

**BID REQUEST FOR SEALED PROPOSALS
COMPUTER PROGRAMMING AND STAFF TRAINING
Federal Fiscal Year 2019**

Sealed bids will be received until 2:00 p.m. on Monday, November 19, 2018 by the Lorain County Commissioners, Lorain County Administration Building, Purchasing Department, 226 Middle Avenue, Elyria, Ohio 44035, for Computer programming and staff training which is requested by Lorain County Department of Job and Family Services.

Lorain County Department of Job and Family Services is seeking a qualified contractor to provide computer programming and staff training using Microsoft's Office Access Database Program, Microsoft Word, Excel, PowerPoint, OneNote, Publisher and Outlook. The scope of the work will be as follow: FORM DEVELOPMENT, DATABASE DEVELOPMENT and STAFF DEVELOPMENT.

The above requested service will be used by Lorain County Department of Job and Family Services, in accordance with specification. Proposals will be opened immediately following the 2:00 p.m. deadline in the Lorain County Commissioners Fourth Floor Public Meeting Room.

Bid packets for this service will be available beginning Monday, November 05, 2018 at the Lorain County Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035. You may obtain a packet in one of the following ways:

1. Pick up at Lorain County Purchasing Department.
2. Request in writing for a packet to be e-mailed. Send the e-mail request to Pam Wilkens, pwilkens@loraincounty.us at the Lorain County Purchasing Department.
3. Request in writing via the US Postal Service for Lorain County Purchasing Department to mail a packet.

Each bid shall contain the full name or names of the person and company submitting the RFB and shall be enclosed in an envelope marked "RFP Computer Programming and Staff Training".

The Board of Commissioners reserves the right to reject any and all bids and to waive any informalities or irregularities if it is deemed in the best interest of Lorain County to do so. Any interpretation, correction, or modifications to the specifications desired shall be submitted in writing to Jennifer Key, Contract Supervisor, Lorain County Department of Job and Family Services, 42485 North Ridge Road, Elyria, Ohio 44035, e-mail: Jennifer.Key@jfs.ohio.gov, fax #440.323.3422, and must be received at least four (4) days prior to the date of the bid opening.