

II. Time and Date of Submission

Organizations, companies, firms, or individuals who are interested in submitting letterhead bids must make their submission not later than **10:00 a.m. Eastern Standard Time on January 13, 2011**. Faxes will not be accepted. Proposals must be addressed to:

**Office of Information Services
Ohio Department of Job and Family Services
Attn: OIS IT Procurement Unit
4200 E. Fifth Ave.
Columbus, Ohio 43219**

For hand delivery on the due date all proposals will be accepted at the Security Guard Desk at 4200 E. Fifth Ave., Columbus, Ohio 43219. **DAS/OIT WILL NOT ACCEPT PROPOSALS FOR THIS RLB.** JFS is not responsible for any proposals delivered to any address other than the address provided above.

All submissions, whether by mail or hand delivery, must be received complete by the above date and time. Materials received after the submission deadline date, or partial submissions received regardless of the date, will not be added to previous submissions, nor be considered. No confirmations of mailed proposals received can be provided.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RLB, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between JFS and the vendor selected.

III. Anticipated Procurement and Project Timetable

12/23/2010	JFS Releases RLB to Potential Vendors. Q & A Period Opens - Vendors may submit inquiries for RLB clarification.
01/05/2011	Vendor Q & A Period closes, 8:00 a.m. for inquiries for RLB clarification - No further inquiries for RLB clarification will be accepted.
01/13/2011	Deadline for Vendors to Submit Proposals (10:00 A.M., Eastern time).
02/4/2011	JFS Issues Award Notification (estimated).
2/4/2011	Purchase Order approval – work may not begin until a state Purchase Order has been fully approved by OBM. (estimated).
02/14/2011	Work begins with Vendor team onsite at location to be determined. (estimated).
06/30/2011	All project work must be completed.

JFS reserves the right to revise this schedule if in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.