

Welcome

Gregory L. Williams

Deputy Director and State EEO Coordinator

 **EDGE**
encouraging diversity, growth & equity

MBE 
minority business enterprise

MBE Set-Aside Percentage

Cabinet Level	Set Aside %	Participation %	Total %
FY2008	1.62%	0.90%	2.53%
FY2009	2.92%	1.39%	4.31%
FY2010	5.13%	3.60%	8.73%
FY2011	5.93%	5.59%	11.51%
FY2012	4.52%	4.55%	9.07%
FY2013	9.21%	1.29%	10.50%
FY2014	10.37%	3.86%	14.23%

Welcome

Put Your MBE or EDGE Certification to Work:
How to Do Business with the State of Ohio
Live Training and Webinar

 **EDGE**
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MBE 
minority business enterprise



Today's Agenda

Welcome

Gregory Williams, Deputy Director, Department of Administrative Services, Equal Opportunity Division

Introductions

Tonya Prickett, MBE Procurement Manager, Department of Administrative Services Office of Procurement Services

Business Assistance

Danielle Thompson, MBAC Program Coordinator, Development Services Agency

Financial Assistance

Allen McConnell, Manager, Minority Business Development Division, Development Services Agency

2nd Tier MBE Set-Aside Contracting

Eric Glenn, Acquisitions Supervisor, Department of Administrative Services,
Office of Information Technology

Ohio's Deliverable Based Information Technology Services (DBITS)

Curtis Brooks, Enterprise IT Contracting Supervisor, Department of Administrative Services,
Office of Information Technology

Tool Kit for MBE and EDGE Certified Businesses

Todd McGonigle, Program Manager, Department of Administrative Services, Equal Opportunity

Selling to the State

Tonya Prickett, MBE Procurement Manager, Department of Administrative Services



Some Important Notes...

If you have **QUESTIONS** for today's presenters:
Live audience: Please raise your hand, and a microphone will be brought to you.



Some Important Notes...

Webinar audience: E-mail questions to shavonna.neal@das.ohio.gov Please indicate **“Training Question”** in the subject line.



Some Important Notes...

Any questions that we do not have time to respond to will be posted on the State Procurement website @ http://procure.ohio.gov/pdf/MBEandEDGEVendorTR/MBE_EDGEVendor_training.html for viewing after today's event.

AVAILABLE BUSINESS ASSISTANCE

Danielle Thompson

MBAC Program Coordinator

Minority Business Development Division

Ohio Development Services Agency (DSA)

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Minority Business Assistance Centers (MBAC)

- The Ohio Development Services Agency (DSA) partners with community-based non-profit organizations to host regional Minority Business Assistance Centers (MBAC). The centers serve the needs of Ohio's small, minority and disadvantaged businesses. A primary objective of the program is to identify emerging businesses and cultivate their growth and sustainability. These services are available without cost to businesses located throughout Ohio.

FREE SERVICES PROVIDED

Minority Business Assistance Centers provide minority firms with the following services:

- Accounting assistance
- Business management counseling
- Completing federal, state and local certification applications
- Contract procurement assistance
- Estimating/Bidding assistance
- Identifying local resources
- Loan packaging assistance
- Marketing plan development
- Referrals to financial assistance programs

MBAC SERVICE AREAS

Minority Business Assistance Centers are located:

- Cleveland
- Akron
- Toledo
- Columbus
- Dayton
- Cincinnati
- Youngstown

MBAC CONTACT

Danielle Thompson

MBAC Program Coordinator

Minority Business Development Division

614.466.7071

Danielle.Thompson@development.ohio.gov

Procurement Technical Assistance Centers (PTAC)

- The Procurement Technical Assistance Centers help Ohio's businesses seeking to compete for federal, state and local government contracts. The program is part of a nationwide network of Procurement Technical Assistance Centers created by the U.S. Department of Defense.

FREE SERVICES PROVIDED

- The Procurement Technical Assistance Centers provide a variety of services that include bid preparation assistance, bid-matching services, military specifications, one-on-one training, product and procurement histories, help with information resources, and trade events where Ohio firms can meet government buyers. These services are provided at no cost to Ohio businesses.

PTAC SERVICE AREAS

- Procurement Technical Assistance Centers are located throughout Ohio in the following cities: Athens, Cincinnati, Columbus, Dayton, Kirtland, and Toledo. Additional full service centers are located in Youngstown and South Point.

PTAC CONTACT

James Laipply

Ohio PTAC Manager

Office of Business Assistance

(614) 644-1637

James.Laipply@development.ohio.gov

Small Business Development Centers of Ohio (SBDC)

- The network is provided through a partnership between the Ohio Development Services Agency, the U.S. Small Business Administration and selected Ohio chambers of commerce, colleges and universities, and economic development agencies. Today, these federal, state, and local partnerships contribute more than \$10 million in cash and resources to the support of small business development in Ohio.

FREE SERVICES PROVIDED

- Business assessment valuation
- Cash flow analysis
- Financial projections development
- Free one-on-one business counseling
- Identifying sources of capital
- Inventory control assessment
- Market feasibility and research
- Marketing strategy development
- Strategic business planning
- Workshops and training programs

SBDC SERVICE AREAS

- There are 39 funded SBDCs throughout Ohio staffed by highly trained, Certified Business Advisors®.

SBDC CONTACT

Ohio Small Business Development Centers
(614) 466-2711 or (800) 848-1300
sbdcreports@development.ohio.gov.

Questions

To submit a question, please send a
‘high priority’ e-mail to

shavonna.neal@das.ohio.gov

Please indicate **“Training Question”** in the
subject line.

Thank you for your questions
and participation!





Next on the agenda...

Financial Assistance

Allen McConnell, Manager, Minority
Business Development Division,
Development Services Agency

Access to Financial Assistance

The Minority Business Development Division administers the following loan and bond programs that promote the growth and establishment of minority and small enterprises in Ohio.

