

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



OhioDAS

Office of Procurement Services (OPS)

General Inquiries:

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

Table of Contents

Section

1. STS/MMA background, and State of Ohio purchasing policies
2. Cooperative Purchasing Program (“Co-op”)
3. STS offer submission process
4. MMA offer submission process
5. Amendment request process (for active STS or MMA)
6. Active contract information and requirements: quarterly usage reports, revenue share fees, payments, viewing contracts online
7. Other procurement opportunities, contacts
8. Optional Master Lease Agreements

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 Procurement website interface. At the top, there is a navigation bar with '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', 'Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The main content area features a news article about Governor Kasich's award and a 'Quick Links' sidebar. In the sidebar, 'State Contract Opportunities' is highlighted with a red box, and a red arrow points from this box to a text box on the right. Below the sidebar, there are links for 'State Procurement Handbook' and 'State Procurement Vendor Handbook'. The footer contains the Ohio DAS logo and various utility links.

**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 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 is the State of Ohio Procurement logo. A secondary navigation bar includes links for Suppliers, State Agencies, Political Subdivisions, Public, News, Help & Reference, Contacts, and LOGIN. The main content area features a news article about Governor Kasich receiving a Technology Champion Award. To the right, a sidebar contains several sections: Quick Links, Services, Policies, and Publications. A red arrow points from a text box to the 'State Term Schedules (STS)' link in the Quick Links section.

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

Services

- Agency Procurement Tools
- MBE & EDGE Agency Tool Kit
- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

Policies

- Procurement Procedures for State Services and Information Technology

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

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

STS Offer Submission Process

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 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 LOGIN. The main content area is titled 'State Term Schedules (STS)' and includes a descriptive paragraph. Three buttons are visible: 'Establish Non-IT Supplies/Services STS', 'Establish IT STS', and 'Search for a State Term Schedule'. A red arrow points from a callout box to the 'Establish Non-IT Supplies/Services STS' button. To the right, there are sections for 'Quick Links', 'Services', and 'Policies'. The footer contains the Ohio DAS logo and various utility links.

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

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

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

STS 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

State Term Schedules (STS) for Non-Information Technology (IT) Products and Services

The decision to enter into or renew a STS Contract is based upon the State's need for a specific supply or service. Requests to establish a new STS 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.

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

[Non-IT STS 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 STS contract:

[Download for Non-IT Contracts](#)

If your company has an existing Non-IT STS and wishes to update the contract, download instructions on various amendment request processes:

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

OhioDAS
Department of Administrative Services

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

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

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

Governor Kasich Receives 2015 Technology Champion Award
At NASCIO's Midyear Conference, Governor Kasich received the 2015 Technology Champion Award. This honor is given to innovative leaders who are advocates for IT in the public sector and who have demonstrated a commitment to leveraging IT to create more effective and efficient government operations.

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 |

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

Publications

- State Procurement Handbook
- State Procurement Vendor Handbook

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 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 is the 'State of Ohio Procurement' logo. A secondary navigation bar includes links for 'for Suppliers', 'for State Agencies', 'for Political Subdivisions', 'for the Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The main content area features a news article titled 'Governor Kasich Receives 2015 Technology Champion Award' and an 'Announcements' section with several items. On the right side, there is a 'Quick Links' section with a list of links. A red arrow points to the 'Master Maintenance Agreements (MMA)' link, which is highlighted in blue. Below the 'Quick Links' section 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 of the page, there is a footer with the 'OhioDAS Department of Administrative Services' logo and a list 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

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
- MBE & EDGE Agency Tool Kit
- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

State Procurement Vendor Handbook

OhioDAS Department of Administrative Services

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

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 'Ohio.gov', 'Procurement Offices', 'State Agencies', and 'Online Services'. Below this is the 'State of Ohio Procurement' logo and a secondary navigation bar with links for 'for Suppliers', 'for State Agencies', 'for Political Subdivisions', 'for the Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The main content area is titled 'Master Maintenance Agreements (MMA)' and includes a brief description: '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.' Three buttons are visible: 'Establish Non-IT Supplies/Services MMA', 'Establish IT MMA', and 'Search for a Master Maintenance Agreement'. A red arrow points from a callout box to the 'Establish Non-IT Supplies/Services MMA' button. To the right, there are 'Quick Links' and 'Services' sections with various links. The footer contains the 'Ohio DAS Department of Administrative Services' 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

