

WELCOME

Non-IT State Term Schedule (“STS”) and Master Maintenance Agreement (“MMA”) Training

Ohio **DAS**

Ohio Department of Administrative Services
Office of Procurement Services (“OPS”)

procure.ohio.gov

December 2016

STS/MMA for Information Technology (IT)

This training presentation is intended for **Non-IT vendors only**. If you are an IT-related company please see:

www.procure.ohio.gov/proc/ContractsSTS3.asp

For questions regarding the IT STS/MMA program contact:

- Rose Perkins
 - Rose.Perkins@das.state.oh.us
 - 614-466-3605





Office of Procurement Services (OPS)

General Inquiries:

<http://procure.ohio.gov/proc/viewFAQ.asp>

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Section 1

STS/MMA Background and State of Ohio Purchasing Policies

What is a State Term Schedule (“STS”)?

- A contract that establishes line-item pricing through negotiation
- STS contracts are primarily with manufacturers and/or non-IT service providers
- Product and pricing are negotiated based upon:
 - Federal Supply Schedule pricing, or;
 - Similarly situated, most favored customer pricing, or;
 - Other competitively bid contracts from state or local consortium
- Contractor accepts the State of Ohio terms and conditions, which are the only terms and conditions attached to the STS
- STS contracts are non-mandatory (optional use) contracts for State agencies and properly registered Cooperative purchasing agencies

Master Maintenance Agreement ("MMA")

- MMAs are optional service/repair contracts utilized after an original warranty expires. They are very similar to STS contracts.
- MMAs can be used to perform repair and/or preventative maintenance. Agencies will issue a purchase order after a quote is submitted for the cost of the maintenance.
- MMA pricelists must include anything associated with service, including labor rates and **every** part that could potentially be used in maintenance servicing.



Authorizations

- The State Controlling Board grants DAS, Office of Procurement Services approval for the STS/MMA program as the Controlling Board has the statutory authority to waive Competitive Bidding (ORC 127.16).
- State agencies may use their direct purchasing authority for up to \$50,000 per fiscal year, per contractor when not using a DAS contract (ORC 125.05 & ORC 125.16).

Purchasing Policies / Usage Priorities

When making purchases, State agencies must give first consideration to State Resources

- Ohio Penal Industries (OPI)
- Community Rehabilitation Program (CRP)
- Dept. of Mental Health (DMH) / Office of Support Services (OSS)
- Other DAS mandatory contracts:
 - Agency Specific Contracts
 - General Distribution Contracts (GDC)
 - Limited Distribution Contracts (LDC)
 - Multiple Award Contracts (MAC)

Then

- *Non-mandatory contracts (STS/MMA)*



STS/MMA Process Overview

- Any new request for a STS or MMA may only be initiated by State of Ohio agencies through the Request To Purchase (“RTP”) process.
- The RTP must include the agency’s intention to purchase in excess of \$50,000 annually.
- If the RTP is approved for a STS or MMA by OPS, the vendor will be contacted by an OPS analyst to submit an offer .



Criteria for Renewing Existing STS Contracts

- A Contractor must have an average of \$50,000 or greater in annual sales for the term of the contract to State of Ohio agencies and/or political subdivisions properly registered as members of the Cooperative Purchasing Program
- A Contractor must be current in reporting sales and payment of revenue share fees for the term of the contract, in accordance with the State Term Schedule Terms and Conditions
- The Contractor and dealers must read STS Training presentation
- The Contractor has no outstanding contract violations

Section 2

Cooperative Purchasing Program ("Co-op")

Cooperative Purchasing Program

(Political Subdivisions)

- The Cooperative Purchasing Program allows political subdivisions to participate in specific state contracts.
- As a STS vendor you may sell and/or provide services to properly-registered members of the DAS Cooperative Purchasing Program. Only supplies & services approved on the contract may be sold or provided to the Co-op members.
- Obtain a current listing of members at
 - <http://das.ohio.gov/Divisions/GeneralServices/ProcurementServices/CooperativePurchasing/tabid/304/Default.aspx>
 - Search for Co-op Members by County or ODOT District

Cooperative Purchasing Program

(Political Subdivisions)

ORC 125.04 describes political subdivisions as:

“(B) As used in this division, ‘political subdivision’ means any county township, municipal corporation, school district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, or port authority.

‘Political subdivision’ also includes any other political subdivision described in the Revised Code that has been approved by the department to participate in the department’s contracts under this division”, in accordance with Ohio Cooperative Purchasing Act, 1985

Cooperative Purchasing Program (Political Subdivisions)

For questions regarding the Co-op program or current members, contact the DAS Cooperative Purchasing Team:

- **Wayne McCulty**, State Purchasing Administrator
Phone: 614.466.7066, E-mail: Wayne.McCulty@das.ohio.gov
- **Renee Hinte**, Program Administrator
Phone: 614.466.6530, E-mail: Renee.Hinte@das.ohio.gov
- **Maureen Studer**, Purchasing Specialist
Phone: 614.728.3723, E-mail: Maureen.Studer@das.ohio.gov

Section 3

STS Offer Submission Process

STS Offer Submission Process

The screenshot shows the Ohio State Procurement website. At the top is a blue navigation bar with links: Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the 'State of Ohio Procurement' logo. A secondary navigation bar contains links: for Suppliers, for State Agencies, for Political Subdivisions, for the Public, News, Help & Reference, Contacts, and LOGIN. The main content area features a large image of Governor Kasich at a podium, with the text 'Governor Kasich Receives 2015 Technology Champion Award'. To the right is a 'Quick Links' section with a list of links: Current Contract Search, Bid Opportunities Search, IT Release and Permit, IT Enterprise Services Portal, MBE & EDGE Opportunities, **State Contract Opportunities** (highlighted with a red box), State Printing & Mail Services, Agency Request to Purchase, and Procurement Related Web Links. Below this is a 'Services' section with links to Agency Procurement Tools and MBE & EDGE Agency Tool Kit. At the bottom left is the 'Announcements' section with a list of recent updates. The footer includes the OhioDAS logo and links to Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