- Minority Direct Loan Program
- Minority Business Bonding Program
- SSBCI Collateral Enhancement Program (CEP)
- SSBCI Ohio Capital Access Program

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Access to Financial Assistance

Minority Direct Loan Program

- \$45,000 up to \$450,000 for land, building, machinery or equipment at rates as low as 3% interest
- Finance up to 75% of eligible project costs.
- 10% is required by the borrower.
- A private lender might be required.
- The term 10 years for equipment and 15 years on real estate.

Access to Financial Assistance

Minority Direct Loan Program (Cont'd)

- Shared first or second mortgage positions.
- Job creation / retention ratio of \$35,000 per job created or retained.
- \$300 application fee and a 1.5% commitment fee upon controlling board approval
- Recommended for approval on the fourth Tuesday of every month by the Minority Development Financing Advisory Board.
- State Controlling board approval is required prior to project commencement

Access to Financial Assistance

Minority Business Bonding Program

- Provides bid / guaranty and performance bonds to Certified Minority Businesses (MBEs)
- Bonds are administered under a bonding line.
- The maximum bonding line is \$1,000,000.
- Bonding lines expire after 12 months and can be renewed.
- There is 2% premium for each bond requested under the approved line.
- There is no job retention / creation ratio.
- There is no application fee.

Access to Financial Assistance

Minority Business Bonding Program

- Working capital line of credit required for at least 20% of the requested amount.
- Bonding lines are recommended for approval on the fourth Tuesday of every month by the Minority Development Financing Advisory Board. State Controlling board approval is required.
- The typical turnaround time is 45-60 days from application to final approval.

Access to Financial Assistance

SSBCI Collateral Enhancement Program (CEP)

- Provides lending institutions with cash collateral deposits to use as additional collateral support for loans made to eligible small businesses.

SSBCI Ohio Capital Access Program

- Provide funding up to \$350,000 for land, building, machinery or equipment or working capital needs such as inventory or payroll up to \$250,000.

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2nd Tier MBE Set-aside Contracting

Eric D. Glenn, Sr.

Ohio Department of Administrative Services

Office of Information Technology

Enterprise IT Contracting Supervisor

Eric.glenn@das.ohio.gov

614-466-2634

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2nd Tier MBE Set-aside Contracting

2nd Tier MBE Set aside Contracting is when a subcontracting arrangement exists with a prime contractor and an Ohio-certified MBE subcontractor with the following conditions:

- A. Prime identifies Ohio-certified MBE business partners
- B. Prime conducts a competitive selection process with only Ohio-certified MBE business partners
- C. A minimum of 3 Ohio-certified MBE business partners participate
- D. Prime selects at least one Ohio-certified MBE business partner
- E. May be project/contract specific or for any state-based work
- F. MBE maintains Ohio certification

2nd Tier MBE Set-aside Contracting

2nd Tier MBE Set aside Contracting is **not**:

- A. Solicitation issued to both open market and Ohio-certified MBEs
- B. Prime selects Ohio-certified MBE partner without competitive selection
- C. Applicable for sole source use of an Ohio-certified MBE
- D. Use of MBE partners without an Ohio certification

2nd Tier MBE Set-aside Contracting

Ohio-certified MBE keys to success:

- A. Meet with potential State of Ohio business partners aligned with your product/service offerings
- B. Keep profile information current in State systems
- C. Monitor procurement website and agency-specific websites for opportunities
- D. Meet with state agencies regarding service/product offerings
- E. Participate in state/business partner events
- F. Leverage resources available
- G. Establish a positive reputation

2nd Tier MBE Set-aside Contracting

2nd Tier MBE Set-aside Contracting opportunities:

- A. Request for Proposals
- B. Invitations to Bid
- C. Request for Quotes/Request for Letterhead Bid
- D. Statement of Work under an existing contract vehicle
 - 1. Contract Amendment/Addendum/Change Order
 - 2. Interval Deliverable Agreement
 - 3. State Term Schedule (STS)/Master Maintenance Agreement
 - 4. Master Cloud Services Agreement
 - 5. Master License Agreement
 - 6. Master Services Agreement
- E. Direct authority requests

2nd Tier MBE Set-aside Contracting

2nd Tier MBE Set-aside Contracting accounting:

- A. State pays prime and prime pays MBE subcontractor
- B. Prime reports MBE payments (monthly/quarterly)
- C. Prime and MBE subcontractor keeps/maintains sound records
- D. State may validate/audit payment with prime and/or Ohio-certified MBE
- E. Agency reports MBE spend (set-aside and participation) to DAS

2nd Tier MBE Set-aside Contracting

2nd Tier MBE Set-aside Contracting Procurement Opportunities:

- A. Review all open market solicitations for IT and non-IT
- B. Consider offering services to prime contractors with existing contracts
- C. Current solicitations include:
 - 1. Pharmacy Benefits Manager – 0A1111
 - 2. Disaster Recovery and Storage Replication Services – 0A1149
 - 3. ODOT Planning for OAKS Plus and CPMS – 0A1145
 - 4. Cost per Copy bid - MAC009
 - 5. Property Management for William Green Building - BWC004
 - 6. Office of medical assistance home and community based services (audit contract compliance) - JFS001
 - 7. Medical assistance home and community based services - MAC001

2nd Tier MBE Set-aside Contracting

Current 2nd Tier MBE Set-aside Contracts:

IT and non-IT Contracts with 2nd Tier MBE subcontractors include:

1. OAKS FIN Upgrade with Accenture estimated \$1.1M (one-time) MBE spend
2. MITS with HP estimated \$900K MBE annual spend
3. Proactive services contract estimated \$3.8M - \$5.8M annual MBE spend
4. Eligibility Systems Contract with CGI estimated at \$320K annual MBE spend
5. OAKS Managed Services with IBM estimated annual average \$1.2M annual MBE spend
6. Tourism Website with Miles Media Group estimated \$42K annual MBE spend
7. Document Management System with Hyland Software estimated \$1M annual MBE spend
8. Ohio Benefits Organizational Change Management with Deloitte estimated \$300K annual MBE spend
9. SOCC Remediation Contract with IBM estimated \$500K annual MBE spend
10. Pre-Admission Screening Resident Review Level II

Estimated Annual MBE set-aside spend for these contracts \$9M - \$11M

2nd Tier MBE Set-aside Contracting

Current 2nd Tier MBE Set-aside Contracting Efforts at the procurement level :

- A. DAS considers MBE Set-aside first, 2nd Tier MBE Set-aside second
- B. DAS works with state agencies to assess MBE opportunities for each procurement
- C. DAS works with potential and existing business partners for MBE opportunities
- D. DAS procurement programs work with EOD and DSA to increase MBE awareness and business opportunities

Questions

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'high priority' e-mail to

shavonna.neal@das.ohio.gov

Please indicate **“Training Question”** in the subject line.

