RESOLUTION NO. 14-01-07

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA
APPROVING A LETTER OF AGREEMENT BETWEEN ISLAMORADA, VILLAGE OF ISLANDS AND GOVERNMENT SERVICES GROUP, INC. FOR SPECIALIZED PROFESSIONAL SERVICES RELATED TO THE IMPLEMENTATION AND MAINTENANCE OF A WEB-BASED DATABASE APPLICATION FOR THE VILLAGE’S ASSESSMENT PROGRAMS; APPROVING THE WAIVER OF COMPETITIVE BIDDING; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENT; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the “Village”) has utilized Government Services Group, Inc. (“GSG”) for specialized professional services related to Non-Ad Valorem Assessment programs for Wastewater Improvements, Stormwater Improvements and Solid Waste Collection Services (the “Assessment Programs”) since 1999; and

WHEREAS, GSG desires to provide specialized professional services to the Village related to the implementation and maintenance of a web-based database application for the Village’s Assessment Programs; and

WHEREAS, GSG has prepared a Letter of Agreement (the “Agreement”) outlining the specialized professional services as set forth in the Agreement attached as Exhibit “A” hereto; and

WHEREAS, the Village Council finds that the specialized professional services provided by GSG will assist the Village with maintenance of the Assessment Programs; and

WHEREAS, the Village Council finds that the waiver of competitive bidding for these services is in the best interests of the Village.
NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1.  Recitals. The above recitals are true and correct and incorporated
into this Resolution by this reference.

Section 2.  Approval of Agreement. The Village Council of Islamorada,
Village of Islands hereby approves the Agreement between the Village and GSG for
specialized professional services related to the implementation and maintenance of a web-
based database application for the Village’s Assessment Programs, as set forth in Exhibit
“A” attached hereto, together with such non-material changes as may be acceptable to the
Village Manager and approved as to form and legality by the Village Attorney

Section 3.  Waiver of Purchasing Provisions. In accordance with Sections
2-328(1) and 2-328(3) of the Village Code, the Village Council hereby approves the waiver
of competitive bidding to utilize the services of GSG.

Section 4.  Authorization of Fund Expenditure. The Village Manager is
hereby authorized to expend budgeted funds for the services set forth in the Agreement.

Section 5.  Execution of Agreements. The Village Manager is hereby
authorized to execute the Agreement set forth in Exhibit “A” attached hereto and to
execute any necessary extensions and/or amendments thereto.

Section 6.  Effective Date. This Resolution shall take effect immediately upon
adoption.
Motion to adopt by Vice Mayor Deb Gillis, second by Councilman Ken Philipson.

FINAL VOTE AT ADOPTION
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Ted Blackburn
Vice Mayor Deb Gillis
Councilman Mike Forster
Councilman Ken Philipson
Councilman Dave Purdo

YES
YES
YES
YES
YES

PASSED AND ADOPTED ON THIS 23rd day of January, 2014.

TED BLACKBURN, MAYOR

ATTEST:

SYNTHIA LANKFORD, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS ONLY

ROGET V. BRYAN, VILLAGE ATTORNEY
November 21, 2013

Via Electronic Transmission

Ms. Maria T. Aguilar  
Finance Director  
Islamorada, Village of Islands  
86800 Overseas Hwy, 3rd Floor  
Islamorada, FL 33036

Re: Village of Islamorada Assessment Programs: Proposal for Developing and Implementing a Web-Based Database Application for the Assessment Programs

Dear Maria,

This correspondence is written to present a proposal for Government Services Group, Inc. (GSG) to provide specialized assistance to the Village of Islamorada (Village) and its staff specifically to provide an online service to assist in the management of Village’s assessment data for the wastewater assessment programs, stormwater assessment program and solid waste assessment program. As we have discussed, the Village is in need of a tool to reduce the overhead required for the management of all of the assessment program data. The Online Assessment Database Management Service (Online Service) will provide a solution to the data management needs of the Village’s programs and will allow for the entry, storage and reporting of prepayment information as well as provide assessment information lookups at the parcel level. The Online Service will augment the annual assessment maintenance services already provided by GSG.

The Online Service is a web-based utility which allows the remote management and viewing of assessment program data. By using this service, Village staff can readily access assessment information at the parcel level and track prepayments, without the overhead of dedicated technical staff and data processing hardware, storage and support.

Below are key points of the service:

• GSG hosts the data on behalf of the Village and provides for data storage and archiving on a secure, virus-protected network, behind monitored firewalls

• GSG provides the Web and database servers and their associated software and hardware

• GSG provides the Internet bandwidth and URL for the Web-based hosting

• GSG creates a Web-based interface for users of the service

• The interface uses secure, SSL encrypted and password-protected access to the data

• Only an Internet connection and Internet Explorer are necessary to use the service
The web-based interface will provide users the ability to:

- Look-up assessment information by parcel ID, alternate key or owner name
- View assessment amounts, parcel use codes, notes and assessment units per parcel
- Enter and record prepayment information and notes on parcels
- Generate reports on prepayments received by program

To provide this client-server service, a combination of back-end database and Web browser front-end will be used. The data will be stored in a database on a multi-processor server with redundant disk, power and network subsystems. The user interface for the application will be a web-site built and hosted by GSG that will interact with the back-end database. Benefits of this approach include reduction of development time, transparency to the end-user of upgrades and enhancements, as well as ease of implementation to the client. Only an Internet connection and compatible browser will be needed by the client to operate the application.

