Ohio DAS

SERVICE · SUPPORT · SOLUTIONS

DEPARTMENT OF ADMINISTRATIVE SERVICES

Live Webinar: "How to do Business with the State of Ohio"

September 28, 2017

10am – 11:30am EST

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$6,000,000,000.00

Each Fiscal Year, State agencies spend approximately **$6 billion** on purchases for a wide variety of supplies and services required for the daily operation of their facilities.

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Agenda

- What does the State buy?
- Purchasing Requirements for State agencies
- How does the State buy?
- Navigating the State Procurement website
- Responding to ITBs and RFPs

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What does the State buy?

Computers

Vehicles

Clothing

Pharmaceuticals

Food

Professional Services

How the State Makes Purchases

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Ohio Revised Code 123.035 – Requisite Procurement Program

State Agencies are ***required***, by law, to purchase from one of the following State Resources first, if the product or service is available:

- Ohio Penal Industries (OPI)
- Community Rehabilitation Program (CRP)
- Opportunities for Ohioans with Disabilities (formerly RSC)
- Office of Information Technology (OIT)
- DAS State Printing and Mail Services
- Department of Mental Health (DMH)
- Ohio Facilities Construction Commission OFCC)

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Existing Department of Administrative Services (DAS) Contracts

- State Agencies are required to look at DAS contracts for supplies and services
- Some contracts are mandatory use and some are set up as optional use

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Establish a New DAS Contract

Competitive Selection Process

- Invitation to Bid – lowest responsive and responsible
- Request for Proposal – “best value”
- Reverse Auction – lowest responsive and responsible

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Negotiated Contracts

- State Term Schedule (STS) – agencies are now required to obtain at least 3 quotes
- Master Maintenance Agreements (MMA)
- Price schedules are negotiated and may be based upon:
  - Federal Schedule Pricing
  - Similarly situated, most favored customer pricing
  - Other competitively bid contracts from state or local consortium, etc.

Using the State Procurement Website

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State of Ohio Procurement Website

- Registration
- State and Local Opportunities
- Agency Contacts
- Resources and Help

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State of Ohio
Procurement

procure.ohio.gov

GOVERNING 2016 STATE PROCUREMENT RANKINGS
State of Ohio #5 RANK

Save the Date!

September 28, 2017

DAS Office of Procurement Services
"How to do Business with the State"
Webinar!

NOTICE: How to do Business with the State

You are invited to participate in a live webinar on "How to do Business with the State." We will look at tools and resources you can use to assist your business in finding procurement opportunities.

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- Telecommunication Contracts
- IT Enterprise Services Portal
- MBE & EDGE Opportunities
- State Contract Opportunities
- State Printing and Mail Services
- Agency Request to Purchase
- Procurement Related Web Links

Services

- Agency Procurement Tools
- MBE & EDGE Agency Tool Kit
- MBE & EDGE Suppliers Tool Kit

Announcements

9/21/2017 Save the Date - "How to do Business with the State"

8/17/2017 State Term Schedule Guidance - NEW UPDATE

State of Ohio
Procurement

GOVERNING 2016 STATE PROCUREMENT RANKINGS
State of Ohio #5 RANK

for Suppliers ▾ | for State Agencies ▾ | for Political Subdivisions ▾ | Contacts ▾ | LOGIN

- Current Contracts
- Bid Opportunities ▸
- Selling to the State
- Registration ▸
  - Register to do Business with the State
  - Register for Bid Notifications
  - Do Business in Ohio
- Purchasing Programs ▸
- Contract Management Vendor Portal
- Forms
- Invoice Processing

Select *Register to do Business with the State.*

Save the D

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- 5/11/2017 Veteran-Friendly Business Procurement Program
- 5/4/2017 Blanket Release & Permit FY 18 &19
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- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

Policies

- Procurement Procedures for Supplies, Services and Information Technology

State of Ohio Suppliers

About eSupplier

Register a New Account

Continue Self-Registration

Update an Existing Account

Medicaid

Help & Information

Login

Select *Register a New Account.*

State of Ohio Suppliers

Select *Supplier Based INSIDE the United States.*

About eSupplier

Register a New Account

You are a...

