

## Request for Quote JFS-RFQ-10-4430138-6267\_Surface Laptops\_AN

The purpose of this posting is to announce the Request for Quote (RFQ) for JFS-RFQ-10-44301386267 from the Ohio Department of Job and Family Services (ODJFS) Office of Information Services (OIS) for the following hardware:

QTY	Part no	Description
2350	PLA-00022	Microsoft Surface Laptop 3 - 13.5" - Core i7 1065G7 - 16GB RAM - 256 GB SSD - US
2350	SVS-00001	Surface Dock 2
95	3YR-00001	Surface Mouse
4700	26902	6 ft USB-C to DP adapter cable
2350	HP3-00038	Warranty (4 yr extended warranty srv.**)

**NOTE: ONLY QUOTES SUBMITTED FROM CURRENT DAS/OIT STATE TERM SCHEDULE (STS) VENDORS WILL BE ACCEPTED. THIS WILL ENSURE THE AGENCY HAS A VALID PROCUREMENT AUTHORITY TO REQUEST APPROVAL THROUGH THE DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS), OFFICE OF INFORMATION TECHNOLOGIES (OIT).**

### **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 vendor must include the vendor STS Number on the quote.
5. Quote from your active/current STS, include the STS item number, description and the associated STS reduced price must be 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 [Anthony.Norwood@jfs.ohio.gov](mailto:Anthony.Norwood@jfs.ohio.gov) with e-mail subject: JFS-RFQ-10-4430138-6267\_AN quotes due on or before by **3:00 PM, Friday, September 4, 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, **3:00 PM, Friday, September 4, 2020**, if your company chooses not to bid on this project. E-mail questions are permitted for the next 24 hours and questions must be sent to [Anthony.Norwood@jfs.ohio.gov](mailto:Anthony.Norwood@jfs.ohio.gov) e-mail subject titled, QUESTIONS: JFS-RFQ-10-4430138-6267\_AN for review and a response. During the open bid process, any communication outside of [Anthony.Norwood@jfs.ohio.gov](mailto:Anthony.Norwood@jfs.ohio.gov) for JFS-RFQ-10-4430138-6267\_AN may disqualify a vendor response.

Anthony Norwood, Sourcing Analyst  
Office of Contracts and Acquisitions  
30 E. Broad St., 31st Floor

Columbus, Ohio 43215  
614-466-6636  
Fax: 614-466-3122