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
- ▶ 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

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Department of Administrative Services

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

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

MMA Offer Submission Process

The screenshot shows the Ohio Procurement website. At the top, there is a navigation bar with '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', 'Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The main content area is titled 'Master Maintenance Agreement (MMA) for Non-Information Technology (IT) Products and Services'. It contains introductory text and a section for 'Non-IT Vendors and Dealers' with a 'Non-IT MMA Mandatory Training' link. A red arrow points to the 'Instructions for Non-IT MMA Offer' link. Below that is a section for 'Instructions for Non-IT Amendment Requests'. On the right side, there are '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), and 'Publications' (State Procurement Handbook, State Procurement Vendor Handbook). The footer includes the Ohio DAS logo and various utility links like 'Access myOhio.gov', 'DAS home', 'OBM home', 'site map', 'privacy policy', and 'Ohio.gov'.

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 interface. At the top, there are navigation tabs 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 "for Suppliers", "for State Agencies", "for Political Subdivisions", "for the Public", "News", "Help & Reference", "Contacts", and "LOGIN".

The main content area features a news article titled "Governor Kasich Receives 2015 Technology Champion Award" with a photo of Governor Kasich at a podium. To the right, a "Quick Links" sidebar lists several options, with "State Contract Opportunities" highlighted by a red box and a red arrow pointing to it. Other links include "Current Contract Search", "Bid Opportunities Search", "IT Release and Permit", "IT Enterprise Services Portal", "MBE & EDGE Opportunities", "State Printing and Mail Services", "Agency Request to Purchase", and "Procurement Related Web Links".

Below the news article is an "Announcements" section with a grid of items, including dates and titles like "Standardized General Goods and Services Bid Template Now Available" and "Blanket Release & Permit FY 16 & 17".

At the bottom left is the "OhioDAS Department of Administrative Services" logo. The footer contains links for "Access myOhio.gov", "DAS home", "OBM home", "site map", "privacy policy", and "Ohio.gov".

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

Contract Amendment Submission Process

The screenshot shows the Ohio Procurement website interface. At the top, there are navigation links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the State of Ohio Procurement logo and a secondary navigation bar with links for Suppliers, State Agencies, Political Subdivisions, the Public, News, Help & Reference, Contacts, and a LOGIN button. A main content area features a news article titled "Governor Kasich Receives 2015 Technology Champion Award" with a photo of Governor Kasich at a podium. To the right is a "Quick Links" sidebar containing several menu items. Two red arrows originate from a text box at the bottom right of the page, pointing to the "State Contract Opportunities" link and the "Master Maintenance Agreements (MMA)" link within the sidebar. Below the sidebar 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 logo, and at the bottom center is a footer with links for Access myOhio.gov, DAS home, OBM home, site map, privacy policy, and Ohio.gov.

**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
- State Printing and Mail Services
- Agency Request to Purchase
- Procurement Related Web Links

Services

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- MBE & EDGE Agency Tool Kit
- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

Policies

- Procurement Procedures for Supplies, Services and Information Technology

Publications

- State Procurement Handbook
- State Procurement Vendor Handbook

OhioDAS Department of Administrative Services

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

State of Ohio Procurement

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

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- 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

- Procurement Procedures for Supplies, Services and Information Technology

Publications

- State Procurement Handbook
- State Procurement Vendor Handbook

OhioDAS Department of Administrative Services

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

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
- State Printing and Mail Services
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State of Ohio Procurement

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
- MBE & EDGE Opportunities
- State Contract Opportunities
- State Printing and Mail Services
- Agency Request to Purchase
- Procurement Related Web Links

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

- Procurement Procedures for Supplies, Services and Information Technology

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OhioDAS
Department of Administrative Services

