

The purpose of this e-mail is to announce the Request For Quote (RFQ) JFS- RFQ-21-322266 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:

**Please see attached addendum for product specification listing**

**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 have funding available to fulfill the order in its entirety.

To respond to this request for quote, attach your company letterhead quote in an e-mail to [JFS-IT-BID-REQUEST@jfs.ohio.gov](mailto:JFS-IT-BID-REQUEST@jfs.ohio.gov) with e-mail subject JFS- RFQ-21 -322266 on or before 3:00 PM, Wednesday June 2, 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 3:00 PM, Wednesday, June 2, 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](mailto:JFS-IT-BID-REQUEST@jfs.ohio.gov) with e-mail subject titled, QUESTIONS JFS- RFQ-21-322266 for review and a response. During the open bid process, any communication outside of [JFS-IT-BID-REQUEST@jfs.ohio.gov](mailto:JFS-IT-BID-REQUEST@jfs.ohio.gov) for JFS- RFQ-21-322266 may disqualify a vendor response.

Thank you in advance for your interest and consideration.

JFS IT Procurement Unit