



Columbiana County Department of Job & Family Services

110 North Nelson Avenue, Lisbon, Ohio 44432

330-424-1471 *** Facsimile 330-424-0925

Eileen Dray-Bardon, Director

July 23, 2010

Dear Potential Proposer:

The Columbiana County Department of Job & Family Services is requesting your interest in providing Document Back-File Imaging Services & Destruction of Imaged Records Services. Proposals may be found on our website at www.columbianacountyjfs.org. From our website click on:

- Administration
- Vendor Requests
- Request For Proposals (RFP)
- Document Back-File Imaging

Proposals are to be submitted to the Columbiana County Department of Job and Family Services (CCDJFS) office located at 110 North Nelson Avenue in Lisbon, Ohio 44432. Walk-in proposals may be dropped off at the Main Reception Area of the Agency.

This will be the only opportunity to submit proposals for document back-file imaging and destruction of imaged records services. Proposals must be received into this agency no later than the close of business (4:00 p.m.) on Friday, August 13, 2010.

The CCDJFS reserves the right to reject all proposals based on specifications, appropriateness of program goals, criteria or lack of funding. All requests for funding proposals are based on availability of funds. Due to possible State budget reductions the CCDJFS reserves the right to select all or part of a proposal of which to enter into a contract. Contracts will be awarded to the proposals judged best in terms of cost, performance and audit history.

Sincerely,

Susan Hawkins, Fiscal Specialist

Approved:

Carol Harvey, Business Office Administrator

◇ Carol Harvey ◇
Business Office Administrator

Sheri Beverly
Human Resource Officer