

Amendment 10-19-2009: Applicants are to delete section 4.1 as it had been originally posted, and replace it with this section 4.1, as information on the numbers and types of proposal copies had been omitted. ODJFS regrets any inconvenience.

4.1 Proposal Submission Information

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- **five paper copies (one signed original and four copies) and one CD-ROM copy of the Application including all components of the Application – the entire application should be presented as one single .pdf file on the CD-Rom.**

The applicants' total proposal submissions (both the technical and project budget and required documents) must be received by ODJFS complete no later than 3:00 p.m., local time on ***October 26, 2009***. Faxes or e-mailed submissions will not be accepted.

Proposals must be addressed to:

**Office of Contracts & Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
ATTN: RFGA/RLB Unit**

The CD-ROM must include all components of the Technical Proposal and Project Budget, including any required or voluntary attachments to it. The requested CDs will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and failure to include them or to properly label them may, at ODJFS discretion, result in the rejection of the applicant from any consideration.

All proposal submissions (including all copies) must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from an applicant's proposal submission (*e.g.*, letters of support, recommendations from past customers of the applicant's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be considered. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

For hand delivery on the due date, applicants are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes

State Office Tower (address as stated above) and again on the 31st Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.**

Submission of a proposal indicates acceptance by the applicant of the conditions contained in this RFGA, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between ODJFS and the applicant selected.