

Ted Strickland  
Governor

Helen E. Jones-Kelley  
Director



30 East Broad Street • Columbus, Ohio 43215-3414  
[www.jfs.ohio.gov](http://www.jfs.ohio.gov)

June 27, 2007

Dear Vendor:

This letter is to announce the release of the Ohio Department of Job and Family Services' (ODJFS) Request for Letterhead Bids (RLB) # R-89-01-0488, to solicit responses from vendors qualified to provide members of the agency's Director's Office with professional consultation and technical assistance in enhancing the effectiveness of the functional and administrative interfaces between ODJFS and its county agency partners. As a result of this RLB process, ODJFS anticipates offering contracts to up to three highly qualified persons, each with extensive public sector experience in the administration of at least one program area for which ODJFS holds responsibility, and experience in fiscal administration, professional communications, and training needs analysis.

The selected consultants will be assigned various tasks related to the goals of this project, such as designing training programs for new county agency directors and staff; assessing the needs of county agency staff for information on state-level operations and proposing ways to fill those needs; enhancing the effectiveness of current ODJFS methods for communicating with and supporting the county agencies; or examining administrative interaction between ODJFS and county agencies on specific program functions in order to enhance their effectiveness.

If you are interested in submitting a bid for this important project, please obtain the RLB and its related documents through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you do not have Internet access to this document, or experience problems opening it, please contact the RFP/RLB Unit at:

ODJFS, Office of Contracts and Acquisitions  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, Ohio 43215-3414  
PH: (614) 728-5693

Responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RLB. Thank you for your attention to this request.

Sincerely,

(signature on file)

Helen E. Jones-Kelley  
Director