Supplier Based INSIDE the United States

Supplier Based OUTSIDE the United States

Continue Self-Registration

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Help & Information

Login

Register a New Supplier Account

For Suppliers Based **Inside** the United States

IRS W-9 Form

Follow steps 1-7 before continuing with registration.

To Register:

1. Please complete the IRS W-9 Form
2. Print the form
3. Sign *(Hand-written signature required)*
4. Scan completed **W-9** back to yourself
5. Please have ready a **Bank Verification Letter** or **Voided Check**
6. Proceed to the Supplier Self-Registration page
   (self-registration will take approximately 15 minutes to complete)
7. Attach your W-9 to the Self-Registration when prompted

Click here to go to the Ohio Supplier Portal Self-Registration page

Favorites | Main Menu

Ohio Supplier Portal Sign-On Page

Home | Sign out

OAKS Financials

Welcome | Identifying Information | Addresses | Contacts | Payment Information | Categorization

Exit | Previous | Next

Welcome - Step 1 of 7

All fields containing asterisks are required, please click on q

Should you have additional questions during the registration (1-877-644-6771).

Select an activity below:

Select *Business* or *Individual* and continue completing registration.

- Start a new registration form
  - What type of entity do you represent?
    - Business
    - Individual
- Continue from where you left

Exit | Previous | Next

* Required field

Finding Category Codes

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www.unspsc.org

Visit unspsc.org to maintain the proper classification of goods and services that you offer.

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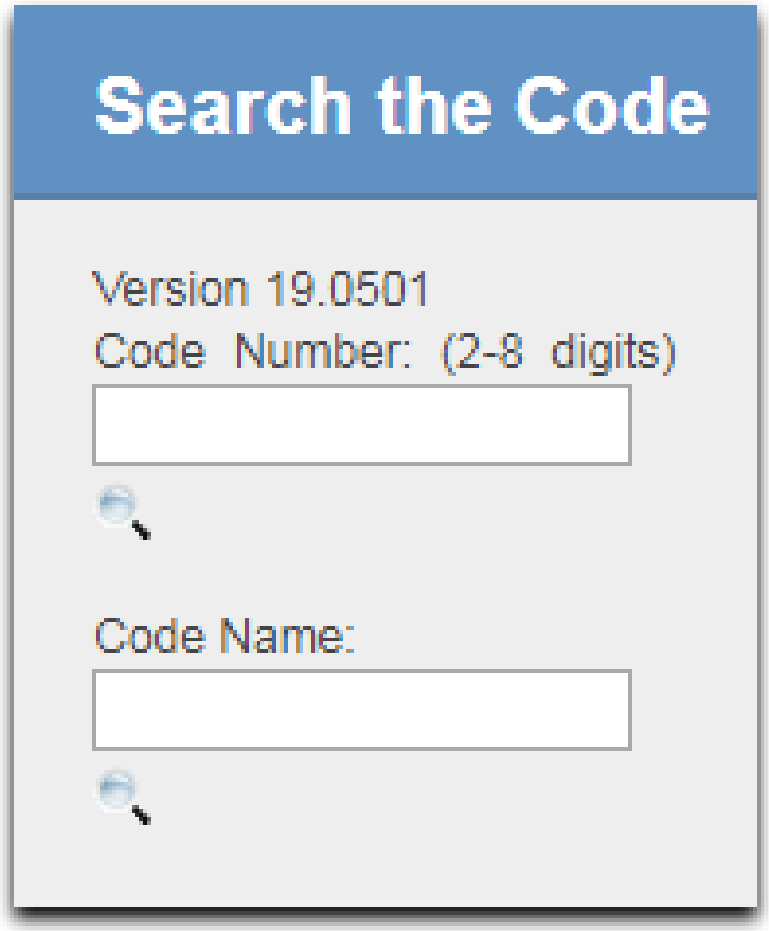
Search for Codes

Use the search to help you find your specific service or commodity code.