Ohio.gov Procurement Offices State Agencies Online Services

State of Ohio Procurement

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

Quick Links

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

Services

- Agency Procurement Tools
- MBE & EDGE Agency Tool Kit

Announcements

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- 11/26/2014 New Procurement Training and Compliance Resources
- 11/21/2014 Procure Compliance Checklist
- 5/22/2014 MBE Microsoft Large Account Reseller Partner Contracts

OhioDAS Department of Administrative Services

Access myOhio.gov DAS home OBM home site map privacy policy Ohio.gov

ONLY SUBMIT AN OFFER WHEN
RENEWING AN EXISTING CONTRACT
OR
WHEN REQUESTED TO DO SO BY THE
OFFICE OF PROCUREMENT SERVICES

1. Navigate to: procure.ohio.gov
and click on "State Contract Opportunities"

STS Offer Submission Process

The screenshot shows the Ohio State Procurement website. The top navigation bar includes links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the State of Ohio Procurement logo. A secondary navigation bar lists various user groups: for Suppliers, for State Agencies, for Political Subdivisions, for the Public, News, Help & Reference, Contacts, and LOGIN. The main content area features a large image of Governor Kasich at a podium, with a caption about him receiving the 2015 Technology Champion Award. To the right of this image is a 'Quick Links' section with a list of links: Current Contract Search, Bid Opportunities Search, IT Release and Permit, IT Enterprise Services Portal, MBE & EDGE Opportunities, State Contract Opportunities (highlighted with a red box and a red arrow), State Term Schedules (STS), Master Maintenance Agreements (MMA), State Printing and Mail Services, Agency Request to Purchase, and Procurement Related Web Links. Below the 'Quick Links' section is a 'Services' section with links to Agency Procurement Tools, MBE & EDGE Agency Tool Kit, MBE & EDGE Suppliers Tool Kit, and IT Services Catalog. Further down is a 'Policies' section with a link to Procurement Procedures for Services and Information Technology. At the bottom is a 'Publications' section with links to State Procurement Handbook and State Procurement Vendor Handbook. The footer includes the OhioDAS logo and a row of links: Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

Ohio.gov | Procurement Offices | State Agencies | Online Services

State of Ohio
Procurement

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

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- IT Release and Permit
- IT Enterprise Services Portal
- MBE & EDGE Opportunities
- ▼ State Contract Opportunities
- State Term Schedules (STS)
- Master Maintenance Agreements (MMA)
- State Printing and Mail Services
- Agency Request to Purchase
- Procurement Related Web Links

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- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

Policies

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Publications

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2. Click on
“State Term Schedules (STS)”

STS Offer Submission Process

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Ohio.gov | Procurement Offices | State Agencies | Online Services

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State Term Schedules (STS)

State Term Schedules are established with vendors for various supplies and services. Click on one of the links below to obtain forms needed to establish a new State Term Schedule for **Non-Information Technology (Non-IT) Supplies and Services** or **Information Technology (IT) Products and Services**. Also, see "Search for a State Term Schedule" to find an existing STS.

Establish Non-IT Supplies/Services STS

Establish IT STS

Search for a State Term Schedule

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- 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
- IT Services Catalog

Policies

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Access myOhio.gov | DAS home | OBM home | site map | privacy policy | Ohio.gov

3. Click on
“Establish Non-IT Supplies/Services STS”

STS Offer Submission Process

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4. Click on
“Download for Non-IT Contracts”
zip file link

STS Offer Submission Process

Name	Type	Compressed size
 Master Leasing Agreement (Short Term Rentals).doc	Microsoft Word 97 - 2003 ...	44 KB
 Standard Affirmation and Disclosure Form.pdf	Adobe Acrobat Document	32 KB
 STS and MMA Online Overview Training Presentation.ppt	Microsoft PowerPoint 97-...	2,476 KB
 STS and MMA Subcontractor List.docx	Microsoft Word Document	13 KB
 STS and MMA-Certification Offer Letter Non-IT.docx	Microsoft Word Document	17 KB
 STS ONLY-Authorization of Dealer Letter (X-Letter).docx	Microsoft Word Document	16 KB
 STS ONLY-Contract Signature Page Non-IT.docx	Microsoft Word Document	13 KB
 STS ONLY-Dealer Acceptance Letter (Y-Letter).docx	Microsoft Word Document	17 KB
 STS ONLY-INSTRUCTIONS-Non-IT.docx	Microsoft Word Document	31 KB
 STS ONLY-Terms & Conditions Non-IT 031612.docx	Microsoft Word Document	75 KB

5. In the zip file, open and read the “STS ONLY-INSTRUCTIONS-Non-IT” document first
6. Complete other documents in the zip file if needed per the “INSTRUCTIONS”

Compiling the STS Offer Package



The **INSTRUCTIONS** document

- Is to be used to assist in submitting a new or renewal offer
- Select only the documents that apply to the offer you are proposing, per the instructions
- Prepare one PDF version of each document in your STS offer package and upload them to a CD. NOTE: all signed documents must be scanned to a PDF version (except Contract Signature page), and the pricelist should be a text-searchable PDF
- Submit one (1) original, signed Contract Signature page

Compiling the STS Offer Package

Mail completed offer CD
with one (1) set of original, signed Contract Signature page to:

DAS-Office of Procurement Services
ATTN: "State Term Schedule" or specific analyst
4200 Surface Rd
Columbus, OH 43228



**ONLY SUBMIT AN OFFER WHEN RENEWING AN EXISTING CONTRACT OR
WHEN REQUESTED TO DO SO BY THE OFFICE OF PROCUREMENT SERVICES.**

Upon Receipt of New or Renewal Offer OPS will...

