



**Administrative Services**

**Purchasing Division**

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October 10, 2005

Andrews/Birt Advertising  
Attn: Frank J. Macri  
1616 17<sup>th</sup> St Ste 600  
Denver, CO 80202

RE: P998 Marketing Services NFRMPO

Dear Mr. Macri:

As you have been informed by telephone, your firm has been selected for an oral interview for our Request for Proposal P998.

Your interview will occur on October 18, 2005 at 2:00 p.m. at the Municipal Building in Conference Room 2E located at 215 N. Mason St. in Fort Collins.

For the interview, you will have 20 minutes for a formal presentation in response to the requirements of the Request for Proposal and then there will be a question and answer period of 40 minutes.

For your information, the other firms selected for oral interviews are:

Harter Marketing Solutions  
Moore & Associates

We appreciate the time expended by your firm in preparing your written response, and look forward to your oral presentation.

Sincerely,

James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

JBO:cpj