You can search by Code Number or Code Name.

When adding UNSPSCs to your supplier information, enter the last four digits as zeros to broaden your bid opportunities.



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HOME FAQS SEARCH-CODE MEMBERSHIP LIBRARY CODESET-DOWNLOADS INITIATIVES EDUCATION

Version 19.0501

Search Code

Search Title Janitorial

Search

Code	Title
47121500	Cleaning and janitorial carts and accessories
47120000	Janitorial equipment
47130000	Cleaning and janitorial supplies
76110000	Cleaning and janitorial services
47121502	Cleaning or janitorial cart accessories
47121501	Cleaning or janitorial cart

Add as many codes as applicable to your supplier profile that are related to the goods or services you provide.

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Terms of Use | Privacy Policy | Contact Us

If you are currently registered as a supplier and have questions regarding your account, please visit http://www.supplier.obm.ohio.gov/ for assistance.

Finding Bid and Contact Opportunities

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State of Ohio
Procurement

GOVERNING 2016 STATE PROCUREMENT RANKINGS
State of Ohio #5 RANK

Select *Bid Opportunities* then *All Opportunities.*

- Current Contracts
- Bid Opportunities ▸
  - IT Opportunities
  - All Opportunities
  - Printing Opportunities
  - Construction Opportunities
  - Ohio Department of Transportation
- Selling to the State
- Registration ▸
- Purchasing Programs ▸
- Contract Management Vendor Portal
- Forms
- Invoice Processing

Date!

28, 2017

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- MBE & EDGE Suppliers Tool Kit
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Policies

- Procurement Procedures for Supplies, Services and Information Technology
- State Term Schedule Guidance

State of Ohio
Procurement

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Procurement Opportunity Search

Please enter one or more of the search criteria below to locate bid opportunities ... -programmed and listed on the right of this page, click on one of the hyperlinks to view associated search results. To follow all updates to a...

For roadway and building construction opportunities, as well as opportunities for ... rtunities.

Select *ALL* for *Commodity Category* and *Opportunity Type.*

General Criteria

Document/Bid Number:

Search by keywords:

Matches on: All Words | Any Word | "Exact Phrase"

Market Type:
- All
- MBE
- Open Market

Index Number:

Commodity Category:
All
*IT Opportunities exist under three separate commodity categories.

Search by Date Type:
- Select Type -

Agency:
All

Start Date:

Opportunity Status:
Active

Opportunity Type:
All

End Date:

Clear | Search

Popular Bid Opportunity Searches

Information Technology Opportunities
- IT Opportunities
- Requests for Proposals
- Invitations to Bid

MBE Opportunities
- MBE Set-Aside Opportunities

Other Popular Opportunities
- Vehicle Opportunities
- Printing Opportunities

Procurement Opportunity Search Results

The table below presents search results based upon the criteria you entered. To refine your search further, you may enter additional search criteria by clicking the Back button at the bottom of the page to return to the Procurement Opportunity Search.

Selection Criteria...

Market Type: All; **Opportunity Status:** Active;

