

Ted Strickland
Governor



Helen E. Jones-Kelley, J.D.
Director

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

April 6, 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-89-10-0005, for the purpose of obtaining a vendor who will provide court reporting services. This Request for Letterhead Bids (RLB) document is released by ODJFS, and the subsequent contract will be with ODJFS. The Office of Unemployment Compensation (UC), Bureau of Program Services will be responsible for daily contract management

Section 4141.283 of the Ohio Revised Code (ORC), states in part that, "Whenever the director of job and family services has reason to believe that the unemployment of twenty-five or more individuals relates to a labor dispute, the director shall schedule a hearing concerning the reason for unemployment." The above section of the law also requires that a transcript of the hearing be provided to the Unemployment Compensation Review Commission (UCRC) when an application of appeal is filed with the UCRC. Therefore, in order to comply with the ORC, ODJFS is seeking to contract with a vendor to perform court reporting services. The selected contractor will be required to travel to hearing sites around the State of Ohio, transcribe the hearing, and provide a transcript of the hearing within seventy-two hours (three days) of the hearing conclusion.

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 the above referenced ODJFS URL, please contact the RFP/RLB Unit at (614) 728-5693 or at the address: ODJFS, Office of Contracts and Acquisitions, 30 E. Broad Street, 31st Floor, Columbus, Ohio 43215-3414.

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-Kelly
Director