



February 15, 2012

Jeremy G. Melber
Director of Business Services
Southern Lehigh School District
5775 Main Street
Center Valley, Pa 18034

RE: Act 80 Comparison Services

Hello Jeremy,

Berkheimer OneSource is pleased to submit our proposal for the comparison and processing of Southern Lehigh School District's Act 80 records, as per your request.

Our experienced staff of professionals in conjunction with our state-of-the-art facilities and equipment will enable us to exceed your expectations. I would like to thank you for the opportunity to be of service. Our team believes that your organization can benefit from our experience and technology. We are looking forward to working with you.

Please review the enclosed proposal and feel free to contact me with any questions. If there are any other areas in which we may be of assistance, please don't hesitate to contact me. I would be happy to discuss with you further how Berkheimer OneSource can help meet your needs.

Sincerely,

A handwritten signature in black ink that reads "Crystal Krauss". The signature is written in a cursive, flowing style.

Crystal Krauss
Client Service Representative
(610) 954-9575, ext. 2044
ckrauss@BerkOne.com

Proposal for:

**Southern Lehigh
School District**

Act 80 Comparison Services



Act 80 Comparison

As we all know, the Act 80 review process can be quite time-consuming. Berkheimer has simplified this process *to the best of our ability* by automating the identification of the Act 80 records that do not belong in your school district.

There is a \$730 fee for the basic service that includes two (2) printed copies and one (1) CD or flash drive containing a flat file of the records generated by the comparison process.

For an additional fee, you may also request additional printed or CD/flash drive copies of the reports or a complete set of mailing labels of school districts.

Here's how it works:

Stage 1 – Receipt of Data

Act 80 files may be submitted to Berkheimer via email or by mailing the Act 80 CD. If you choose to email the file, please send the .txt file that is labeled with your school code. We will also need to know the total number of records in the file, which can be found in the "Welcome" file contained on the CD. You may email the file to: ckrauss@BerkOne.com

If you choose to mail the CD, we will return the CD along with your reports.

Stage 2 – Initial Comparison

Our program begins with a comparison of your School District's Act 80 records against our current Earned Income Tax file. Records are also compared to a database containing Pennsylvania addresses and corresponding taxing jurisdictions. If we are able to identify a taxing jurisdiction for a record and the taxing jurisdiction is in another school district, we will output the record to a separate report for the identified school district. All records identified as being located within your School District will also be output to a separate report.



PLEASE NOTE:

If, during the comparison process, we are unable to accurately determine a taxpayer's resident taxing jurisdiction, we will output these records to a report labeled "Unknown". Any addresses that are out of state or contain only a Post Office box address will be identified as "Unknown". These records will require manual review by your office.

Stage 3 – Report / File Generation

We will generate two printed copies of each report for the various school districts identified during the Act 80 process, as well as two printed copies of the "Unknown" report. We will also create one CD or flash drive containing a flat file of all records processed. This flat file can be imported into any application such as Microsoft Excel, for your review.



Pricing for:

**SOUTHERN LEHIGH
SCHOOL DISTRICT**

Act 80 Comparison Services

SERVICE	UNIT COST
Act 80 Comparison: Basic service including two (2) printed copies and one (1) CD or flash drive containing flat file of records processed	\$730.00
Duplicate copy of CD or flash drive	\$50.00 per CD/drive
Duplicate copy of School District reports	\$100.00 per complete set
Complete set of mailing labels for School Districts	\$100.00 per set
Shipping	Exact cost of shipping

This quote reflects current understanding of Southern Lehigh School District's requirements for this assignment. Additional suggestions or changes to this assignment may or may not require a change in pricing as currently quoted.