

Administrative Services  
Purchasing Division

---

October 1, 2004

Work Option Group  
Attn: Susan McCotter  
1445 Dixon Ave Ste 200  
Lafayette, CO 80026


RE: Services Agreement: Work Life Options

Dear Ms. McCotter:

I have enclosed 3 copies of documents regarding the above captioned matter. Please sign the three (3) copies then return all copies to me. After the signatures have been obtained, a copy will be sent to you.

Please contact David M. Carey, C.P.M., Buyer 970-416-2191, if you have questions.

Sincerely,

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

JBO:cpj  
Encl.