Thank you for your questions
and participation!





Next on the agenda...

Ohio's Deliverable Based Information Technology Services (DBITS)

Curtis Brooks, Enterprise IT Contracting
Supervisor, Department of Administrative
Services, Office of Information Technology

Coming Soon!

Deliverable Based IT Services (DBITS)

What we are doing?

- Pre-qualifying pools of vendors to address 6 different IT Technology Categories for deliverable-based solutions.
- Releasing two RFPs on the same day
 - MBE Set-Aside
 - Open Market with Sheltered MBE Set-Aside Opportunity

- Does not require companies to have a State Term Schedule.
- Supports MBE Strategy and provides opportunity to engage more EDGE, MBE and Ohio based companies.
- Migrates away from state term schedule as a primary method for obtaining for deliverable based solutions.

DBITS Technology Categories

1. Information Technology Assessment, Planning, and Solicitation Assistance
2. Project Management
3. Application Development and Maintenance Transition Planning
4. Independent Verification and Validation (IV&V) and Quality Assurance
5. Technology Upgrade/Migration and Transformation
6. Business Intelligence and Data Warehouse

How will this work?

- **The Statement of Work (SOW) Solicitation process will provide a collaborative opportunity for the Office of Information Technology (OIT) and Agency to review.**
- **Each SOW received will be reviewed by OIT Subject Matter Experts as appropriate.**
- **Each SOW will include specific details pertaining to the project needs. Including but not limited to qualification and experience requirements and other agency-specific requirements.**

How will this work?

- **OIT will work with Agency to determine which pool receives the SOW, and/or whether an RFP or alternative contracting method should be used instead.**
- **OIT will issue SOW solicitations and awards with Agency engagement.**
- **Cost will be evaluated/considered in the Statement of Work Solicitation process.**

How Do I Obtain the RFPs?

- RFP will be posted on the State Procurement Website
 - <http://procure.ohio.gov/proc/index.asp>
- Email Notifications
 - Registered for Appropriate Category
 - Vendor Information Session Attendees
 - Ohio Certified MBE (Information Technology Services)

What are my options if I missed it?

- Periodically re-release for purposes of adding to DBITS contractors and/or technology categories.
- Partner with pre-qualified vendors
 - MBE Set-Aside Contract
 - Open Market Contract

IT Staff Augmentation Services

Current State Overview

- Managed Services Provider Contract with Computer Aid Inc. (CAI) since February 2012
- Companies sign up through open enrollment to compete for posted positions for IT Staff Augmentation Services
- Agencies are able to post into 29 different classifications and levels
- Focused on true staff augmentation, with deliverables based projects having a more managed home in DBITS program

What is CAI's Role?

CAI is the State's full-service Managed Service Provider, overseeing all service delivery tasks including:

- Agency consultation
- Response management
- Candidate evaluation and validation
- Interview facilitation
- Invoice processing
- Help desk support
- Performance oversight

MBE Participation & Set-Aside Success

From February 2012 to Date:

- 35 Agencies have used the contract
- Total of 844 resources began assignments
- 553 of 844 resources engaged were from MBE/EDGE suppliers
- Agencies have spent over \$97.5 million

MBE Participation & Set-Aside Success

State Agency MBE Numbers (2/20/12 - 12/31/14)

	Vendor Spend	% Against Total Vendor Spend
Ohio Total Vendor Spend	\$89,856,177.08	
Ohio Total MBE Set Aside Spend	\$37,997,478.60	42.29%
Ohio Total MBE Participation Spend	\$18,195,417.64	20.25%
Ohio Total MBE Vendor Spend	\$56,192,896.24	62.54%

MBE Participation & Set-Aside Success

NON State Agency MBE Numbers (2/20/12 - 12/31/14)

	Vendor Spend	% Against Total Vendor Spend
Ohio Total Vendor Spend	\$913,989.61	
Ohio Total MBE Set Aside Spend	\$41,968.53	4.59%
Ohio Total MBE Participation Spend	\$189,922.44	20.78%
Ohio Total MBE Vendor Spend	\$231,890.97	25.37%

How to Enroll

- **Go to <http://ohio.compaid.com>**
 - Learn more about the contract
 - Job Titles
 - Skills Matrix
 - Contract Processes
 - Review the criteria for joining
 - Subcontractor Agreement & Rates

How to Contact CAI

- Please direct all general contract questions to CAI's Help Desk at MSPNetwork_Help@compaid.com or 800-635-5138

Next Steps

- Current contract with CAI expires 6/30/15
- Developing RFP to solicit MSP Proposals
- Don't wait to join the supplier network
- Resources placed under current contract can be transitioned to new contract.

Contacts

Jackie Flemmings

Enterprise IT Contracting

Department of Administrative Services

Office of Information Technology

Phone 614-644-7972 fax 614-644-9152

Jackie.flemmings@das.ohio.gov

Curtis Brooks, CTPE

IT Procurement Supervisor

Department of Administrative Services

Office of Information Technology

Enterprise IT Contracting

Category Management

614-752-9689

Curtis.brooks@das.ohio.gov

Questions

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'high priority' e-mail to

shavonna.neal@das.ohio.gov

Please indicate **“Training Question”** in the
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Thank you for your questions
and participation!





