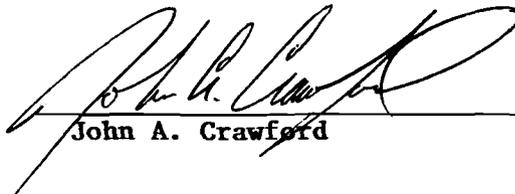
Nassau County
Marianne Marshall
Its: Chair

Date:

Approved as to form by the
Nassau County Attorney:


David A. Hallman

Attest as to Chair's signature:


John A. Crawford

1-28-08
Date

2-1-08
Date

REVIEWED BY GENE TORRESA
CHIEF DEPUTY COUNTY CLERK / AG. SUSTAINABILITY

 DATE 1/28/08

Appendix A

SCOPE OF SERVICES
FISCAL YEAR 2008-09

Scope of Services

- Task 1: Update the database** Using the most current ad valorem tax roll, 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 roll that will implement the assessment programs to be delivered to the Nassau County Tax Collector. This involves the creation of the data export files required by 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 professional services provided as detailed in the attached work plan, a lump sum fee of \$21,000 will compensate GSG. The lump sum fee will be due and payable on a quarterly basis as follows (assuming notice to proceed occurs by March 1, 2008):

Annual Payments	Annual Schedule
25 % of lump sum fee	April 2008
25 % of lump sum fee	June 2008
25 % of lump sum fee	August 2008
25 % of lump sum fee	October 2008

On-site meetings may be arranged at our standard hourly rates. Project status meetings may be arranged through scheduled telephone conferences in lieu of additional on-site visits.

Please note that 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 service area, but average approximately \$1.27 per parcel. Payment of mailing and production costs is due at the time of adoption of the preliminary assessment resolution. In the event that the U.S. postage rates increase during the course of this engagement, the mailing and production costs will increase by the exact amount of the U.S. postage rate increase.

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

CRITICAL EVENTS SCHEDULE

Event	Schedule
Notice to Proceed	March 2008
Prepare Fiscal Year 2008-09 Assessment Roll	April - June 2008
Calculate Proforma Assessment Rates	July 2008
Annual Rate Resolution	July - August 2008
Certify Fiscal Year 2008-09 Assessment Roll	by September 15, 2008