

**NOTICE OF INTENT TO RESPOND**

Ms. Barbara Cooper or Mr. Bob Barden  
Procurement and Business Contracts  
University of California, Berkeley  
Berkeley, CA 94720

Reference: Request for Proposal for Taxpayer Relief Act Services  
No. 98-TRARFP/BC

Dear Ms.Cooper or Mr. Barden:

It is our present intent to submit a proposal in response to this Request for Proposal (RFP).  
The primary contact for our company in all matters relating to this RFP process is:

Name: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for Deliveries:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voice: ( ) \_\_\_\_\_  
Facsimile: ( ) \_\_\_\_\_

Primary E-Mail Address:\_\_\_\_\_

Secondary E-Mail Address:\_\_\_\_\_

We are enclosing, as requested, the Audited Financial Statements for the last three (3) years, including the auditor's unqualified opinion, a balance sheet, profit and loss statement, and statement of cash flows.

Sincerely,

\_\_\_\_\_

Enclosures

**STATEMENT OF EXPERIENCE FORM**

In the space provided, below, record the number of years your company has been contracted to provide, either directly or indirectly through subcontractors, each of the following services:

Number  
of  
Years

General Services

- \_\_\_\_\_ 1. Responding to a high volume of telephone inquiries and requests from customers' client base.
- \_\_\_\_\_ 2. Training and managing staff to handle high-volume work for which staffing needs fluctuate dramatically between peak and non-peak periods.
- \_\_\_\_\_ 3. Providing large-scale data processing services.
- \_\_\_\_\_ 4. Receiving files from multiple external sources, e.g., clients, editing those files for completeness and data integrity, and using them to build and/or update data bases.
- \_\_\_\_\_ 5. Complying satisfactorily with critical service delivery deadlines.
- \_\_\_\_\_ 6. Conducting high-volume mailings (i.e., generating letters, statements, or other documents; folding and stuffing them into envelopes; preparing and mailing the items) within a week's time from receipt of the source data from the client.
- \_\_\_\_\_ 7. Providing an interactive, on-line system that allows an external, multi-user base to access personally identifiable information (or otherwise sensitive or confidential information) with appropriate user identification and password protections in place.

BIDDER \_\_\_\_\_

**BASIC SERVICES FORM**

DEVIATIONS	ENHANCEMENTS		COMMENTS
	DESCRIPTION	BENEFITS	

**SECTION AND ITEM NUMBER:**  
**TITLE:**  
**COMPLIANCE LEVEL:**

**BIDDER:** \_\_\_\_\_

***BASIC SERVICES NARRATIVE RESPONSE FORM***

**CHAPTER IV SECTION LETTER AND NAME:**  
**NARRATIVE RESPONSE ITEM NUMBER:**  
**NARRATIVE RESPONSE ITEM (RESTATE):**

**BIDDER:** \_\_\_\_\_

***ADDITIONAL BASIC SERVICES FORM***

<b>DESCRIPTION OF THE ADDITIONAL BASIC SERVICE</b>	<b>BENEFITS</b>

**SECTION AND ITEM NUMBER:**  
**TITLE:**

**BIDDER:** \_\_\_\_\_

**SERVICES FOR AN ADDITIONAL FEE FORM--CHAPTER V**

DESCRIPTION OF SERVICE	SPECIFICATIONS NOT MET

**ITEM NUMBER:**  
**TITLE:**

**BIDDER:** \_\_\_\_\_

***SERVICES FOR AN ADDITIONAL FEE FORM--BASIC SERVICES***

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**CHAPTER IV SECTION AND ITEM NUMBER:**  
**TITLE:**

**BIDDER:** \_\_\_\_\_

***SERVICES FOR AN ADDITIONAL FEE FORM--SERVICES NOT REQUESTED***



**BIDDER:** \_\_\_\_\_