

Ted Strickland
Governor



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

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

January 18, 2008

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-89-04-0708, for the purpose of obtaining a qualified and experienced vendor to provide a complete off-the-shelf Computer Aided Facility Management (CAFM) software and related services. The selected vendor will be responsible for providing a fully functional system, including system installation/documentation, full implementation, and related data conversion services in order to replace the ODJFS existing system with a roll-out no more than fourteen (14) weeks from installation.

This fully functional, multi-user system must include core modules for space, move, and asset management, utilizing AutoCAD software. The implemented system must provide varying levels of user access to system functionality. The product's core must also provide modules to include maintenance/work orders, lease, and property management. It is required that the product has the ability to transfer data from Drawbase, MS Access, and MS Excel. The selected vendor must also provide product upgrades and maintenance with ongoing product training for the initial contract period of approximately fifteen months (from contract effective date through June 30, 2009) and for up to two additional two-year contract renewals (*i.e.*, through June 30, 2013).

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 documents posted there, please contact the RFP 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

An Equal Opportunity Employer