- Review offer package for completeness
- Analyst notifies offeror of receipt via email
- Analyst negotiates prices and/or terms with offeror
- Process currently takes approximately 90 days from receipt of a complete, correct offer, to final approval
- Contractor will be notified by email of final approval/award

Contract Violations



Our goal is to eliminate all violations, such as:

- Improper sales – selling items not included on the current contract; selling at prices not listed on the current contract; selling after the contract has expired; selling under third party leasing with a MLA tied to the STS.
- Governmental Entity violations – selling to entities that are not State agencies or Cooperative Purchasing Program members. For a list of these members please visit: <http://www.ohio.gov/agencies> or <http://apps.das.ohio.gov/CoopMap/districtMap.aspx>.
- Failure to submit sales usage reports and revenue share fees in a timely manner.

Section 4

Master Maintenance Agreement (“MMA”) Offer Submission Process

MMA Offer Submission Process

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Ohio.gov Procurement Offices State Agencies Online Services

State of Ohio Procurement

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

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- 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

Publications

- State Procurement Handbook
- State Procurement Vendor Handbook

Announcements

- 6/8/2015 Standardized General Goods and Services Bid Template Now Available
- 5/8/2015 Blanket Release & Permit FY 16 & 17
- 4/2/2015 New Procurement Training Resource Available in OAKS ELM
- 11/26/2014 New Procurement Training and Compliance Resources
- 11/21/2014 Procure Compliance Checklist
- 5/22/2014 MBE Microsoft Large Account Reseller Partner Contracts

OhioDAS Department of Administrative Services

Access myOhio.gov DAS home OBM home site map privacy policy Ohio.gov

ONLY SUBMIT AN OFFER WHEN
RENEWING AN EXISTING
CONTRACT OR
WHEN REQUESTED TO DO SO
BY THE OFFICE OF
PROCUREMENT SERVICES

1. Navigate to: procure.ohio.gov
and click on “State Contract Opportunities”

MMA Offer Submission Process

The screenshot shows the Ohio State Procurement website. The top navigation bar includes links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the State of Ohio Procurement logo. A secondary navigation bar lists categories: for Suppliers, for State Agencies, for Political Subdivisions, for the Public, News, Help & Reference, Contacts, and LOGIN. The main content area features a large image of Governor Kasich at a podium, with a caption about him receiving the 2015 Technology Champion Award. To the right is a 'Quick Links' section with a list of links, including 'State Contract Opportunities', which is highlighted with a red box and a red arrow pointing to it. Below 'State Contract Opportunities' is a link for 'Master Maintenance Agreements (MMA)'. Further down is an 'Announcements' section with several news items. At the bottom is the OhioDAS logo and a footer with various links.

Ohio.gov | Procurement Offices | State Agencies | Online Services

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Procurement

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

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- IT Enterprise Services Portal
- MBE & EDGE Opportunities
- ▼ State Contract Opportunities
 - State Term Schedules (ST
 - Master Maintenance Agreements (MMA)
- State Printing and Mail Services
- Agency Request to Purchase
- Procurement Related Web Links

Services

- Agency Procurement Tools
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- MBE & EDGE Suppliers Tool Kit
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- 5/22/2014 MBE Microsoft L Contracts

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**2. Click on
“Master Maintenance Agreements (MMA)”**

MMA Offer Submission Process, continued

The screenshot displays the Ohio Procurement website interface. At the top, there is a navigation bar with links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this, the 'State of Ohio Procurement' logo is visible. A secondary navigation bar includes links for Suppliers, State Agencies, Political Subdivisions, the Public, News, Help & Reference, Contacts, and a LOGIN button.

The main content area is titled 'Master Maintenance Agreements (MMA)'. It contains a paragraph explaining that MMAs are established with vendors for various supplies and services, and provides instructions on how to establish a new MMA for Non-IT or IT products. Below this text are three buttons: 'Establish Non-IT Supplies/Services MMA', 'Establish IT MMA', and 'Search for a Master Maintenance Agreement'. A red arrow points from the 'Establish Non-IT Supplies/Services MMA' button to a callout box.

On the right side of the page, there are two sections: 'Quick Links' and 'Services'. The 'Quick Links' section lists various search and portal options, while the 'Services' section lists tools and kits for procurement.

At the bottom of the page, the Ohio DAS (Department of Administrative Services) logo is displayed, along with a footer containing links for Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

**3. Click on
“Establish Non-IT Supplies/Services MMA”**

MMA Offer Submission Process

Ohio.gov Procurement Offices State Agencies Online Services

State of Ohio Procurement

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

Master Maintenance Agreement (MMA) for Non-Information Technology (IT) Products and Services

The decision to enter into or renew an MMA Contract is based upon the State's need for a specific supply or service. Requests to establish a new MMA will only be accepted from an agency through the [Request to Purchase](#) process. The Office of Procurement Services will review the request and determine the appropriate method by which to establish a Contract.

