



Ohio Department of Administrative Services Mandatory State Term Schedule (STS) Training Webinar

PLEASE READ THIS PAGE CAREFULLY BEFORE REGISTERING FOR THE TRAINING

To qualify for the State Term Schedule Training, your company must meet the following pre-requisites.

STS Training Pre-requisites - Must be one of the following:

- A Non-Information Technology (Non-IT) manufacturer or service provider that currently holds a **Non-IT** STS contract and was requested by the Ohio Office of Procurement Services (OPS) to apply for a new contract by submitting an offer package. (**Please note:** Companies that hold an existing STS contract that have not maintained a \$50,000 annual sales volume will not be permitted to renew their contract).
- A Non-Information Technology (Non-IT) manufacturer or service provider that was contacted by the OPS to enter into a new Non-IT STS contract on behalf of an agency that has followed the [Request To Purchase](#) (RTP) application process.

Who must attend the mandatory Non-IT STS training webinar?

- The STS training is mandatory for the following people:
- A permanent employee of the company that is submitting a new or renewal offer package who is to be designated as the point of contact on the STS contract must attend. It is preferable the designated contact person be the employee who is directly administering the contract. If that person leaves the company or is no longer associated with the contract, the replacement person required to attend the training before they can be named as the new point of contact for the STS contract.
- The person who prepares the offering documents must attend.
- The point of contact for each dealer/distributor to be named on the STS contract must attend. New dealers/distributors must also attend training before being added to an existing STS contract.
- The point of contact for all sub-contractors to be named on the STS contract must attend. New sub-contractors must also attend training before being added to an existing STS contract.

Who else should attend?

It is recommended that other company personnel who are directly involved with the STS contract should consider attending.

How long is the webinar?

The webinar is typically two hours long. **IMPORTANT:** The start time for the webinar is 9:00 AM (Eastern). The attendee must remain logged-on for the entire webinar in order to receive credit for attending.

Is there a fee to attend the Webinar?

Yes, please have a credit card ready when registering for the training.

Will the attendee receive a certificate of attendance after the training?

No certificate of attendance will be issued. The attendee will receive a confirmation of attendance via email. The attendee's name, company information, and date of attendance will be recorded in our STS training database.

How do I register for the STS Webinar Training? Click [here](#) to register for the training