Next on the agenda...

Tool Kit for MBE and EDGE Certified Businesses

Todd McGonigle, EEO Program Manager
DAS Equal Opportunity Division

Matching Companies with State Agencies

How do state agencies discover my business?

- MBE/EDGE database search (mbe.ohio.gov / edge.ohio.gov)
 - Common searches:
 - UNSPC codes
 - ✓ What are UNSPS codes?
 - ✓ How to search UNSPS codes
 - ✓ How to add codes to the business profile

Matching Companies with State Agencies

- Common searches (continued):
 - Keywords
 - ✓ How are keyword results derived?
 - Business profile (i.e., scope of work)
 - Comprehensive list/description of the services your company provides

Expanding Business Opportunities

Joint Venturing (JV)

- Benefits
 - Partnering
 - Mentoring opportunities
 - Access to participating on larger contracts
 - One year in business requirement not applicable to the JV entity
 - As JVs are contract specific, the one year requirement applies to the small business owner and not the JV

Expanding Business Opportunities

Joint Venturing (continued)

- Requirements

- JV must be certified prior to award of contract
- Certified business must control at least fifty-one percent of the joint venture operations
- Capital investment must be proportionate to the certified business in the JV
 - Not less 51% (MBE) or 30% (EDGE)

Expanding Business Opportunities

Joint Venturing (continued)

- How to apply
 - Ohio Business Gateway
 - obg.ohio.gov
 - Required documentation:
 - Application
 - Joint Venture Agreement
 - Operating Agreement

Maintaining Certification

Recertification

- EOD website (mbe.ohio.gov / edge.ohio.gov)
 - Navigate to OBG via “Forms” panel (bottom right)
- Recertification timeframe
 - Submit recertification affidavit up to 30 days prior to expiration date. Allow 10 working days for processing (approx.).
- Expired certification
 - NOTE: If recertification affidavit is received *after* expiration date, your company will be required to complete a new unified application and provide all supporting documentation.

Available Support

Development Services Agency (DSA)

- Minority Business Assistance Centers (MBAC)
- Procurement Technical Assistance Centers (PTAC)
- Small Business Development Centers (SBDC)

Office of Shared Services (OSS)

- Vendor set-up
 - Registration into OAKS

Office of Procurement Services (DAS)

- eBid System

Contracting Requirements

Affirmative Action Program Verifications

Applicability: Vendors (Goods and Services Providers)
Contracts of \$2,500 or more

In accordance with the Ohio Revised Code 125.111(B), all contractors from whom the State or any of its political subdivisions make purchases shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as referred to in division (E)(1) of section 122.71 of the Revised Code. Annually, each such contractor shall file a description of the affirmative action program and a progress report on its implementation with the equal employment opportunity office (EOD) of the Department of Administrative Services.

Contracting Requirements

AAPV (continued):

- Submission
 - Who must submit?
 - Any business doing business with the State of Ohio and political subdivision
 - How to submit
 - Ohio Business Gateway (obg.ohio.gov)

Contracting Requirements

AAPV (continued):

- Verification
 - How to determine if the company has an AAPV
 - Search database on EOD website (das.ohio.gov/eod)
 - Navigate to “Download/View Certificates” via “Hot Links” panel (right)

Your “Go To” Page

“Certified MBE and/or EDGE Business Toolkit” via “Hot Links” panel (right) (mbe.ohio.gov / edge.ohio.gov):

- Agency contacts
- State agency projection plans
- Business assistance resources
- Business outreach events
 - Vendor training
 - Ohio Business Expo (March 25, 2015)
 - Archived training materials (previous events)
 - Others as announced...
- Check back often for new information!

Equal Opportunity Division

Contact us:

- Phone: 614-466-8380
- Web: das.ohio.gov/eod
- MBE Program: mbe.ohio.gov
- EDGE Program: edge.ohio.gov
- OBG: obg.ohio.gov
- Email: das.mbe-edge@das.ohio.gov

Thank you for your attention!

Todd McGonigle, EEO Program Manager

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Next on the agenda...

Selling to the State

Tonya Prickett, MBE Procurement Manager,
Department of Administrative Services,
Office of Procurement Services

What the State buys.....

Computers



Vehicles



Clothing



Pharmaceuticals



Professional Services





How the State Buys

- Competitive Procurement Process
 - Invitation to Bid (ITB) ... lowest responsive and responsible bidder
 - Request For Proposal (RFP) ... best value
 - Reverse Auction ... prices decrease as bidding continues
 - State Term Schedule (STS) ... Negotiated agreement with a manufacturer or integrator

Finding Opportuntites



State Procurement

for **Contractors/Vendors**

for **Government Entities**

for **State Employees**

for **the Public**



The State of Ohio Procurement Web site displays all procurement opportunities and supplies and services contract information administered by the Department of Administrative Services (DAS) and the Office of Information Technology (OIT). These agencies issue all major procurement opportunities and negotiate all contracts displayed unless otherwise noted.

- OAKS Information
- What's New
- Selling to the State
- Current Contracts
- Find It Fast
- Procurement Contacts
- Help & Reference Materials
- FAQ
- Forms
- Web Links
- Comments/Questions
- Training/Tutorials

[state home](#)

[OIT home](#)

[DAS home](#)

[site map](#)

[contact DAS](#)

[search Ohio.gov](#)

[privacy policy](#)

Current Contracts and Procurement Opportunities are available on our Web site @ www.procure.ohio.gov

Registration

Ohio.gov
So much to Discover!