An MMA contract may be held by either a manufacturer or a dealer, who can provide service, repair and/or maintenance for equipment with an expired warranty. The offer must include a full explanation of the company's capability and a list of the types and brands of equipment to be serviced. All contractors are required to comply with State and Federal regulations regarding applicable licensure. A new offer package is required, even if your company has an existing or previously held MMA contract.

Non-IT Vendors and Dealers must review the Non-IT STS and MMA Training prior to submitting an offer:

[Non-IT MMA Mandatory Training](#)

If your company has been contacted by the Office of Procurement Services, download the instructions and forms needed to initiate an offer to establish an MMA contract:

[Instructions for Non-IT MMA Offer](#)

If your company has an existing Non-IT MMA and wishes to update the contract, download the instructions and documents needed for various amendment request processes:

[Instructions for Non-IT Amendment Requests](#)

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Department of Administrative Services

Access myOhio.gov DAS home OBM home site map privacy policy Ohio.gov

Quick Links

- [Current Contract Search](#)
- [Bid Opportunities Search](#)
- [IT Release and Permit](#)
- [IT Enterprise Services Portal](#)

Agency Procurement Tools

- [MBE & EDGE Agency Tool Kit](#)
- [MBE & EDGE Suppliers Tool Kit](#)
- [IT Services Catalog](#)

Policies

- [Procurement Procedures for Supplies, Services and Information Technology](#)

Publications

- [State Procurement Handbook](#)
- [State Procurement Vendor Handbook](#)

4. Click on
“Instructions for Non-IT MMA Offer”
zip file link

MMA Offer Submission Process

Name	Type	Compressed size
 MMA ONLY-Contract Signature Page Non-IT.docx	Microsoft Word Document	19 KB
 MMA ONLY-INSTRUCTIONS -Non-IT.docx	Microsoft Word Document	31 KB
 MMA ONLY-Terms& Conditions Non-IT 04-2014 .doc	Microsoft Word 97 - 2003 ...	43 KB
 MMA ONLY-Terms& Conditions Non-IT 04-2014 .pdf	Adobe Acrobat Document	107 KB
 Standard Affirmation and Disclosure Form.pdf	Adobe Acrobat Document	32 KB
 STS and MMA Electronic Pricelist Letter.doc	Microsoft Word 97 - 2003 ...	203 KB
 STS and MMA Online Overview Training Presentation.ppt	Microsoft PowerPoint 97-...	2,476 KB
 STS and MMA Subcontractor List.docx	Microsoft Word Document	15 KB
 STS and MMA-Certification Offer Letter Non-IT.docx	Microsoft Word Document	20 KB

5. In the zip file, open and read the “MMA ONLY-INSTRUCTIONS– Non-IT “ document first
6. Complete other documents in the zip file if needed per the “INSTRUCTIONS”

Compiling an MMA Offer Package



The **INSTRUCTIONS** document

- Is to be used to assist in submitting a new or renewal offer
- Select only the documents that apply to the offer you are proposing, per the instructions
- Prepare one PDF version of each document in your MMA offer package and upload them to a CD. NOTE: all signed documents must be scanned to a PDF version (except Contract Signature page), and the pricelist should be a text-searchable PDF
- Submit one (1) original, signed Contract Signature page with the offer CD

Compiling an MMA Offer Package

Mail completed offer CD
with one (1) set of original, signed Contract Signature page to:

DAS-Office of Procurement Services
Attn: "Master Maintenance Agreement" or specific analyst
4200 Surface Rd
Columbus, OH 43228



**ONLY SUBMIT AN OFFER WHEN RENEWING AN EXISTING CONTRACT OR
WHEN REQUESTED TO DO SO BY THE OFFICE OF PROCUREMENT SERVICES.**

Upon Receipt of New or Renewal Offer OPS will...

- Review offer package for completeness
- Analyst notifies offeror of receipt via email
- Analyst negotiates prices and/or terms with offeror
- Process currently takes approximately 90 days from receipt of a complete, correct offer, to final approval
- Contractor will be notified by email of final approval/award

Section 5

Amendment Request Process
(for active STS or MMA)

Amending an Active Contract (STS or MMA)

- Changes or updates to current contracts may be accomplished by way of amendment requests, in accordance with all Terms and Conditions.
- Types of amendments may include:
 - Financial amendments (product/price update)
 - Administrative amendments (address change, change in contact person, addition of dealers, company name change, etc)

Contract Amendment Submission Process

The screenshot shows the Ohio Procurement website. At the top is a blue navigation bar with links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the 'State of Ohio Procurement' header. A secondary blue navigation bar contains links for Suppliers, State Agencies, Political Subdivisions, the Public, News, Help & Reference, Contacts, and a LOGIN button. The main content area features a large image of Governor Kasich at a podium, with a caption about his 2015 Technology Champion Award. To the right, a 'Quick Links' sidebar lists various services, with 'State Contract Opportunities' highlighted by a red box and a red arrow. Below the main image is an 'Announcements' section with a list of recent updates. At the bottom, there are links to the State Procurement and Vendor Handbooks, and a footer with additional site navigation links.

