

EDGE Requirements Checklist

State of Ohio Standard Forms and Documents

Professional Services Proposer (A/E or CM):

- Seek EDGE participation (see O.A.C. 123:2-14-10)

- Submit Statement of Qualifications (“SOQ”). *Identify commitment to participate in EDGE program (included in F110-330 form).*
-and-
 - Prepare an Intent to Contract and to Perform (F110-12) for each EDGE-certified business and submit with SOQ if possible. *Identify EDGE percentage of total A/E or CM Fees.*

- or-
 - If EDGE goal is not met, prepare a Request for Partial Waiver on company letterhead, attach Good Faith Effort form (F110-13) and supporting documentation, and submit with SOQ if possible.

Construction Bidder (Contractor):

- Seek EDGE participation (see O.A.C. 123:2-14-10)

- Submit Bid. *Identify commitment to participate in EDGE program (included in Bid Form).*
-and-
 - Prepare an EDGE Affidavit Document 00-45-39 (2016-MAR) Intent to Contract and to Perform (EDGE Affidavit) for each EDGE-certified business and submit with Bid if possible. *Identify EDGE percentage of total Contract Sum.*

- or-
 - If EDGE goal is not met, prepare a Request for Partial Waiver on company letterhead, attach Good Faith Effort form (F110-13) and supporting documentation, and submit with Bid if possible.

If selected:

- Submit an EDGE Participation/Intent to Contract and Perform form (F110-12) for each EDGE-certified business with Technical Proposal (A/E) or Implementation Plan (CM) if not submitted with Bid. *Identify EDGE percentage of total A/E or CM Fees.*
-or-
 - If EDGE goal is not met, prepare Request for Full or Partial Waiver of EDGE Participation Goal on company letterhead, attach Good Faith Effort form (F110-13) and supporting documentation, and submit with Proposal / Plan.

- then-
 - Receive Approval of Full or Partial Waiver letter from Contract Authority/Project Owner.

- or-
 - Receive Denial of Waiver letter and seek additional EDGE participation and submit Intent to Perform for each EDGE business enterprise within stipulated time.

If apparent low bid:

- Submit an EDGE Affidavit for each EDGE-certified business with Bidder’s Qualifications form within three business days of request if not submitted with Bid. *Identify EDGE percentage of total Contract Sum.*
-or-
 - If EDGE goal is not met, prepare Request for Full or Partial Waiver of EDGE Participation Goal on company letterhead, attach Good Faith Effort form (F110-13) and supporting documentation, and submit with Bidder’s Qualifications form.

- then-
 - Receive Approval of Full or Partial Waiver letter from Contract Authority/Project Owner.

- or-
 - Receive Denial of Waiver letter and seek additional EDGE participation and submit Intent to Perform for each EDGE business enterprise within stipulated time.

If awarded:

- Submit EDGE participation information on cost breakdown in the OAKS CI “Professional Services Agreements” business process. *Identify each EDGE business as separate line items.*

- Submit EDGE participation information on monthly pay requests in the OAKS CI “Professional Services Pay Request” business process.

- Submit EDGE participation information on final pay request in the OAKS CI “Professional Services Pay Request” business process.

- Submit certified (F390-04) Payment Release Affidavit of EDGE participation.

If awarded:

- Submit EDGE participation information on cost breakdown in the OAKS CI “Contract Schedule of Values” business process. *Identify each EDGE business as separate line items.*

- Submit EDGE participation information on monthly pay requests in the OAKS CI “Contractor Pay Request” business process.

- Submit EDGE participation information on final pay request in the OAKS CI “Contractor Pay Request” business process.

- Submit certified (F390-04) Payment Release Affidavit of EDGE participation.