

## APPLICATION ACTIVITY 2: ANNOTATE CORRESPONDENCE

### COMPUTER LEARNING SYSTEMS

8877 Ambassador Boulevard  
Lexington, KY 40577-8877



November 15, 19--

Ms. Carmella Huntington  
Ashland Computing Distributors, Inc.  
1245 Western Avenue  
Ashland, KY 44466-1688

Dear Ms. Huntington:

You are invited to submit a proposal for installing a new computer system for our company. We provide computer training opportunities for employees and customers. A request-for-proposal packet is enclosed with this letter. This packet provides information about our current hardware and software and our tentative plans for upgrading the system.

Our main office is located in downtown Lexington. We have additional sites on the north and east sides of town. At the present time, our computers are not networked. The new computer system we plan to install will network our three sites.

The training programs we currently offer are described in the packet. We do not expect the training programs to change in the near future; but we are interested in a computer system that can be upgraded and expanded with minimum inconvenience to our training personnel and customers. This packet should provide all of the information you will need to make an informed bid on our new computer system.

If you choose to bid on the new computer system, please include the specific hardware and software specifications for the system as well as answers to these questions in your bid: How much training will you provide to our current staff? What methods will you use to install and implement the new system? What kinds of follow-up analyses, support, and documentation will you provide?

Please let me know whether or not you intend to bid on this project by December 1. Final proposals will be due on January 10. If you have any questions, please call me at 606-555-0100.

Sincerely,

*Vickie L. James*

Vickie L. James  
Manager, Information Systems

Enclosure: Request-for-Proposal Packet