

Request For Quote (RFQ) JFS-RFQ-21-4217648 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 items listed below:

- **6 EACH - Part No. 38052869JA AEM Forms: OPT Per Core - OnPremise Term – Adobe Inc.**
- **1 EACH - Part No. 38055798 - AEM FORMS:OD AUTO FORMS CONVERSION – Adobe Inc.**

POP: Begins on Delivery and is valid for 365 days.

Please carefully review details within this 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 a STS or MMA **vendor must include the vendor Contract Number on the quote.**
5. Quote from your active/current STS or MMA, include the STS or MMA item number, 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.

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-21-4217648 on or before 8:00 AM, Thursday, July 23, 2020. **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, Thursday, July 23, 2020 if your company chooses not to bid.

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