

Columbiana County Dept. of Job & Family Services (CCDJFS)

7989 Dickey Drive, Suite 2

Lisbon, Ohio 44432

BACK TO SCHOOL SHOE PROGRAM CONTRACT SPECIFICATIONS

The Columbiana County Department of Job and Family Services is seeking a vendor in Columbiana County to provide shoes to students entering grades K-12. Interested Vendors should submit a detailed proposal indicating their ability to provide the services listed below. Proposals must be received at the CCDJFS by 4:00 p.m. on Wednesday, July 3, 2025.

Vendor must have the capabilities of the following:

- Be willing to accept shoe vouchers issued by the CCDJFS
- Ability to attach receipts to the vouchers
- Vendor must send the vouchers with receipts with an invoice to the CCDJFS within 30 days of redemption
- Vendor must ensure that no refunds are issued
- Vendor may exchange shoes for a comparable shoe (similar size)
- Vendor must have the capability of stocking various sizes of school shoes and backpacks in their inventory for 500 shoe vouchers
- Child size shoes and adult size shoes shall be under \$125.00 each
- If shoes and/or backpacks are under the voucher amount, socks may be purchased to make up the difference
- Short turn around if a specific size would need to be ordered
- Foot size must be measured for each student to ensure proper fit
- Commit to providing adequate staff to measure the feet of the voucher recipients
- Vendor must check ID
- Vendors with the capability of issuing shoes in both the Northern and Southern parts of Columbiana County will take precedence in the vendor selection process