

May 5, 2009

Steve Lynn, Director of Business Development
ComDoc, Inc.
3458 Massillon Road
Union Town, Ohio 44685

RE: RFP #2009.04.1 Intent to Award Notice
Request for Proposal: Print Management Program
Successful Supplier: ComDoc, Inc.

Dear Steve:

On behalf of NEO|SO and its member municipalities, political subdivisions, and entities, we thank you for your interest and participation in its Request for Proposal ("RFP") process. After careful review of the RFP you submitted on April 23, 2009 and after determining that your submission has satisfied the criteria for evaluation and selection, including but not limited to, pricing, experience, and certification, it is the decision of NEO|SO that your proposal is the lowest responsive and responsible. As a result, it is the intent of NEO|SO, by and through the authority given to its procurement agent, Collaborant, to award the contract as designated and identified through RFP #2009.04.1 to ComDoc.¹

As the lowest responsive and responsible proposer, your proposal has responded to the RFP specifications in all material aspects, and contains no irregularities or deviations from those specifications which we deem would materially and/or substantively affect the amount of the proposal, designate your proposal unresponsive or disqualified, or provide you with an unfair competitive advantage. Some of the factors that were considered by NEO|SO in reviewing your proposal included, but are not limited to, your company's technical scoring, ability to perform and/or execute under the proposed contract, and experience.

Prior to the award of the contract, there are several specific items which NEO|SO and ComDoc must finalize and reach agreement, including, but not limited to:

- Contract terms and conditions
- Sales and marketing pipeline
- Milestone-based financial incentives

We suggest meeting next Tuesday morning from 9 AM to 10 AM. Mark Lewis will travel to ComDoc's offices for the meeting and David Akers will participate by phone from the NEO|SO office. Please contact Mark Lewis to confirm at 330.877.8919 whether this date and location will work for your team.

¹ Please be advised that this Intent to Award Notice is subject to the execution of a written contract and, as a result, does not constitute the formation of a contract and/or binding agreement between NEO|SO and ComDoc, Inc. If ComDoc, Inc. fails to execute a contract with NEO|SO, then NEO|SO may revoke the award, and award the contract to the next lowest responsive and responsible proposer/supplier. Additionally, NEO|SO reserves the right to cancel this Intent to Award Notice at any time prior to the execution of a written contract.



Additionally, the following actions must occur (*i.e.*, next steps), prior to the award of the contract. Those next steps are as follows:

- Update the contract with final terms and conditions
- Update the ComDoc proposal with final pricing
- Provide NEO|SO with the final electronic files submitted as part of the proposal renamed to correspond to the body of the proposal
- Pass a resolution by the NEO|SO board authorizing ComDoc as the winning supplier

Upon the conclusion of the next steps, a contract award letter will be issued to you as authorization to proceed under the terms of that contract, and provide the goods and/or services contracted, in accordance with the terms and conditions, and prices as set forth and negotiated pursuant to the RFP.²

If you have questions, please contact Mark Lewis.

Sincerely,



Jani Memorich, Business Manager
Northeast Ohio Sourcing Office

² ANY PARTY SEEKING TO PROTEST THIS INTENT TO AWARD NOTICE MUST SUBMIT A WRITTEN PROTEST IN ACCORDANCE WITH SECTION 7.1 OF RFP#2009.04.1.