Export to Excel | Print

Title	Opportunity Type	Opportunity Status	Issued By	Market Type	Index Number	Document/Bid Number	Posted Date	Opening Date
"Certified Welder Instructor" *Not Issued by Procurement Services*	RFP	Active	DRC	Open	N/A	DRCP2384	9/13/2017	9/28/2017
2017 Street Tree Planting *Not Issued by Procurement Services*	ITB	Active	COOP	Open	N/A	2017-002(P&R)	7/12/2017	8/10/2017
Braille Literacy *Not Issued by Procurement Services*	RFP	Active	OOD	Open	N/A	OOD BSVI-2018-1	9/11/2017	9/25/2017
BREAD AND OTHER BAKERY PRODUCTS	ITB	Active	DAS	Open	GDC003	RS901618	9/22/2017	10/11/2017
Brochure Distribution *Not Issued by Procurement Services*	RFP	Active	DEV					
CABLE INSTALLATION PROJECT *Not Issued by Procurement Services*	RLB	Active	JFS					
Computer-aided Speech-to-Print Transcription Services *Not Issued by Procurement Services*	RFQ	Active	EDU					
Cultural Competency Project Information *Not Issued by Procurement Services*	RFQ	Active	EDU					
CUSTOM MUSIC *Not Issued by Procurement Services*	RFP	Active	DEV	Open	N/A	18TOU02	9/25/2017	10/20/2017
Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curriculum	RFP	Active	DAS	EMBE	DOH027	CSP905518	9/12/2017	10/11/2017
DISCOUNT AIR FARE	RFI	Active	DAS	Open	GPC010	DASPS-2803-17	8/30/2017	9/28/2017
Employer Resource Information Center	IFP	Active	JFS	N/A	N/A	PTJFS-18-01-004	9/1/2017	9/28/2017
Evaluation of the Comprehensive Cancer Control Program	RFP	Active	DAS	Open	DOH024	CSP904818	8/28/2017	9/27/2017
Halfway House for ODYS *Not Issued by Procurement Services*	RFP	Active	DYS	Open	N/A	DYS180103CO	8/30/2017	9/20/2017
Hearing Officers - EXTENDED UNTIL 11/1/2017 at 5:00pm (EST) *Not Issued by Procurement Services*	RFQ	Active	COM	Open	N/A	COM2018-ADM007	8/4/2017	11/1/2017

To view the opportunity, click on the *Document/Bid Number* link.

Procurement Opportunity Search Detail

The *Procurement Opportunity Search Detail* page provides information on the opportunity, links to the associated PDF files, and lists the inquiry period for the bid opportunity.

Opportunity Title

Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curricul

Opportunity Description

***THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASI

Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curriculum

The awarded contractor will be creating a curriculum that will develop, pilot and evaluate an Ohio specific infant mortality curriculum that will be supported by evidenced-based research, established evidence-based practices or an ODH promising approach. Please see the Associated PDF for complete information.

General Information

Commodity Category 1:	Administrative, Financial, Managerial, Courier, Insurance & Temp Svcs
Commodity Category 2:	Medical or Dental Equipment, Supplies & Services
Opportunity Type:	Request For Proposal
Opportunity Status:	Active
Document/Bid #:	CSP905518
Index #:	DOH027
Requesting Agency:	Administrative Services, Department of
Issued By:	Administrative Services, Department of

Associated PDF Files

Document:	CSP905518.pdf

Addenda/Amendments

1 See Addendum 1 - Effective 9/14/2017

Dates

Posted Date:	9/12/2017
Inquiry Period:	9/12/2017 thru 10/4/2017 8:00:00 AM
Opening Date:	10/11/2017

Procurement Programs

MBE Set Aside:	Yes
Open Market:	No

Other

Submit Inquiry:	Submit Inquiry
View Q and A:	View Q and A

Direct Purchase Authority (DPA)

Any purchase that exceeds $25,000 must be submitted to DAS Office of Procurement Services (OPS) through the Request to Purchase (RTP) Requisite Program. If the item is not available through one of the previously mentioned sources and the purchase total does not exceed $50,000 per fiscal year, per supplier, the entity may use their Direct Purchasing Authority as granted by the Ohio Revised Code.

Items not available through one of the previously mentioned sources and the purchase ***exceeds*** $50,000, DAS OPS will determine whether they will create the contract, or issue a Release and Permit to the agency to seek Controlling Board approval.

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State of Ohio
Procurement

GOVERNING 2016 STATE PROCUREMENT RANKINGS
State of Ohio #5 RANK

for Suppliers ▾ | for State Agencies ▾ | for Political Subdivisions ▾ | for the Public ▾ | News ▾ | Help & Reference ▾ | Contacts ▾ | LOGIN

- Agency Contacts
  - Agency Procurement Officers
  - Agency Buyers
  - MBE & EDGE Officers
- Asset Management
- General Goods & Services
- Information Technology
- Insurance
- Procurement Programs
- Program Management
- Real Estate and Space Management
- Spirituous Liquors
- State Printing & Mail Services

Procurement Opportunity Search

Please enter one or more of the search criteria be … re-programmed a…
one of the hyperlinks to view associated search re…

For roadway and building construction opportuniti…

Select *Agency Contacts* for a list of contacts, including *Agency Procurement Officers.*

Use this list to market your business directly to agencies, boards and commissions.

