



*"The Capital City of the Palm"*

**PROCUREMENT DIVISION**

401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401

Tel: (561) 822-2100  
Fax: (561) 822-1564

June 24, 2011

Mr. John Heiden, Director  
Expense Reduction Analysts  
3942 SW 59<sup>th</sup> Avenue  
Miami, FL 33155

RE: Letter of Intent  
RFP 10-11-124  
Expense Reduction Analysis

Dear Mr. John Heiden,

This letter will advise you that Expense Reduction Analysts has submitted a proposal for the above referenced project which has been determined to represent one of the best values to the City.

The City is requesting a meeting with your firm to negotiate and determine project timelines and schedules.

Thank you for your proposal. We look forward to working with your firm.

Sincerely,

A handwritten signature in blue ink that reads "Althea Pemsel".

Althea Pemsel, MA, C.P.M.  
Procurement Official

Cc. Christine Thrower  
Douglas Wise  
Melanie Singh  
File