



October 2, 2008

Dear GASB 43 & 45 Compliance Vendor:

The Foothill-De Anza Community College District is seeking proposals from qualified entities and/or firms to submit their proposals to provide trust, investment management and administration services for a GASB 43 & 45 Other Post-Employment Benefit (OPEB) program as specified in the Request for Proposal (RFP) included with this memo. It is the intent of this RFP to provide firms a fair opportunity for their services to be considered.

Proposals are to be prepared in such a way as to provide a straightforward and concise delineation of capabilities to satisfy the requirements of this RFP. Proposals must be complete in all respects and emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, and on clarity of content.

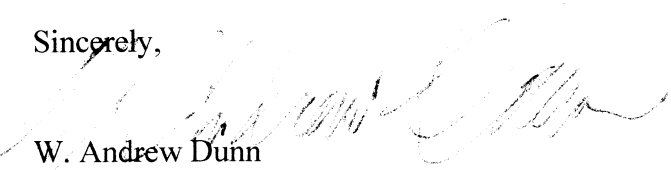
Award shall be made to the responsible firm whose proposal is determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the RFP.

We have elected to work with Chuck Thompson, President and CEO of RPM Consultant Group, Westlake Village, CA 91362, as our GASB 43 & 45 compliance consultant for the RFP process which has a vendor response date of no later than 2:00 PM on November 7, 2008. You may be contacted by Chuck during the RFP review process on our behalf.

Thank you in advance for your compliance with the RFP response and submission procedures.

We look forward to receiving a GASB 43 & 45 compliance vendor RFP response from your firm.

Sincerely,

  
W. Andrew Dunn  
Vice Chancellor, Business Services

Attachments