

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE
AMENDMENT NO. 4

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS OF THE COOPERATIVE PURCHASING PROGRAM OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES, AS APPLICABLE.

FROM: HUGH QUILL, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: STATE TERM SCHEDULE - ENVIRONMENT-ECOLOGICAL SERVICES

Attached are pages 3 through 7 to this contract. Remove page 3 and 4 from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to insert Attachment 1 (Auditor of State bulletin 2008-008) requiring all agencies to seek approval from the Auditor of State prior to use of this Contract. Effective with all orders issued on or after December 23, 2009. Contract repaginated.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Terri Villavicencio
terri.villavicencio@das.state.oh.us

This amendment, the State Term Schedule and any additional amendments thereto are available from the DAS website at the following address:



<http://www.ohio.gov/procure>

Affected Contractor(s):

50965
Lawhon & Associates, Inc.
975 Eastwind Drive, Suite 190
Westerville, OH 43081
dgray@lawhon-assoc.com

BASIC ORDER LIMITATIONS

Minimum: \$100.00

Maximum: \$200,000.00 - Agencies should contact State Purchasing when they expect to exceed the Maximum Order Limitation.

Rate Schedule: [Current Price list dated July 27, 2009](#)

Please Note: Unless expressly stated within the body of the Contract, all Contract Terms and Conditions shall prevail over any terms stated in the contractor catalogs and pricelists.

* Prior to any purchase order being issued, any agency desiring to use this Contract must read and respond accordingly to Attachment 1 of this document. The Auditor of State bulletin 2008-008 requires all agencies to seek approval prior to issuing any purchase orders against this Contract.

CONTRACTOR INDEX

P.O.'s To:	Remit To:	Contractor/Dealer Contact:
Contract ID: 7792600305-1 Vendor ID: 50965 Lawhon & Associates, Inc. 975 Eastwind Drive, Suite 190 Westerville, OH 43081	Contract ID: 7792600305-1 Vendor ID: 50965 Lawhon & Associates, Inc. 975 Eastwind Drive, Suite 190 Westerville, OH 43081	Dr. Deborah Gray Telephone: (614) 818-5200, Ext. 136 Fax: (614) 818-5219 Email: dgray@lawhon-assoc.com Web: www.lawhon-assoc.com 
Item Description:	OAKS Category ID:	Service Counties:
Energy Management Consult and Audit Services, all inclusive	77000000	All 88 Counties

Lawhon & Associates, Inc. understand and acknowledge that travel costs incurred for transportation and per diem will be Billed in accordance with P.L. 99-234, FAR 31.205-46 and the DOD Joint Regulations.

Pursuant to Ohio Law (ORC 153) the professional design services purchases from this contract will not exceed twenty-five thousand dollars (\$25,000) on any project.

Ohio Department of Administrative Services (ODAS) Handbook, Chapter 11, provides the procedures for all purchases of professional design services, construction, repairs and maintenance that apply to this contract (STS).
www.procure.ohio.gov/pdf/handbookbychapters.pdf

* Indicates verbiage added to contract, effective with all orders issued on or after December 23, 2009.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
4	12/23/09	To insert Attachment 1 (Auditor of State bulletin 2008-008) requiring all agencies to seek approval from the Auditor of State prior to use of this Contract. Effective with all orders issued on or after December 23, 2009. Contract repaginated.
3	08/24/09	Indicates an update to the payment terms and the pricelist dated July 27, 2009, effective with all orders issued on or after August 24, 2009.
2	06/15/07	Indicates update to price list dated January 2006, effective with all orders issued on or after June 15, 2007.
1	05/01/06	Indicates addition of new Labor Categories and pricing on page three (3) effective on all orders issued on or after April 17, 2006 and the addition of summary of amendments page

ATTACHMENT 1*

Mary Taylor, CPA
Auditor of State
Bulletin 2008-008

Date Issued: October 1, 2008

To: All State Agencies, Boards, Commissions, State Universities, and
Technical and Community Colleges

From: Mary Taylor, CPA
Ohio Auditor of State

Subject: Ohio Revised Code 117.43 (B) - Contract Procedures

The purpose of this bulletin is to provide state agencies with information regarding the authority and role of the Auditor of State in the procurement of auditing and accounting services by a state agency and to establish procedures for procuring these services.

This bulletin supersedes all previous communications from the Auditor of State regarding the contracting for auditing and accounting services. The policy is not intended and should not be interpreted to relieve state agencies of their responsibility to fully comply with applicable state and federal procurement laws and directives.

Section 117.43 (B), Revised Code, states: "Except as otherwise provided in section 126.22 of the Revised Code or as otherwise provided by law, no state agency shall enter into a contract for auditing or accounting services without the approval of the Auditor of State except with funds derived from nonpublic sources. The provisions of this section shall not apply to the legislative branch of government."

The key terms of Section 117.43 (B), Revised Code, are defined as follows:

- "Contract" is defined as an integrated written agreement of the parties incorporating the request for proposals, the proposal, and the written memorandum of agreement.
- "Auditing Service" is defined as an examination of financial statements, books, documents, records, or other evidence relating to the obligation, receipt, expenditure, or use of public money, including governmental operations relating to the obligation, receipt, expenditure, or use of public money.
- "Accounting Service" is defined as any advice or technical assistance rendered by a person that concerns the methods and records used to identify, assemble, analyze, classify, record and report financial information and data, including the design, implementation, and evaluation of a state agency's internal control system.

ATTACHMENT 1 (CONTINUED)*

- “State agency” means every organized body, office, agency, institution, or other entity established by the laws of the state for the exercise of any function of state government as defined by Section 117.01 (F), Revised Code.

Because the definitions of auditing and accounting services are broad and encompassing, the following examples provide guidance as to the types of services that will or will not require approval of the Auditor of State in accordance with Section 117.43 (B), Revised Code.

The following auditing and accounting services **will** require approval by the Auditor of State:

- a financial statement audit
- a compilation or review of financial statements
- a compliance or internal control review
- a performance or operational audit
- a fraud or embezzlement audit
- an audit of a sub-recipient of state or federal funds
- a financial audit of a particular section/function/program of a state agency

The following auditing and accounting services **will not** require approval by the Auditor of State:

- a consulting engagement for actuarial or fixed asset valuation
- preparation of a cost allocation plan
- the hiring of temporary accountants for book entry functions
- the outsourcing of an accounting function
- procurement of information technology services

Where required, Auditor of State approval must be obtained in writing prior to the commencement of any procurement process for auditing or accounting services. Any contract for accounting or auditing services lacking Auditor of State approval shall be void and no payment shall be issued for services rendered under such contracts.

Requests for such approval must be submitted in writing and are to be directed to the Auditor of State, Chief Auditor, Audit Administration with the following contact information:

Robert F. Greenwalt, CPA, JD
Chief Auditor, Audit Administration
Auditor of State Mary Taylor, CPA
88 East Broad Street, 4th Floor
Columbus, Ohio 43215
(614) 728-8536
RFGreenwalt@auditor.state.oh.us

ATTACHMENT 1 (CONTINUED)*

This policy is effective October 1, 2008. Questions about this policy should be directed to the Auditor of State, Chief Auditor, Audit Administration at 1-800-282-0370 or (614) 728-8536.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State