General Criteria

Document/Bid Number:

Search …

Matche…

Index Number:

Agency:
All

Commodity Category:
All
*IT Opportunities exist under three separate commodity categories.

Search by Date Type:
- Select Type -

Start Date:

End Date:

Opportunity Status:
Active

Opportunity Type:
All

Clear | Search

MBE Opportunities
- MBE Set-Aside Opportunities

Other Popular Opportunities
- Vehicle Opportunities
- Printing Opportunities

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- Cooperative Purchasing Program
- Current Contracts
- Bid Opportunities ▸
- State & Federal Surplus
- Forms
- Request User Account

Select *Cooperative Purchasing Program* under the *for Political Subdivisions* tab to see a list of current DAS Cooperative Purchasing Program members.

Statewide Standard "Enterprise Client Computer Hardware" (Desktops, No

The DAS Office of Information Technology recently updated the Dell, HP and Lenovo Statewide
Intel chipset technology. The statewide enterprise buys also are available to all local governmen
Purchasing Program.

◀ ▶

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MBE & EDGE Agency Tool Kit

MBE & EDGE Suppliers Tool Kit

IT Services Catalog

Policies

Procurement Procedures for Supplies, Services and Information Technology

State Term Schedule Guidance

Publications

State Procurement Handbook

State Procurement Supplier Handbook

Search for Coop members:

- By County
- By ODOT Districts

Select *By County* link.

Frequently Asked Questions

For more information, contact:

Tonya Prickett, Procurement Manager
Phone: 614-466-2705
Fax: 614-485-1056
Email: tonya.prickett@das.ohio.gov

Click the county map to produce a list of members.

Counties

District Map
County Report
District Report

Click on the desired county to view associated members.

Name	ContactName	Address	City	State	Zip	Email
BEXLEY CITY SCHOOLS	JOHN EIKENBERRY, BUSINESS MANAGER	348 S. CASSINGHAM	COLUMBUS	OHIO	432091806	john.eikenberry@bexleyschools.org
BLENDON TOWNSHIP	WADE L. ESTEP, FISCAL OFFICER	6330 HEMPSTEAD ROAD	WESTERVILLE	OHIO	43081	jgiamarco@blendontwp.org
CENTRAL OHIO TRANSIT AUTHORITY	SUPPLY MANAGEMENT DEPARTMENT	33 NORTH HIGH STREET	COLUMBUS	OHIO	43215	ChristopherK@cota.com
CITY OF BEXLEY	WILLIAM T DORMAN, PUBLIC SERVICE DIRECTOR	2242 E. MAIN STREET	BEXLEY	OHIO	43209	wdorman@bexley.org
CITY OF CANAL WINCHESTER	STACEY WILLIAMS, FINANCE SPECIALIST	36 S. HIGH STREET	CANAL WINCHESTER	OHIO	43110	swilliams@canalwinchesterohio.gov
CITY OF COLUMBUS	SEAN S. FOUTS, PURCHASING MANAGER	90 W BROAD ST. 4TH FLOOR	COLUMBUS	OHIO	43215	ssfouts@columbus.gov