We have created a scope of work to fast-track a solution to be implemented within 4-6 months of notice to proceed. If we receive notice to proceed by December 1, 2013, we could have a test database by March 1, 2014 with full implementation no later than June 1, 2014. These services would augment the update and maintenance services already provided by GSG and allow the Village to have access to the updated data on a daily basis. Appendix A includes a proposed scope of services, fees and a payment schedule to provide the Village with the use of the Online Assessment Database Management Service by June 2014.

We would appreciate your prompt reply. This will help us to accommodate your requests and provide you with deliberate attention to ensure the development of a system that will meet the Village’s needs. Please note that due to the focused work effort this project requires, if we do not receive notice to proceed by December 1, 2013, we will be unable to initiate our work effort on this project until October 2014.

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. If you have any questions, please do not hesitate to contact me. We look forward to working with the Village of Islamorada on this new project.

Sincerely,

Camille P. Tharpe
Sr. Vice President
Appendix A

ONLINE ASSESSMENT DATABASE MANAGEMENT SERVICE
Scope of Services

ASSUMPTIONS

This Scope of Services is based on the following assumptions:

1. The Online Service will use current assessment information to initially populate the database.
2. GSG will create a prepayment history from prior fiscal years.
3. GSG will create initially create a parcel history of splits, combinations or adjustments from Fiscal Year 2012-13. Once the system is functional, GSG will work to create update the parcel history of splits, combinations or adjustments from prior fiscal years with readily available data. Any missing data will be provided by fieldwork conducted by Village staff.

TASKS

Task 1: Create the Host Database Using current assessment rolls data, GSG will design and create the underlying database to host the assessment and transaction data. The database will reside in a MS SQL Server database on a server with redundant systems. Nightly archives will be made of the database and ancillary support files, with copies of the data going to offsite, secure storage.

Task 2: Create the Host Web Site GSG will create a web site that will host the Online Service. The web site will allow lookups of assessment detail by parcel ID or owner name, and will provide for the recording of received payoffs within the underlying database. Summary reports will be included. The website will be hosted on a server with redundant systems. Nightly archives will be made of the web site files and systems, with copies of the data going to offsite, secure storage.

Task 3: Test the Online Service GSG will populate the on-line service with mock data, based on actual Village assessment data, and test and verify all functionality. Following successful in-house testing, the service will be made available to key Village personnel for final approval and comments.

Task 4: Implement the Online Service After testing is complete and final approval made by the client, the database will be populated with live assessment rolls data and the web site URL will be given to Village personnel for their use and the use of their agents. The system is not intended for public access, and will be password protected. GSG will conduct an online training session through phone conferencing and will address questions regarding the service.

Task 5: Ongoing Hosting and Maintenance GSG will maintain the servers, systems, data storage and Internet connections required for the Online Service.
FEES AND COSTS

For these services for the first year, we would propose to charge the Village $7,500 to develop the web application and host the data through September 30, 2014. Future years of service would cost $5,000 for the annual hosting fees. This fee includes reimbursement for all out-of-pocket expenses, except as noted below.

The professional services fee does not include any on-site visits to the Village. Any requested 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

**GSG RESPONSIBILITIES:**

GSG will maintain the servers, systems, data storage, web site hosting, Internet connections and software licensing required for the Online Service. Weekday application support via telephone and remote access will be provided throughout the contracted period. GSG will maintain the required infrastructure, data and code to support the service.

GSG will be responsible for maintaining the hardware, software and licensing used for the database component of the application. GSG will also maintain the hardware, software and licensing used for the web-based component of the application.

Application support will be provided by telephone Monday through Friday, between the hours of 9:00 a.m.-5:00 p.m. Eastern Time, except for major holidays.

**DELIVERABLES SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed</td>
<td>By December 2013</td>
</tr>
<tr>
<td>Create Host Database</td>
<td>December 2013 – January 2014</td>
</tr>
<tr>
<td>Create Host Website</td>
<td>December 2013 – January 2014</td>
</tr>
<tr>
<td>Test Service</td>
<td>March 2014</td>
</tr>
<tr>
<td>Implementation</td>
<td>April 2014</td>
</tr>
</tbody>
</table>
PAYMENT SCHEDULE

The fee for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received prior to December 1, 2013. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

<table>
<thead>
<tr>
<th>Payment Due</th>
<th>Percent of Total</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2014</td>
<td>50% of professional services fee</td>
<td>$3,750</td>
</tr>
<tr>
<td>June 2014</td>
<td>50% of professional services fee</td>
<td>$3,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$7,500</strong></td>
</tr>
</tbody>
</table>

ACCEPTED AND AGREED TO:

BY: ___________________________  DATE: 1/29/14

VILLAGE OF ISLAMORADA