State Procurement

for Contractors/Vendors for Government Entities for State Employees for the Public

State Procurement

What's New HELP
Selling to the State HELP
Current Contracts HELP

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state home OIT home DAS home site map contact DAS search Ohio.gov privacy policy

Click 'Selling to the State'

Registration

The screenshot shows the Ohio State Procurement website. At the top left is the Ohio.gov logo with the tagline "So much to Discover!". The main header is "State Procurement" with navigation links for "Contractors/Vendors", "Government Entities", "State Employees", and "the Public". The main content area is titled "Selling to the State" and features a woman looking at a laptop. A vertical list of menu items is on the left, including "Procurement Opportunities", "Construction Opportunities", "eBid Registration/Login", "STS", "MMA", "MBE/EDGE Information", "MBE/EDGE Contracting", "Find It Fast", "Procurement Contacts", "Help & Reference Materials", "FAQ", "Forms", "Web Links", "Comments/Questions", "Training/Tutorials", and "Login". A central list of buttons includes "Procurement Opportunities HELP", "Construction Opportunities HELP", "eBid Registration/Log In HELP", "State Term Schedules (STS) HELP", "Master Maintenance (MMA) HELP", and "MBE and EDGE HELP". A red arrow points to the "eBid Registration/Log In HELP" button. The footer contains links for "state home", "OIT home", "DAS home", "site map", "contact DAS", "search Ohio.gov", and "privacy policy".

Click 'eBid Registration/
Log In

Registration

Ohio.gov

eBid Vendor and Bidder Notice

The Department of Administrative Services (DAS) is required, by law, to advertise intended purchases for the benefit of competing persons producing or dealing in the supplies or services to be purchased. These intended purchases are listed in an electronic Bid Bulletin maintained on the Procurement Services web site and may be accessed by any interested party.

As a courtesy, DAS will provide electronic notice of such purchases to any bidder who has registered with DAS for the respective supplies or services. This registration does not include opportunities for the architectural, engineering and construction industry. To obtain more information on current bid opportunities for that area please visit the Office of the State Architect web site at <http://www.ohio.gov/sao>.

The Office of Procurement Services is the division of DAS responsible for the registration process. Please provide all required information to complete the application process. Once you have completed the registration process using your user id and password you will be able to maintain your registration information online.

Special Note: DAS will provide notice of intended purchases via e-mail. It is imperative that you provide the correct e-mail address.

By continuing to the eBid Registration / Login page, you acknowledge and accept the above notice.

[Continue to the eBid Registration / Login Page](#)



Click Here' to continue

Need help or would you like to know more about the State of Ohio's eBid System? Please follow the links below:

[eBid FAQs](#) | [eBid Bidder Registration Demo](#) | [eBid User Guide](#) | [Forgot Your Password?](#) | [Additional Help](#)

Registration

OAKS Financials | **OAKS eBid Registration** | Home | Sign out | Help

eBid Login Image

Bidder Login

Welcome to OAKS eBid

OAKS eBid is part of the new eStrategic Sourcing (eSS) Module implemented by the Department of Administration Services, Office of Procurement Services. The bidder registration system provides bidders the opportunity to register by commodity codes, for goods or services they can provide. Notices of bid events are then emailed to registrants and after logging into the system, the bidder can update their registration and respond to bid events electronically.

User ID:

Password:

[Vendor Job Aid](#)

[Register as a Sourcing Bidder](#)

Click here to register as a bidder and to access bid opportunities

[Forgot Password](#)

OAKS is a State of Ohio Computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to Criminal, Civil, and/or administrative action.

Help Desk

If you need assistance or have a question about Bidder Registration, please contact the OAKS Help Desk.

E-mail: oaks_helpdesk@oaks.state.oh.us
Phone: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625)

Hours of Live Support
7am – 5pm Monday - Friday
Unavailable Saturday and Sunday
and [State observed holidays](#)

If you would like to email the OAKS Help Desk after normal business hours, an OAKS staff member will respond to your inquiry the following business day.

System Availability:
6am - Midnight
Unavailable Sundays

Click here to 'Register as a Sourcing Bidder'

Registration

OAKS Financials

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

1. Welcome

Business
 Individual

Next >>

* Required

Bidder Registration

Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form.

*Company Name

URL: http://

User Information

[Delete](#)

*First Name

*Last Name

Title

*Email ID

*Telephone Ext

Fax

*User ID (User's account login name.)

Other Contact Info (Optional)

Personalization Information

Time Zone

Currency Code US Dollar

Save and Add Another User

<< Back **Next >>** **Cancel Registration**

Begin the 8-step registration process by clicking "Next" in Step 1.

Enter your Company Name and User Information in Step 2.

Registration

Bidder Registration

Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

Primary Address

Country: United States [Change Country](#)

*Address 1:
Address 2:
Address 3:
*City:
County:
*State:

<< Back

Next >>

* Required Field

Bidder Registration

Step 4 of 8: Confirm Primary Address

The Primary Address you have entered for Yago Training Solutions is:

214 OAK Street
Columbus, Ohio 43228 United States
Bidder Registration

If you need to make corr

<< Back

Next

* Required Field

Step 5 of 8: Address Contacts

Your primary address and contact is below.

User Name Designate as Contact for
Isaac Nye Primary Address

<< Back

Next >>

Cancel Registration

* Required Field

Enter the Primary Address for your company in

Step 3.

Confirm Primary Address entry in Step 4.

Confirm the User Name in Step 5.

Registration

Bidder Registration

Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

Standard ID Numbers

Identification Type	ID Number
1 *TIN/SSN	<input type="text"/>

SIC Codes - UNS Standard Indust

Bidder Registration

Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more notifications of bid events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

It is recommended that you select the category that matches the UNSPS Code(s) you selected in Step 6. Example: If you selected UNSPS Code 13121900, you should select category 13000000.

For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

Self Categorization Tree

Sourcing - Sourcing Categories

Sell Categories

- 10000000 - Live Plant and Animal Materia
- 11000000 - Mineral, Textile, Inedible Ma
- 14000000 - Paper Materials and Products
- 15000000 - Fuels, Fuel Additives, Lubric

Enter your company's Tax ID Number & UNSPSC Classification codes in Step 6. Find it at:

<http://www.unspsc.org>

Select Sourcing Categories in Step 7.