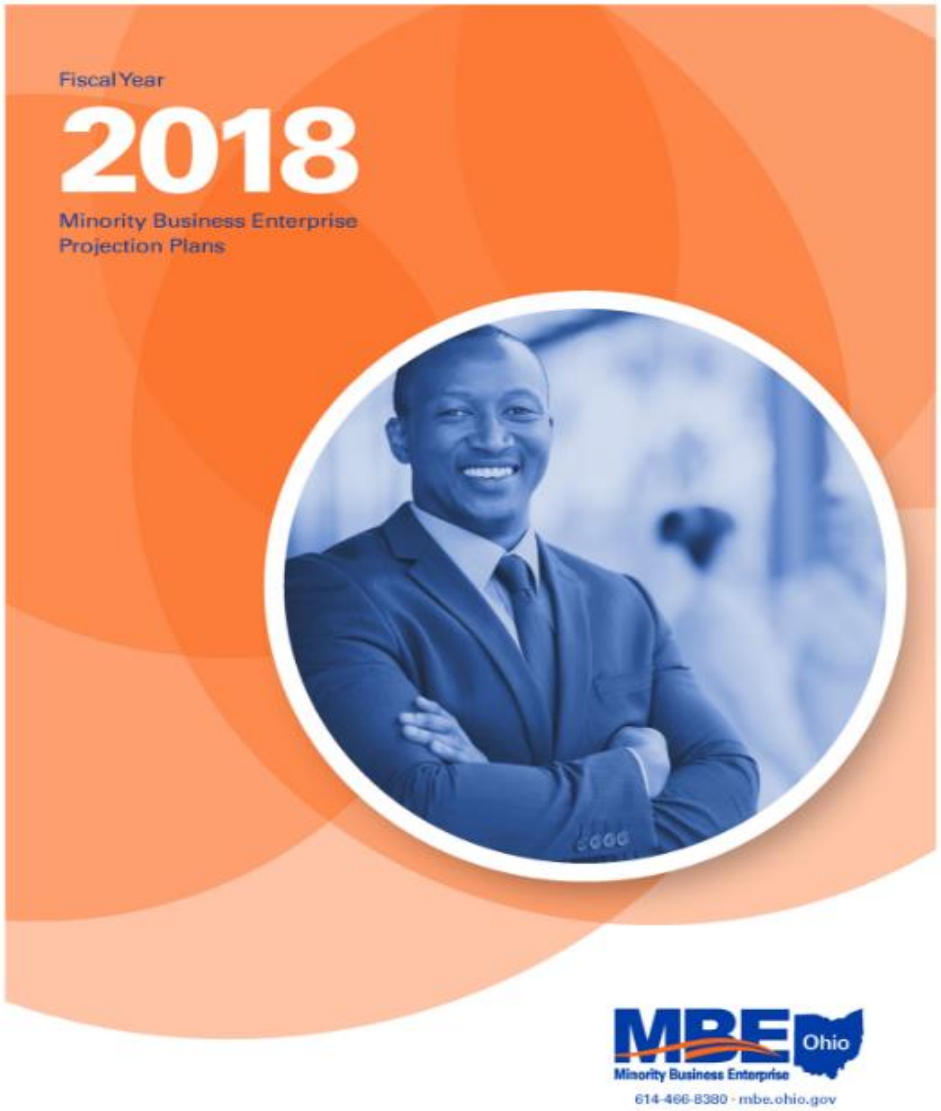
Preference Programs

- Minority Business Enterprise (MBE)
- Encouraging Diversity Growth Equity (EDGE)
- Veteran Business (VBE)
- Buy Ohio
- Buy American

Features

Fiscal Year 2018 MBE Projection Plans

Analysis Book now available online!



Certified Businesses

- Apply for MBE or EDGE Certification
- Apply for VBE Certification
- Locate MBE-certified businesses and download certificates
- Locate EDGE-certified businesses and download certificates
- Locate VBE-certified businesses
- Certified Business Toolkit
- Check procurement bid announcements
- Check construction bid announcements
- Submit EDGE complaint

Affirmative Action Program Verification

- Apply
- Download certificate

Certificate of Compliance

- Apply
- Download certificate

Submit I-29 (Work-hour Utilization)

File a Discrimination Complaint

Publications

Publications

MBE Projection Plans are available on the Equal Opportunity Division website.

Responding to an Invitation to Bid

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INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.

