



The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

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www.oak-park.us
village@oak-park.us

November 23, 2009

To Whom it May Concern:

The Village of Oak Park desires to retain an expert to conduct a "desk review" of franchise fee payments received from Comcast for 2008 and 2007. The desk review will be performed by analyzing information obtained from the Village of Oak Park and Comcast. During the desk review the following tasks will be completed:

1. Verify revenues required under franchise and applicable law.
2. Provide a variance analysis.
3. Verify mathematical accuracy.
4. Review excluded revenues.
5. Verify customer coding.
6. Analyze method of verification.
7. Compute any applicable underpayment.
8. Analyze new sources of revenue.
9. Prepare a written report regarding all findings and recommendations.

Please provide your qualifications, experience and a cost to complete this scope of work to me as follows:

Franchise Fee Review
Attn: David M. Powers
Village of Oak Park
123 Madison St.
Oak Park, IL 60302

Electronic submissions as Adobe Portable Document Format (PDF) file attachments sent to powers@oak-park.us will be accepted. However, the Village of Oak Park will not be responsible for any e-mail delivery errors or incompatible file types.

Information must be received by the Village of Oak Park on or before 5 p.m., Wednesday, December 23, 2009.

This project would commence immediately following award of a contract and would follow a timeline to be mutually agreed upon with the Village of Oak Park.

Should you have any questions or need additional information, please contact me directly via e-mail to powers@oak-park.us.

Regards,

A handwritten signature in black ink, appearing to read "David M. Powers", with a long horizontal flourish extending to the right.

David M. Powers
Communications Director
Village of Oak Park

Cc: Telecommunications Commission
Raymond L. Heise, Village Attorney
Brian T. Grogan, Moss & Barnett