Ohio.gov | Procurement Offices | State Agencies | Online Services

State of Ohio
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State Procurement Handbook

State Procurement Vendor Handbook

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Department of Administrative Services

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and click on “State Contract Opportunities”**

Contract Amendment Submission Process

The screenshot shows the Ohio Procurement website. At the top is a blue navigation bar with links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the State of Ohio Procurement logo. A secondary navigation bar includes links for Suppliers, State Agencies, Political Subdivisions, the Public, News, Help & Reference, Contacts, and a LOGIN button. The main content area features a large image of Governor Kasich at a podium, with a caption about his 2015 Technology Champion Award. To the right is a 'Quick Links' section with a list of links: Current Contract Search, Bid Opportunities Search, IT Release and Permit, IT Enterprise Services Portal, MBE & EDGE Opportunities, State Contract Opportunities (highlighted with a red box and arrow), State Term Schedules (STS) (highlighted with a red box and arrow), Master Maintenance Agreements (MMA) (highlighted with a red box and arrow), State Printing and Mail Services, Agency Request to Purchase, and Procurement Related Web Links. Below the quick links is a 'Services' section with links for Agency Procurement Tools, MBE & EDGE Agency Tool Kit, MBE & EDGE Suppliers Tool Kit, and IT Services Catalog. At the bottom left is the Ohio DAS Department of Administrative Services logo. The footer contains links for Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

Ohio.gov | Procurement Offices ▾ | State Agencies | Online Services

State of Ohio
Procurement

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

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- IT Enterprise Services Portal
- MBE & EDGE Opportunities
- ▼ State Contract Opportunities
- State Term Schedules (STS)
- Master Maintenance Agreements (MMA)
- State Printing and Mail Services
- Agency Request to Purchase
- Procurement Related Web Links

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Announcements

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4/2/2015	New Procurement Training Resource Available in OAKS ELM	11/26/2014	New Procurement Training and Compliance Resources
11/21/2014	Procure Compliance Checklist	5/22/2014	MBE Microsoft Large Account Reseller Partner Contracts

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**2. Click on
“State Term Schedules (STS)”
or
“Master Maintenance Agreements (MMA)”,
as applicable**

Contract Amendment Submission Process

3. Click on
“Establish Non-IT Supplies/Services STS”
or
“Establish Non-IT Supplies/Services MMA”,
as applicable

State of Ohio Procurement

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

State Term Schedules (STS)

State Term Schedules are established with vendors for various supplies and services. Click on one of the links below to obtain forms needed to establish a new State Term Schedule for Non-Information Technology (Non-IT) Supplies and Services or Information Technology (IT) Products and Services. Also, see "Search for a State Term Schedule" to find an existing STS.

Establish Non-IT Supplies/Services STS

Establish IT STS

Search for a State Term Schedule

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- IT Enterprise Services Portal
- MBE & EDGE Opportunities
- State Contract Opportunities
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- Agency Request to Purchase
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Services

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- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

Policies

- Procurement Procedures for Supplies, Services and Information Technology

Publications

- State Procurement Handbook
- State Procurement Vendor Handbook

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State of Ohio Procurement

gov | Procurement Offices • State Agencies | Online Services

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

Master Maintenance Agreements (MMA)

Master Maintenance Agreements are established with vendors for various supplies and services. Click on one of the links below to obtain forms to establish a new Master Maintenance Agreement for Non-Information Technology (Non-IT) supplies and services or Information Technology (IT) products and services. Also, see "Search for a Master Maintenance Agreement" to find an MMA.

Establish Non-IT Supplies/Services MMA

Establish IT MMA

Search for a Master Maintenance Agreement

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- IT Enterprise Services Portal
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- State Contract Opportunities
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Contract Amendment Submission Process

4. Click on
“Instructions for Non-IT Amendment Requests”
zip file link
on STS or MMA webpage, as applicable

State of Ohio Procurement

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

State Term Schedules (STS)

State Term Schedules are established with vendors for various supplies and services. Click on one of the links below to obtain forms needed to establish a new State Term Schedule for Non-Information Technology (Non-IT) Supplies and Services or Information Technology (IT) Products and Services. Also, see "Search for a State Term Schedule" to find an existing STS.

[Establish Non-IT Supplies/Services STS](#)

[Establish IT STS](#)

[Search for a State Term Schedule](#)

Quick Links

- Current Contract Search
- Bid Opportunities Search
- IT Release and Permit
- IT Enterprise Services Portal
- MBE & EDGE Opportunities
- State Contract Opportunities
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- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

Policies

- Procurement Procedures for Supplies, Services and Information Technology [PDF](#)

Publications

- State Procurement Handbook [PDF](#)
- State Procurement Vendor Handbook [PDF](#)

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State of Ohio Procurement

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Master Maintenance Agreements (MMA)

Master Maintenance Agreements are established with vendors for various supplies and services. Click on one of the links below to obtain forms to establish a new Master Maintenance Agreement for Non-Information Technology (Non-IT) supplies and services or Information Technology (IT) products and services. Also, see "Search for a Master Maintenance Agreement" to find an MMA.

[Establish Non-IT Supplies/Services MMA](#)

[Establish IT MMA](#)

[Search for a Master Maintenance Agreement](#)

Quick Links

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- State Procurement Vendor Handbook [PDF](#)

