

The purpose of this e-mail is to announce the Request For Quote (RFQ) JFS- RFQ-21 0283248M from the Ohio Department of Job and Family Services (ODJFS) - IT Procurement Unit. Only current MBE STS vendors are invited to respond with a company letterhead bid for the item listed below:

500 each Microsoft PLA-00022 Surface Laptop 3

500 each Microsoft 1GK-00001 SurfaceDock 2 -docking station - 2x USB-C

500 each HPS-00002 Microsoft Complete for business - extended service agreement - 4 years

1000 each C2G 26902 C2G 6ft USB C to DisplayPort Cable - 4K 30Hz

500 each Logitech MK120 USB Keyboard and Mouse

Please carefully review details within this e-mail and any attached document prior to submitting your company quote.

The vendor quote must include the following for evaluation and award considerations:

- 1.Quote provided on Company Letterhead and must contain contact name, business phone number(s) and e-mail address
- 2.Quotes must be valid for 90 days from the ODJFS quote request end date.
- 3.MBE vendors are required to provide their Certified Ohio MBE vendor number and the expiration date of their MBE Certification on the quote.
- 4.MBE vendors who are an STS or MMA **vendor must include the vendor Contract Number on the quote (if applicable).**
- 5.Quote from your active/current STS or MMA **(if applicable)**, include the STS or MMA item number **(if applicable)**, description and the associated reduced price on the quote.
- 6.Quantity and unit price for each line item value must be included, even if item cost is \$0.00
7. Vendor must provide a statement that demonstrates that they have the credit line sufficient to fill the order.

To respond to this request for quote, attach your company letterhead quote in an e-mail to JFS-IT-BID-REQUEST@jfs.ohio.gov with e-mail subject JFS- RFQ-21 0283248M on or before 8:00 AM, Tuesday, February 9, 2021. **All quotes must be good for 90 days** and late e-mail responses will not be evaluated for the RFQ award.

Also, ODJFS would greatly appreciate a "no bid" email reply by 8:00 AM, Tuesday, February 9, 2021 if your company chooses not to bid. E-mail questions are permitted for the next 24 hours and questions must be sent to JFS-IT-BID-REQUEST@jfs.ohio.gov with e-mail subject titled, QUESTIONS JFS- RFQ-21-0283248M for review and a response. During the open bid process, any communication outside of JFS-IT-BID-REQUEST@jfs.ohio.gov for JFS- RFQ-21-0283248M may disqualify a vendor response.

Thank you in advance for your interest and consideration.

JFS IT Procurement Unit