Registration

Bidder Registration

Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

I agree to be bound by the following Terms and Conditions:

1. The Department of Administrative Services (DAS) is required, by law, to advertise intended purchases for the benefit of competing persons producing or dealing in the supplies or services to be purchased. These intended purchases are listed in an electronic Bid Bulletin maintained on the Procurement Services web site and may be accessed by any interested party.

As a courtesy, DAS will provide electronic notice of such purchases to any bidder who has registered with DAS for the respective supplies or services. This registration does not include opportunities for the architectural, engineering and construction industry. To obtain more information on current

<< Back

Finish

Cancel Registration

* Required Field

Complete your Registration by agreeing to the Terms & Conditions in Step 8 and click “Finish”.

A page will display stating that Bidder Registration was Successful.

An email will follow containing your User ID and Password.

Finding Opportunities

Ohio.gov
So much to Discover!!

State Procurement

for Contractors/Vendors for Government Entities for State Employees for the Public

State Procurement

What's New HELP
Selling to the State HELP
Current Contracts HELP

The State of Ohio Procurement Web site displays all procurement opportunities and supplies and services contract information administered by the Department of Administrative Services (DAS) and the Office of Information Technology (OIT). These agencies issue all major procurement opportunities and negotiate all contracts displayed unless otherwise noted.

state home OIT home DAS home site map contact DAS search Ohio.gov privacy policy

Click 'Selling to the State'

Finding Opportunities

The screenshot shows the Ohio State Procurement website. At the top left is the Ohio.gov logo with the tagline "So much to Discover!". The main header is "State Procurement" with three sub-sections: "for Contractors/Vendors", "for Government Entities", and "for State Employees". Below this is a navigation menu with a large "P" in a red circle. The main content area is titled "Selling to the State" and features a woman looking at a laptop. A red arrow points to the "Procurement Opportunities" button, which has a "HELP" link next to it. Other buttons include "Construction Opportunities", "eBid Registration/Log In", "State Term Schedules (STS)", "Master Maintenance (MMA)", and "MBE and EDGE". A left sidebar contains various links like "Procurement Opportunities", "Construction Opportunities", "eBid Registration/Login", "STS", "MMA", "MBE/EDGE Information", "MBE/EDGE Contracting", "Find It Fast", "Procurement Contacts", "Help & Reference Materials", "FAQ", "Forms", "Web Links", "Comments/Questions", "Training/Tutorials", and "Login". The footer contains links for "state home", "OIT home", "DAS home", "site map", "contact DAS", and "search Ohio.gov".

Select 'Procurement Opportunities'

Finding Opportunities

for Contractors/Vendors for Government Entities for State Employees



Search for Procurement Opportunities

Search all *active* opportunities listed below, or refine your search using [Advanced Search for Opportunities](#). You can follow all *updates* to any opportunity by clicking the [Opportunity Updates](#) link below.

View Recent Opportunity Updates Click to view opportunity updates that include:	Advanced Search for Opportunities Click to find any opportunity by specifying:
<ul style="list-style-type: none">• Alerts• Amendments• Awards• Cancellations	<ul style="list-style-type: none">• Inquiries• Postings• Placed Under Evaluation
View All Active Opportunities Browse <i>active</i> * opportunities selecting one or more of the categories, and then press the [Search] button.	<ul style="list-style-type: none">• Agency• Keyword• Opportunity Type (ITB/RFP)• Date Range• Procurement Program• More...

* [More Information](#)

- Administrative, Financial, Managerial, Courier, Insurance & Temp Svcs (6)
- Arts, Crafts, Entertainment, Theatre & Gaming (1)
- Clothing, Textiles, Laundry Equipment & Supplies (1)
- Communication Equipment & Services (1)
- Computers, Software, Supplies & Services (2)

Narrow your search by 'Category' or 'Select All' at the bottom of the screen.

Finding Opportunities

The screenshot shows the Ohio Procurement Opportunities website in a Windows Internet Explorer browser. The page features a navigation menu on the left with options like 'OAKS Information', 'Procurement Home', and 'Advanced Search'. At the top, there are buttons for 'Modify Search', 'Printer Version', and 'New Search'. Below these is a 'View Records by Category' button. The main content is a table with the following columns: Title, Type, Issued By, Market Type, Index #, Doc/Bid #, Posted, and Opening. A red arrow points to the 'Doc/Bid #' column, indicating that clicking on these links provides an overview of the opportunity.

Title	Type	Issued By	Market Type	Index #	Doc/Bid #	Posted	Opening
Baler and Compaction Equipment <i>[Not Issued by Procurement Services]</i>	RFQ	DRC	Open	--	DRCQ-13-0855	4/7/2012	7/31/2012
BRANCH ROAD LANDSLIDE <i>[Not Issued by Procurement Services]</i>	ITB	DNR	Open	--	DNRT-047	6/21/2012	7/31/2012
Case Management of Vocational Rehabilitation Services <i>[Not Issued by Procurement Services]</i>	RFP	BWC	Open	--	BWCB12004	7/25/2012	8/21/2012
CATASTROPHIC CLAIMS CASE MANAGEMENT PILOT <i>[Not Issued by Procurement Services]</i>	RFP	BWC	Open	--	BWCB12003	6/26/2012	8/7/2012
Conducting a Job Analysis and Identifying Core and Specialty Competencies of Recovery Coaches <i>[Not Issued by Procurement Services]</i>	RFP	DMH	Open	--	DMH13030	7/25/2012	8/10/2012
Diabetic Supplies and Rebate Program <i>[Not Issued by Procurement Services]</i>	RFP	JFS	Open	--	JFSRFP121307803	7/2/2012	8/2/2012
Electronic Construction Bidding Service Provider	RFP	DAS	Open	--	0A1102	7/24/2012	8/15/2012
Farmers Markets Wireless Point of Sale <i>[Not Issued by Procurement Services]</i>	RFP	JFS	Open	--	JFSR1213178046	6/13/2012	11/1/2012
For Reimbursement of Travel Expenditures & Stipends for Persons in Recovery <i>[Not Issued by Procurement Services]</i>	RFP	DMH	Open	--	DMH13029	7/24/2012	8/1/2012
Forensic Psychiatry Fellowship Services <i>[Not Issued by Procurement Services]</i>	RFP	DMH	Open	--	DMH13032	7/27/2012	8/3/2012
Grant Writing Consultant <i>[Not Issued by Procurement Services]</i>	RFP	DOH	Open	--	DOH-ADMIN20936	7/30/2012	8/30/2012
Grilled Egg Patties (See Description Below)	ITB	DAS	Open	EDU004	OT901513	7/24/2012	8/3/2012
ILOB <i>[Not Issued by Procurement Services]</i>	RFP	RSC	Open	--	RSC-BVR-2013-02	7/13/2012	8/1/2012
JFS Telephony and Contact Center Services	RFP	DAS	Open	--	0A1099	7/27/2012	8/20/2012
Medical Technical Advisors - OPEN ENDED <i>[Not Issued by Procurement Services]</i>	RLB	JFS	Open	--	JFSR1213078013	6/30/2011	6/30/2013
Natural Gas Vehicle Cooperative	RFP	DAS	Open	--	SW035C	7/26/2012	9/7/2012
OBM - Planning and Budget Management	RFP	DAS	Open	--	0A1085	7/6/2012	8/13/2012