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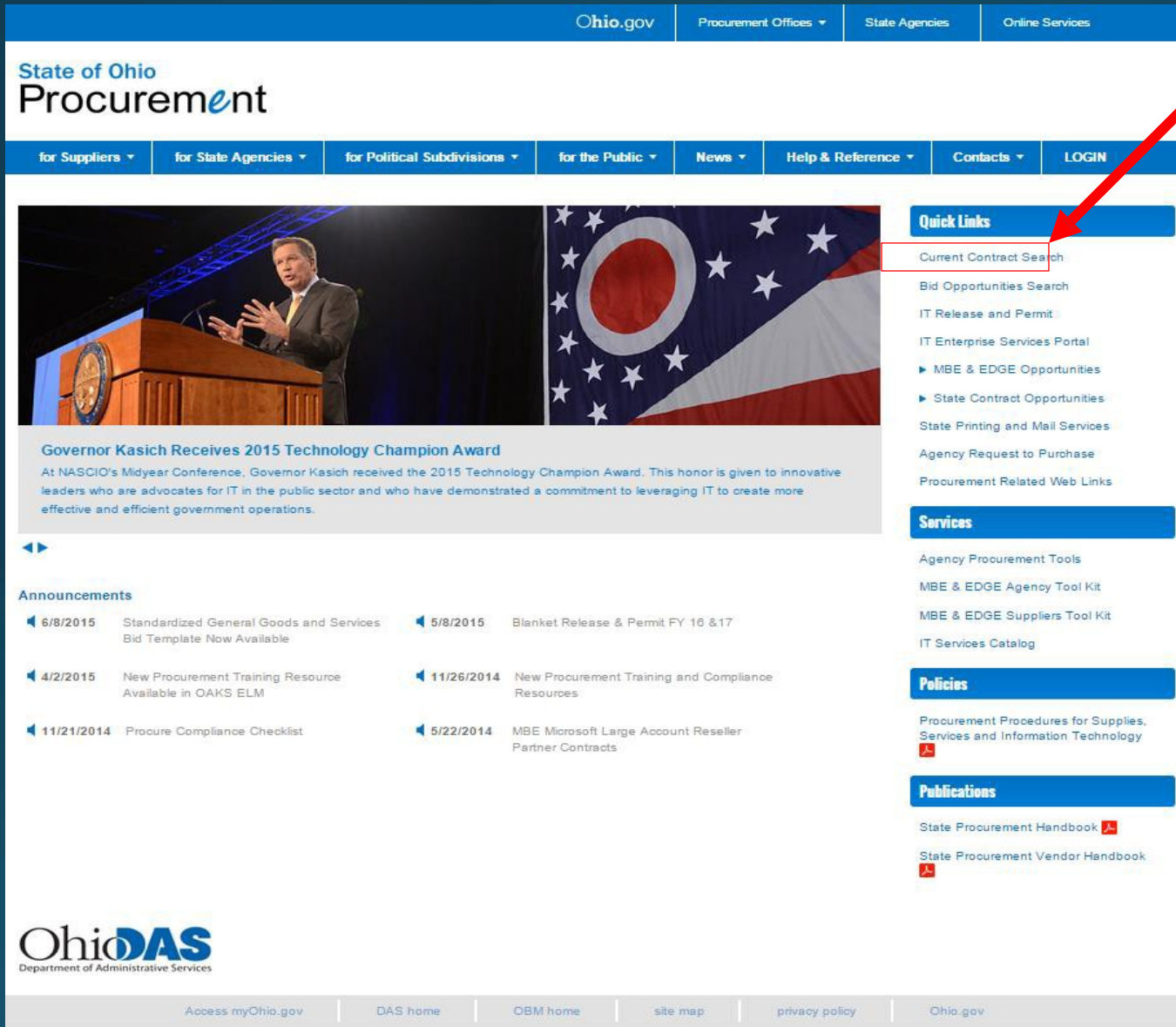
Upon Receipt of Amendment Request OPS will...

- Review request for completeness
- If applicable, analyst negotiates prices with offeror
- Process currently takes approximately 60 days from receipt of a complete, correct amendment request to final approval
- Price increases may take longer to process due to cost analysis being completed.
- Contractor will be notified by email of final approval

Section 6

Active Contract Information and
Requirements
(STS or MMA)

Viewing Active Contracts



The screenshot shows the Ohio Procurement website. The top navigation bar includes links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this, the State of Ohio Procurement logo is displayed. A secondary navigation bar contains links for Suppliers, State Agencies, Political Subdivisions, the Public, News, Help & Reference, Contacts, and a LOGIN button. The main content area features a large image of Governor Kasich at a podium, with a caption about his 2015 Technology Champion Award. To the right, a 'Quick Links' section is highlighted with a red box and a red arrow pointing to the 'Current Contract Search' link. Other links in this section include Bid Opportunities Search, IT Release and Permit, IT Enterprise Services Portal, MBE & EDGE Opportunities, State Contract Opportunities, State Printing and Mail Services, Agency Request to Purchase, and Procurement Related Web Links. Below the Quick Links is a 'Services' section with links to Agency Procurement Tools, MBE & EDGE Agency Tool Kit, MBE & EDGE Suppliers Tool Kit, and IT Services Catalog. Further down is a 'Policies' section with a link to Procurement Procedures for Supplies, Services and Information Technology. At the bottom is a 'Publications' section with links to the State Procurement Handbook and the State Procurement Vendor Handbook. The footer includes the OhioDAS logo and links to Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

Ohio.gov | Procurement Offices | State Agencies | Online Services

State of Ohio
Procurement

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

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- Procurement Procedures for Supplies, Services and Information Technology

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11/21/2014	Procure Compliance Checklist	5/22/2014	MBE Microsoft Large Account Reseller Partner Contracts

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Access myOhio.gov | DAS home | OBM home | site map | privacy policy | Ohio.gov

1. Navigate to: procure.ohio.gov and click on “Current Contract Search”. Search by Contract Type and use the Contract number or the Contractor’s name.

Approved Products/Services

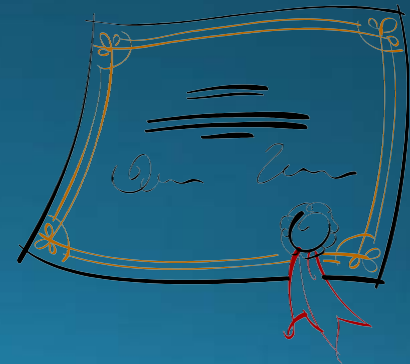
“APPROVED PRODUCTS/SERVICES:

Only those vendors, products or services as listed in the price pages, approved by the Office of Procurement Services, may be purchased from this State Term Schedule. Any vendors, prices, terms, conditions, products or services not listed in the approved price sheets are outside the scope of this schedule.”

