

ATTACHMENT C
DEPARTMENT OF ADMINISTRATIVE SERVICES
AGENCY AFFIRMATION STATEMENT

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds for Offshore Services

- I. I acknowledge receipt of Executive Order 2011-12K issued by Governor John R. Kasich, effective on June 21, 2011, which prohibits the use of any funds within the executive agency's control to purchase services which will be provided outside of the United States.

- II. Under my direction, our agency has incorporated the Standard Terms and Conditions developed by the Department of Administrative Services into all agency contracts which:
 - a. Reflect the Order's prohibition on the purchase of offshore services
 - b. Require service providers or prospective services providers to:
 - i. Affirm that they understand and will abide by the requirements of the Order.
 - ii. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - iii. Disclose any location(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - iv. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - v. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.

- III. Under my direction, our agency has incorporated the Standard Affirmation and Disclosure Form developed by the Department of Administrative Services into all quotations, statements of work, and other such proposals for services, which affirms this Order's prohibition on the purchase of offshore services and includes all of this Order's disclosure requirements.
 - a. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - b. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.

- IV. Under my direction, all procurement manuals, policies and procedures are being reviewed and updated to reflect the Executive Order and procedures and language modifications required under the Executive Order.

Agency Name

Agency Procurement Officer's Name

Date

Agency Procurement Officer's Signature