

Ted Strickland
Governor

Helen E. Jones-Kelley
Director



30 East Broad Street Columbus, Ohio 43215-3414
www.jfs.ohio.gov

June 11, 2007

Dear Vendor:

The Ohio Department of Job and Family Services (ODJFS), is soliciting letterhead bids from vendors with valid State Term Schedules (STS) authorizing them to provide Cognos Reportnet development and consulting services. Vendors submitting responses to this RLB must demonstrate an appropriate STS that will be valid for the time period in State Fiscal Year (SFY) 2008 in which the work described in this RLB is to be performed. Vendor responses that fail to demonstrate compliance with this requirement will not be considered.

ODJFS will select one or more vendors to provide the services of Cognos report writing professionals for performance of the work described in this Request for Letterhead Bids (RLB). The selected vendor(s) will be responsible for delivering Cognos Reportnet reports to ODJFS end users as part of the Ohio Administrative Knowledge System (OAKS) enterprise resource planning system.

If you are interested in submitting a bid for this important project, please obtain the RLB 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 this ODJFS URL, please contact the RFP/RLB Unit at the following telephone number:

ODJFS, Office of Contracts and Acquisitions
30 East Broad Street, 31st 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 RFP. Thank you for your attention to this request.

Sincerely,

Signature On File

Helen E. Jones-Kelley
Director