Certification of Appropriation

OBM Certification

- Purchases made by state agencies from this contract are subject to Ohio Revised Code Section 126.07
- Any orders by state agencies under this contract are void until the Director of the Office of Budget and Management certifies that there is a balance in the appropriation available to pay for the order.



Payment from State Agencies

- A purchase order is the contractor's authority to supply goods and services.
- Do not ship goods or provide services without a legitimate transaction from a State agency or Co-op member that references the contract number.



Payment from State Agencies

There are 3 methods of payment

- A warrant is issued within 30 days after the state is properly invoiced.
- EFT (Electronic Fund Transfer) into supplier's account.
- Payment Card: State of Ohio agencies may order using a payment card. Orders cannot exceed \$2,500.





Quarterly Sales/Usage Reporting

- Contract requirement per the "Special Terms and Conditions", Section I, of the State Term Schedule Terms and Conditions.
- Must be submitted quarterly, 30 days after the end of each State fiscal quarter (Fiscal Year: Jul 1st - Jun 30th)
- Based on payments received during the quarter
- Must separate sales to State agencies from sales to local governments (Co-op members)
- Must be submitted online by the Contractor (see next slide)
- Questions regarding the information above should be submitted to Sylvia Durham: sylvia.durham@das.ohio.gov

Quarterly Usage Report Online Form

The screenshot shows the Ohio State Procurement website. At the top is a blue navigation bar with links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the 'State of Ohio Procurement' header. A secondary blue navigation bar contains links for 'for Suppliers', 'for State Agencies', 'for Political Subdivisions', 'for the Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The 'for Suppliers' dropdown menu is open, showing links for Current Contracts, Bid Opportunities, Selling to the State, Registration, Purchasing Programs, Contract Management Vendor Portal, **Forms** (highlighted with a red arrow), and Invoice Processing. A red arrow points from the 'Forms' link to a text box on the right. The main content area features a banner image of Governor Kasich and the Ohio state flag, followed by a news item titled 'Governor Kasich Receives 2015 Technology Champion Award'. Below the banner is an 'Announcements' section with a grid of dates and titles. On the right side, there are three blue boxes: 'Quick Links', 'Services' (listing Agency Procurement Tools, MBE & EDGE Agency Tool Kit, MBE & EDGE Suppliers Tool Kit, and IT Services Catalog), 'Policies' (listing Procurement Procedures for Supplies, Services and Information Technology), and 'Publications' (listing State Procurement Handbook and State Procurement Vendor Handbook). The footer includes the OhioDAS logo and a row of links: Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

Ohio.gov Procurement Offices State Agencies Online Services

State of Ohio Procurement

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

Current Contracts
Bid Opportunities
Selling to the State
Registration
Purchasing Programs
Contract Management Vendor Portal
Forms
Invoice Processing

Quick Links

Services

Agency Procurement Tools
MBE & EDGE Agency Tool Kit
MBE & EDGE Suppliers Tool Kit
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Date	Announcement
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5/22/2014	MBE Microsoft Large Account Reseller Partner Contracts

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Access myOhio.gov DAS home OBM home site map privacy policy Ohio.gov

1. Navigate to: procure.ohio.gov, click on “for Suppliers”, and then click on “Forms”.

Quarterly Usage Report Online Form

The screenshot shows the Ohio Procurement website. The header includes 'Ohio.gov', 'Procurement Offices', 'State Agencies', and 'Online Services'. The main navigation bar has links for 'for Suppliers', 'for State Agencies', 'for Political Subdivisions', 'for the Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The 'Procurement Forms' section lists forms related to State Procurement. Under 'Agency Forms', there are links for 'A Request to Purchase', 'A Request to Purchase FAQs', 'Cost Per Copy Program', 'Department Head Authorization for Encumbering Documents', 'Master Leasing Agreement', 'Natural Gas Enrollment Form', 'Request for Single or Multifunction Print Device', 'State Purchasing Listserv', and 'Vendor Performance (CTV and Performance Survey)'. Under 'Vendor Forms', there are links for 'Affirmation and Disclosure Form for EO2011-12K', 'Blanket Certificate of Exemption', 'Federal W-8 Tax Information Form', 'Federal W-9 Tax Information Form', 'Ohio Contract Management Portal' (highlighted with a red box and a red arrow), and 'Ohio Shared Services - New Vendor Form'. The footer includes the 'OhioDAS' logo and links for 'Access myOhio.gov', 'DAS home', 'OBM home', 'site map', 'privacy policy', and 'Ohio.gov'.

Vendors are responsible for updating Revenue Share email and contact information and keeping it up to date.

2. Log in using your user name and password. If you do not know the user name and password e-mail gayle.mcdargh@das.ohio.gov

Quarterly Usage Report Online Form

1. Once you log in click Revenue Reporting

This screenshot shows the 'Your Account' section of the online form. At the top, there is a navigation bar with five tabs: 'Your Account', 'Revenue Reporting', 'Your Contracts', 'Price Lists', and 'Log Out'. Below this, the 'Your Account' section is titled in a large, bold, italicized font. Underneath the title, there are two sub-sections: 'General info' and 'Contact Persons', each with a corresponding button.