Select one of the links under 'Doc/Bid#' to see an overview of the opportunity

Finding Opportunities

The screenshot displays the Ohio State Procurement website interface. At the top left is the Ohio.gov logo with the tagline 'So much to Discover!'. The main header reads 'State Procurement' and is divided into three sections: 'for Contractors/Vendors', 'for Government Entities', and 'for State Em'. A left-hand navigation menu includes links such as 'Procurement Home', 'Selling to the State', 'Procurement Opportunities', 'Find It Fast', 'Procurement Contacts', 'Help & Reference Materials', 'FAQ', 'Forms', 'Web Links', 'Comments/Questions', and 'Training/Tutorials'. The main content area shows details for a procurement opportunity titled 'Cargo Pocket Uniform Duty Trousers'. The description is 'Cargo Pocket Uniform Duty Trousers'. Under 'General Information', it lists: Commodity Category 1: Clothing, Textiles, Laundry Equipment & Supplies; Opportunity Type: Invitation To Bid; Opportunity Status: Active; Document/Bid #: RS900911; Index #: GDC059; Requesting Agency: Administrative Services, Department of; Issued By: Administrative Services, Department of. The 'Dates' section includes: Posted Date: 3/29/2011; Inquiry Period: 3/29/2011 thru 4/6/2011 8:00:00 AM; Opening Date: 4/13/2011. The 'Procurement Program' section shows: MBE Set Aside: No; Open Market: Yes. Under 'Associated PDF Files', there is a document 'Click to View RS900911.PDF'. An 'Associated Link' section has a 'URL:' field. At the bottom, there are buttons for 'Submit Inquiry' and 'View Q and A', and links for 'Back to Previous Page' and 'Back to Procurement Opportunities'. The footer contains links for 'state home', 'OIT home', 'DAS home', 'site map', and 'contact DAS'.

Summary Page:
(for bids submitted in hard copy)

Finding Opportunities

The 'Contact List' for all Agency Procurement Officers (APO's) for agencies, boards, commissions, and other institutions is available from our website @ www.ohio.gov/procure



Ohio.gov
So much to Discover!

State Procurement

for Contractors/Vendors for Government Entities for State Employees for the Public

State Procurement

What's New HELP
Selling to the State HELP
Current Contracts HELP

OAKS Information
What's New
Selling to the State
Current Contracts
Find It Fast
Procurement Contacts
Help & Reference Materials
FAQ
Forms
Web Links
Comments/Questions
Training/Tutorials

state home OIT home DAS home site map contact DAS search Ohio.gov privacy policy

The State of Ohio Procurement Web site displays all procurement opportunities and supplies and services contract information administered by the Department of Administrative Services (DAS) and the Office of Information Technology (OIT). These agencies issue all major procurement opportunities and negotiate all contracts displayed unless otherwise noted.

Responding to an Invitation to Bid (ITB)

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 OB137508-F		OPENING DATE (1:00 p.m.) DECEMBER 10, 2007		FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1399 ATTN: BID DESK		BIDDER NAME		STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
REQ./INDEX NO. DMHD1083981		BID NOTICE DATE 11/29/07		CITY STATE ZIP	
BIDDER'S EMAIL ADDRESS		CONTACT PERSON		TELEPHONE NO. () () ()	
<input type="checkbox"/> Email <input type="checkbox"/> Fax		ITEM'S CONTACT PERSON		TOLL FREE NO. 1-() () ()	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE EMAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)		CONTRACT PERSON		FAX NO. () () ()	
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".		ITEM'S TELEPHONE NO. () () ()		TELEPHONE NO. () () ()	
BILL TO: DEPARTMENT OF MENTAL HEALTH CENTRAL WAREHOUSE 3201 ALBERTA STREET COLUMBUS, OH 43204		SHIP TO: SAME			
DELIVERY REQUESTED: P.O./DEST.P.P.D. SEE BELOW		DELIVERY OFFERED (IF DIFFERENT): P.O./DEST.P.P.D.			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:					
ITEM	QUANTITY	UNIT	DESCRIPTION (393-54)	UNIT PRICE	EXTENDER PRICE
1.	2868	CS	MANDARIN ORANGES, CANNED (277-34-0122) (ITEM IS ON DAS EXCEPTED PRODUCTS LIST)		
Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in the evaluation and any subsequent award.					
DELIVERY: 952 ccs - 01/25/08, 952 ccs - 02/08/08, and 952 ccs - 02/15/08					
The following documents (are part of the food bid manual) apply to this bid, all of which become the contract upon award:					
<ul style="list-style-type: none"> • Required Certification for Bidding (Page 2)(Rev. 10/01/07) (1 page) - Must complete and return with response to receive domestic and Ohio preference • Disclosure of Subcontractors/Joint Ventures (Page 2A) (Rev. 07/06) (1 page) - Should complete and return with response * • One-Time Food Bid Special Terms and Conditions (Rev. 05/01/07) (1 page) • Item Specification (Rev. 10/06/05) (1 page) • Appendix - General Specifications (Rev. 11/27/07) (2 pages) • Instructions, Terms and Conditions for Bidding; Standard Contract Terms and Conditions; and Supplemental Terms and Conditions (Rev. 10/01/07) (11 pages). All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void. 					
All online food specifications may be viewed at http://procure.ohio.gov/pdFFoodManual.pdf at the State Procurement website.					
Any questions or clarifications regarding this invitation to bid should be directed to the Office of Procurement Services by letter or telephone at (614) 644-8743 or through the internet at http://www.ohio.gov/procure . Questions posted to the website should be submitted a minimum of one (1) business day prior to the bid opening date.					
* See paragraph 2 of "One-Time Food Bid Special Terms and Conditions"					
PRINTED/TYPED SIGNATURE		AUTHORIZED SIGNATURE (PERSONAL SIGNATURE ONLY) (Please sign in blue ink)		DATE	