BID NUMBER: RS901118

OPENING DATE (1:00 p.m.): 10/13/2017

General Services Division
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395
Attn: Bid Desk

REQ./INDEX NO.: GDC093

BID NOTICE DATE: 09/19/2017

BIDDER NAME

STREET ADDRESS ☐ Check if remit address is different and list on separate sheet

CITY | STATE | ZIP

COUNTY | MBE/EDGE CERTIFICATE NUMBER

TELEPHONE NO. ( ) | TOLL FREE NO. 1 - ( )

CONTACT PERSON | FAX NO. ( )

CONTRACTOR'S E-MAIL ADDRESS

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

☐ E-Mail ☐ Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days

PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

NEW, MODEL YEAR 2018 OR MANUFACTURER'S CURRENT PRODUCTION MODEL, TRUCKS AND CARGO VANS

Responding to an Invitation to Bid

- Print a copy of the Invitation to Bid from website
- Complete Page 1 and sign in Blue Ink
- Complete Page 2, Buy America/Buy Ohio Certification
- If certified Veteran Owned business, please indicate
- If the Bid is an MBE set aside, please provide your Ohio Certified MBE number
- Complete the Cost Summary Page(s) provided in the bid document
- Attach any requested information
- Respond to the requirements as stated in the solicitation document
- Be prepared to respond to any additional instructions (i.e., site visit requested or requested certifications

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Responding to an Invitation to Bid

- Place completed, signed bid document in a sealed envelope
- Clearly mark the Bid# on the outside of the envelope
- MBE and Veteran-certified suppliers must be certified at the time of bid opening
- Bids may be submitted via mail, courier or, hand-delivered
- Sealed bids MUST be received prior to the advertised open date/time to be considered for award

Submission of Bid

Mail or deliver to:

General Services Division
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395
Attn: Bid Desk

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DEPARTMENT OF ADMINISTRATIVE SERVICES

Bid Opening

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays, and Fridays as noted on the procurement website
- Bids are certified by an attending State Auditor
- Bidders may attend bid openings

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Evaluation Process Begins

- Bids received are delivered to the assigned analyst
- Bidders may not communicate with the state regarding the solicitations during the evaluation time unless contacted by the Office of Procurement Services

The Award

- The Invitation to Bid is awarded to the lowest responsive and responsible bidder
- The awarded contract will be posted to the Office of Procurement Services website

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Responding to a Request for Proposal

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Responding to a Request for Proposal

- A RFP is awarded as a “Best Value” rather than Low Bid
- Offerors will receive scores as indicated in the solicitation (i.e., areas of experience, references, and proposed solution to Scope of Work requirements)

Parts of a Request for Proposal

- Executive Summary (with Calendar of Events)
- Structure of the RFP (Contents)
- General Instructions (Inquiries, Submittals)
- Evaluation (How the proposals will be evaluated/scored)
- Award of Contract

Attachments of a Request for Proposal

1. Work Requirements and Special Provisions (Scope of Work)
2. Proposal Requirements (Format/Components of a complete proposal)
3. General Terms and Conditions
4. Contract (Actual Contract to be signed)
5. Offeror Profile/Prior Projects (Company qualifications)
6. Offeror References (Company references)
7. Offeror's Candidate References/Education/Training/Experience (Individual Offeror employees who will be assigned to the job)
8. Offeror Performance Form (Past Performance Questionnaire)
9. Cost Summary Form

Submission of Proposal

Clearly mark the proposal # on envelope/boxes

Mail or deliver to:
General Services Division
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395
Attn: Bid Desk

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Proposal Opening

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays, and Fridays as noted on the procurement website
- Certified by an attending State Auditor
- Attendance to opening is optional

Additional Resources

- Supplier Reference Materials
- Equal Opportunity Division
- Ohio Interactive Budget
- Ohio Shared Services
- Developmental Services Agency
- Ohio Department of Transportation
- State Printing and Mail Services
- Ohio Facilities Construction Commission

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For additional questions following this session, please contact:

Ohio Department of Administrative Services

Office of Procurement Services

Bid Desk

(614) 466 – 5090

bid.statepurchasing@das.ohio.gov

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