



# SANDUSKY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

2511 Countryside Drive • Suite A • Fremont, Ohio 43420 • [info@sanduskycountydjfs.org](mailto:info@sanduskycountydjfs.org)

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Dear Vendor,

Sandusky County Department of Job and Services is issuing a Request for Quotes to provide payroll services for our youth work experience program as part of the TANF/CCMEP & WIOA/CCMEP Year-Round Youth Program. The work experience portion of the program is an integral piece in helping young people, ages 14-24 to obtain vital work habits and skills, aiding them towards becoming self-sufficient.

Sandusky County Department of Job and Family Services would like the vendor to provide a quote for the following: provide payroll services, distribution of payroll checks and serve as the employer of record for participating youth. The anticipated term of this contract will run from July 1, 2021 thru June 30, 2022 with the possibility of 3 additional 1-year renewals if mutually agreed to by both parties. At the current time we don't have a definite number of clients that will be in the program, but we are currently anticipating between 5 and 20 participants per year.

Quotes will be received by Sandusky County Department of Job and Family Services located at 2511 Countryside Drive, Fremont, Ohio 43420 until 4:30 P.M. on Wednesday June 9, 2021. Quotes may be submitted in person, mail, fax or by email to Bob Anderson, Fiscal Administrator at [Bob.Anderson2@jfs.ohio.gov](mailto:Bob.Anderson2@jfs.ohio.gov). Questions may also be submitted by fax or emailed to Bob Anderson.

A contract will be awarded to the lowest and best quote that, in the judgment of the County Officials, is in the best interest of the county and/or the Sandusky County Department of Job and Family Services. The Sandusky County Department of Job and Family Services reserves the right to reject any and all quotes.

Sincerely,

Bob Anderson  
Fiscal Administrator  
Sandusky County DJFS  
419-552-3150 - phone  
419-332-2156 - fax

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DIVISION	PHONE	FAX	EMAIL
Public Assistance	419-334-3891	419-332-2156	<a href="mailto:Sandusky-County-Public-Assistance@jfs.ohio.gov">Sandusky-County-Public-Assistance@jfs.ohio.gov</a>
Children Services	419-334-8708	419-355-5329	<a href="mailto:Sandusky-County-Children-Services@jfs.ohio.gov">Sandusky-County-Children-Services@jfs.ohio.gov</a>
Child Support	419-334-2909	419-355-5344	<a href="mailto:Sandusky-County-Child-Support@jfs.ohio.gov">Sandusky-County-Child-Support@jfs.ohio.gov</a>
OhioMeansJobs	419-332-2169	419-332-2721	<a href="mailto:OmjSandCo@jfs.ohio.gov">OmjSandCo@jfs.ohio.gov</a>