



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

William O'Mara  
Commissioner

August 22, 2014

Connie Miller  
Group CJ  
314 Old Vine Street  
Lexington, KY 40507

Subject: Letter of Engagement

Dear Ms. Miller,

To finalize our agreement with Group CJ, please sign and return this letter of engagement outlining the services you will provide pursuant to RFP #26-2014. Group CJ will provide communications consultation and design services for various divisions/departments of the Lexington-Fayette Urban County Government ("LFUCG"). These services may include the following tasks at the following hourly rates:


<b>Task</b>	<b>Group CJ Hourly Rates</b>
Account Supervision	\$75.00
Account Management	\$30.00
Brand Specialist	\$150.00
Digital/Technical Specialist	\$150.00
Photography	\$30.00
Web Design	\$50.00
Communication Consultation	\$50.00
Videography	\$75.00
Content Development / Copywriting	\$85.00
Art Direction	\$85.00
Media Placement	\$50.00
Market Research	\$50.00
Creative Development – Complex – Sr. Designer	\$85.00
Creative Development – Production Art – Jr. Designer	\$30.00
Public Relations	\$85.00
Audio and Video editing	\$125.00
Media Relations Support	\$75.00
Marketing/Public Awareness Strategy	\$85.00

Projects will be funded out of LFUCG divisional and/or departmental budgets on an as needed basis. Group CJ expressly agrees to the following terms and conditions in providing these services:

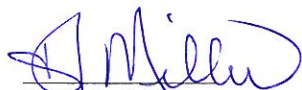
- The LFUCG does not guarantee a specific number of projects and/or hours available and reserves the right to engage the services of other graphic design firms for specific projects if needed.
- Group CJ will comply with all provisions, conditions, and requirements of the RFP, including but not limited to the Risk Management provisions.
- The LFUCG reserves the right to terminate this agreement for any reason by providing you with thirty (30) days written notice.
- Group CJ will provide a written estimate for each proposed project in advance of performing the work.
- The LFUCG will issue purchase orders for individual projects and Group CJ will submit invoices by project as the work is completed.
- The term of the engagement will be for one (1) year with an option to renew for one (1) additional year using the fee schedule outlined above.

Please sign and return a copy of this letter to me at your earliest convenience but no later than August 28, 2014.

Sincerely,



Todd Slatin  
Director  
Division of Central Purchasing



Connie Miller

Group CJ

Date: 8/25/14