Your Account				
General info			Contact Persons	

2. Click Report Revenue button

3. Select the quarter you want to report for and Select ok

This screenshot shows the 'Previously Reported Revenue' section of the online form. The navigation bar at the top has four tabs: 'Your Account', 'Revenue Reporting', 'Your Contracts', and 'Price Lists'. The 'Revenue Reporting' tab is currently selected. Below the navigation bar, the section is titled 'Previously Reported Revenue' in a large, bold, italicized font. On the left side, there is a vertical menu with three buttons: 'Report Revenue', 'Remittance Report', and 'Contract Obligations'. The 'Report Revenue' button is highlighted with a red border. To the right of this menu, there is a table with a header row and four data rows. The header row is labeled '- Contract: [redacted]'. The data rows are labeled '+ FY08', '+ FY09', '+ FY10', and '+ FY11'.

Previously Reported Revenue	
Report Revenue Remittance Report Contract Obligations	- Contract: [redacted]
	+ FY08
	+ FY09
	+ FY10
	+ FY11

Quarterly Usage Report Online Form

4. Enter in the Total Payments Received for State Agencies and the Total Payments Received for Local Governments for each contract listed and select OK

Revenue Report for Q1 / 12

Note:
Everyone must report \$0, even if there are no sales to report for the quarter.

Directions
Enter the dollar amounts of payments received from Ohio state agencies and from Ohio "political subdivisions/local governments" in the space below provided for each contract.
Enter amounts as whole dollars. If your company received no payments during the quarter, enter 0 (zero).

Contract Number	1. Total Payments Received from State Agencies	2. Total Payments Received from Local Governments
534067	100,000	2,000
Total Each Column	100,000	2,000
Total Payments Received (Columns 1+2 added)		102,000
Revenue Share Due		765.00

After entering all amounts in whole dollars, or zero, click OK.

OK Cancel

Quarterly Usage Report Online Form

Previously Reported Revenue

Report Revenue	- Contract: 534067 -Omniware America, Inc.				
Remittance Report	+ FY08				
Contract Obligations	+ FY09				
	+ FY10				
	- FY11				
	Quarter	Revenue State Agencies	Revenue Local Governments	Revenue Share Due	Reported by
	Q1	\$ 15,000	\$ 0	\$ 113	Cheryl Reed
	Q3	\$ 10,000	\$ 0	\$ 75	Cheryl Reed



5. Highlight the Fiscal Year and Quarter you just entered. Row will appear dark blue.
6. Select the Remittance Report button.
7. Your Quarterly Sales and Revenue Share Remittance Report will display.
8. Print this report and mail along with your payment to the address on the report.
9. Log out.



Contractor Revenue Share Fees

- Contract Requirement per the "Special Terms and Conditions", Section I, of the State Term Schedule Terms and Conditions.
- The fee is a percentage of all sales (STS or MMA), after payment is received. See State Term Schedule Terms and Conditions for revenue share fee percentage rate.
- Must be submitted quarterly with usage report. See the payment instructions in the online usage report form.

Section 7

Other Procurement Opportunities and Contacts

More Procurement Opportunities

Vendor Registration

- Beyond the STS/MMA program, your company is eligible to register for notification of competitively sealed bid opportunities
- Register online at: <https://procure.ohio.gov/proc/ebidnotifications.asp>



Hover over “for Suppliers”, hover over “Registration” then click on “Register for Bid Notifications”

Customer Contact Information

- NOTE: Any marketing media referencing a contract must be pre-approved by OPS before it may be distributed.
- For a list of State of Ohio agencies visit: <http://www.ohio.gov/agencies>
- For a list of State of Ohio agency APOs (“Agency Procurement Officer”) visit: http://procure.ohio.gov/pdf/APO_Contact_List.pdf
- For a list of Cooperative Purchasing Program members visit: <http://das.ohio.gov/Divisions/GeneralServices/ProcurementServices/CooperativePurchasing.aspx>

Section 8

Optional Master Lease Agreements



Optional Leasing Opportunities

- **Master Lease Agreement for Rental ("MLA")**
 - Equipment is rented for use by a State agency or political subdivision (Co-op member)
 - Equipment is owned by the Contractor
 - Requires an in-house or third party financial lender agreement

Master Lease Agreement (MLA)

How to Participate

- Contractor must submit appropriate documents (MLA Terms and Conditions, dealer documents if needed) as part of the STS offer, or through the amendment process.
- If assigning a MLA to a third party financing company, the financing company must read the STS Training presentation and be added to the STS contract as a dealer (completing appropriate dealer documents).
- Upon execution of a MLA with an end customer the applicable Exhibit documents within the MLA must be completed between the financing company and the end customer.



Executing a Master Lease Agreement (MLA)

MLA EXHIBIT	EXHIBIT TITLE	TYPE OF CUSTOMER WHO COMPLETES EXHIBIT
Exhibit A	Lease Schedule & Property Description (<i>From Lessor</i>)	Both
Exhibit B	Certificate of Acceptance (<i>From Lessee</i>)	Both
Exhibit C	Essential Use/Source of Funds Letter (<i>From Lessee</i>)	State agency
Exhibit D	Lessee's Counsel's Opinion (<i>From Lessee's Counsel</i>)	Political Subdivision (Co-op)
Exhibit E	Lessee's Certificate (<i>From Lessee</i>)	Political Subdivision (Co-op)
Exhibit F	Insurance Requirements (<i>From Lessee</i>)	Both



Office of
Procurement Services
Service • Support • Solutions

Thank you for taking the time to review this material. We are confident that this will assist you as you endeavor to submit an offer and/or do business with the State of Ohio.

By submitting an offer, the contractor affirms all responsible parties have reviewed this material and will follow it accordingly.

Ohio Department of Administrative Services
Office of Procurement Services
procure.ohio.gov