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

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 interface. At the top, there are navigation links for Ohio.gov, Procurement Offices, State Agencies, and Online Services. Below this is the State of Ohio Procurement logo and a secondary navigation bar with links for Suppliers, State Agencies, Political Subdivisions, the Public, News, Help & Reference, Contacts, and LOGIN. The main content area features a news article about Governor Kasich's award and an 'Announcements' section with four items. On the right, a 'Quick Links' sidebar is visible, with a red arrow pointing to the 'Current Contract Search' link. Other links in the sidebar 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 sidebar are sections for 'Services' (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), and 'Publications' (State Procurement Handbook, State Procurement Vendor Handbook). The footer includes the OhioDAS logo and links for myOhio.gov, DAS home, OBM home, site map, privacy policy, and 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

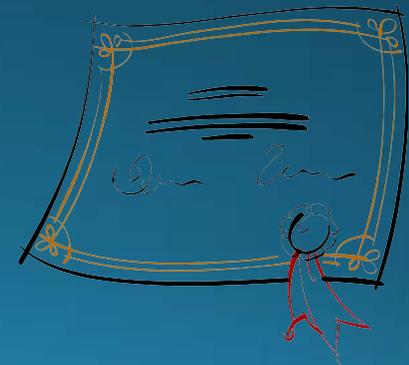
“APPROVED PRODUCTS/SERVICES:

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 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 is the State of Ohio Procurement logo. A secondary navigation bar includes links for Suppliers, State Agencies, Political Subdivisions, Public, News, Help & Reference, Contacts, and LOGIN. A dropdown menu for Suppliers is open, showing options like Current Contracts, Bid Opportunities, Selling to the State, Registration, Purchasing Programs, Contract Management Vendor Portal, Forms, and Invoice Processing. A red arrow points to the 'Forms' link. Below the menu is a news article titled 'Governor Kasich Receives 2015 Technology Champion Award'. To the right, there are sections for Quick Links, Services, Policies, and Publications. The footer contains the OhioDAS logo and various utility links.

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

Quarterly Usage Report Online Form

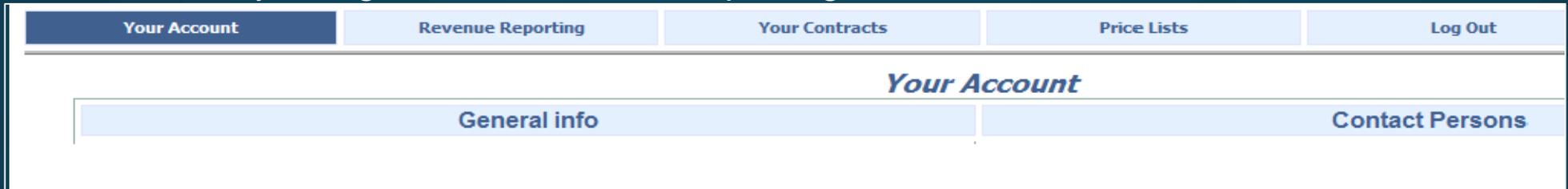
The screenshot shows the Ohio Procurement website. At the top, there is a navigation bar with 'Ohio.gov', 'Procurement Offices', 'State Agencies', and 'Online Services'. Below this is the 'State of Ohio Procurement' logo. A secondary navigation bar includes 'for Suppliers', 'for State Agencies', 'for Political Subdivisions', 'for the Public', 'News', 'Help & Reference', 'Contacts', and 'LOGIN'. The main content area is titled 'Procurement Forms' and lists various forms under 'Agency Forms' and 'Vendor Forms'. The 'Ohio Contract Management Portal' link is highlighted with a red box and a red arrow pointing to it. The footer contains 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 Angie.Stasiak@das.ohio.gov

Quarterly Usage Report Online Form

1. Once you log in click Revenue Reporting



2. Click Report Revenue button

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



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 X

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 | <input type="text" value="100,000"/> | <input type="text" value="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.

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: procure.ohio.gov



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
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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