Example of the 'Invitation to Bid' document (ITB)

The original signed bid must be submitted to the Office of Procurement Services by 1:00 p.m. on the above listed opening date to receive consideration for award. It is requested that the Bidder not sign their bid in black ink. Bidder certifies, by signature affixed to its bid, that the information provided by it in its bid, including the Required Certification for Bidding, is accurate and complete. Bidder declines to have read and understood all of the instructions, terms, conditions and specifications of this invitation to bid and agrees to fulfill the



Responding to an Invitation to Bid (ITB)

- 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
- Complete the Cost Summary Page(s) provided in the bid document
- Attach any relevant product/service literature



Responding to an Invitation to Bid (ITB)

- Place completed, signed bid document in a sealed envelope
- 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.



Bid Opening

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays and Fridays;
- Bids are certified by an attending State Auditor
- Vendors must be certified by EOD at time of Bid Opening
- Bidders may attend bid openings.



The Evaluation Begins

- Bids received are delivered to the assigned analyst
- Bidders may not communicate with the analyst or agency during the evaluation time
- Bidders may track the status of the bid on the website (Selling to the State) .



The Award

- The Invitation to Bid is awarded to lowest responsive, responsible bidder
- If the ITB is for a one-time requirement, the successful bidder is notified with receipt of a purchase order
- If the ITB is for an on-going (annual) need, bidder is notified by letter



New Vendor with the State of Ohio

- If first time doing business with the State, obtain “New Vendor” form from Ohio Shared Services at
- www.ohiosharedservices.ohio.gov/



New Vendor with the State of Ohio

- Submit new vendor form and W-9 to
email: vendor@ohio.gov
Fax: 614-485-1052
Mail: Ohio Shared Services
P.O. Box 182880
Columbus, OH 43218
Att: Vendor Maintenance



Responding to a Request for Proposal (RFP)

What YOU should know to successfully submit a response to a Request for Proposal

- RFP is awarded as a Best Value rather than Low Bid
- Offerors will receive scores in the areas of experience, references and documented solution to Scope of Work requirements



Responding to a Request for Proposal (RFP)

Cover Page

- RFP Title for Requirement
- Dates for Inquiry Period
- Date for Site Visit
- Proposal Due Date



Responding to a Request for Proposal (RFP)

Executive Summary

- Background Information & History
- Scope of Work (SOW) Details
 - Deliverables
 - Schedule of Milestones
 - In essence, what the contractor must do to complete the project satisfactorily



Responding to a Request for Proposal (RFP)

Evaluation of Proposals

- Description of the method to be used for rating/scoring proposals
- Mandatory Requirements
- Scored Criteria:
 - Technical
 - Cost



Responding to a Request for Proposal (RFP)

Cost Summary

- Complete in the format provided
(Cost per hour, per deliverable, etc.)
- Most RFP's do not allow for any reimbursable expenses
- Cost Proposal is submitted in a sealed envelope separate from Technical Proposal



Responding to a Request for Proposal (RFP)

- Instructions for Proposal
 - Link to Instructions is given in the RFP
- Terms & Conditions
 - Link to Terms & Conditions is given in the RFP
 - Offeror's must complete form to confirm acceptance to T's & C's



Responding to a Request for Proposal (RFP)

Forms - Link to “forms” needed for RFP is given in the RFP

- Offeror’s Required Information
- Contract Signature Page
- Offeror’s Profile
- Offeror’s Prior Project
- Offeror’s Candidate References
- Offeror’s Candidate Education
- Contract Performance
- Contractor Affirmation and Disclosure



Proposal Opening

- Proposals are opened at 1:00 PM EST on Monday, Wednesday and Friday;
- Certified by an attending State Auditor
- Vendors must be certified by EOD at the time of Proposal Opening

Questions

To submit a question, please send a
‘high priority’ e-mail to

shavonna.neal@das.ohio.gov

Please indicate **“Training Question”** in the
subject line.

Thank you for your questions
and participation!





A Few Reminders...

- This webinar has been recorded and can be viewed in its entirety on our Web site @
 - http://procure.ohio.gov/pdf/MBEandEDGEVendorTR/MBE_EDGEVendor_training.html
 - It is available @ procure.ohio.gov, select Web Links, Certified MBE and EDGE Vendor Training Resources
- Presentation materials will be available on this Web site to download



A Few Reminders...

- Live audience: Please remember to complete your evaluation form before you leave today. Please place them on the registration table.
- Webinar audience: Please e-mail evaluation form to:
tonya.prickett@das.ohio.gov



Thank you for your Attendance

This concludes today's training

Have a great afternoon!