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### Lucas County Information Services Checklist for Hardware/Software/Services

Department: Adult Probation

Requestor: Lawrence McCarthy

Funding Account & Description: See comments.

Req. Date: 03/28/2014

Vendor: SHI

**Type of Request (check all that apply):**

Hdw  SW  Services/New

Purchase  Lease  Subscription

Services/Support Renewal Original Purchase Date

State Term Contract ID 0A1108

**Description or Nature of Request and for whom this is intended:**

Adult Probation intends to purchase 4 MS Office Standard Licenses. The software is intended for Donna Moore, Sheri Easterwood, David Schultz and Julie Klement.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
021-10293 MS Office Standard 2013 License Acct. # 2281-1761-514120-Q2351	7827895	na	2	\$ 241.73	\$ 0.00	\$ 483.46
021-10293 MS Office Standard 2013 License Acct. # 1010-3350-530100	7827895	na	2	\$ 241.73	\$ 0.00	\$ 483.46
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 966.92

**Business Reason or Justification:**

Upgrading from a previous version of Office and upgrading from a stand alone MS Word only package.

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**Planned Location:**  **If Other please specify:**

**Network Connection Required?**  Yes  No  N/A

**LCIS installation assistance needed?**  Yes  No **Date:**

**LCIS on-going support required?**  Yes  No  N/A

**ITB or RFP completed?**  Yes  No  N/A

**LCIS Management review completed?**  Yes  No  **Exclusion**

**DP Board Approved?**  Yes  No  **Exclusion**

**Date of Approval:**

**Comments:**

Account funding information:  
Donna Moore Acct. # 2281-1761-514120-Q2351  
Sheri Easterwood Acct. # 2281-1761-514120-Q2351  
David Schultz Acct. # 1010-3350-530100  
Julie Klement Acct. # 1010-3350-530100  
Reviewed and prepared by Jeremy Burnat.  
Reviewed and approved by George Webb.  
*G. Webb  
3/28/14*



**Pricing Proposal**

<b>Quotation #:</b>	7827895
<b>Description:</b>	Office
<b>Created On:</b>	Mar-28-2014
<b>Valid Until:</b>	Mar-31-2014

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**LUCAS COUNTY INFORMATION SRVCS**

**Jeremy Burnat**  
ONE GOVERNMENT CENTER  
SUITE 400  
TOLEDO, OH 43604  
United States  
Phone: (419) 213-4037  
Fax:  
Email: jburnat@co.lucas.oh.us

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All Prices are in US Dollar(USD)

<b>Product</b>	<b>Qty</b>	<b>Your Price</b>	<b>Total</b>
1 Microsoft Office Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 021-10293	4	\$241.73	\$966.92
<hr/>			
Total			\$966.92

**Additional Comments**

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*The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.*