

MEMORANDUM

TO: Chief Information Officers, Chief Fiscal Officers, and Agency Procurement Officers of State Agencies, Boards, and Commissions

FROM: Eric Glenn, Administrator, Enterprise IT Contracting
Kelly Sanders, Chief Procurement Officer

DATE: SEPTEMBER 29, 2017

SUBJECT: State Term Schedule Guidance #5

This is the fifth of several State Term Schedule Guidance documents that DAS will issue to provide information about enhanced transparency measures and associated reporting requirements related to agencies' use of state term schedule contracts.

Initial guidance to implement enhanced transparency measures for the use of State Term Schedule (STS) contracts was issued on June 16. This initial guidance included information on the requirement to obtain at least three quotes or seek a waiver of competitive selection from the Controlling Board; how to address continuations from FY17; use of direct authority; and deadline information to be considered on the Controlling Board agenda for July 10.

Additional guidance was issued on June 23, 30 and August 16. This guidance included additional clarification of State Term Schedule use, Frequently Asked Questions and information on the transparency reporting requirements and the new STS Contract Purchase forms.

In this guidance, we will seek to provide additional information about the transparency reporting requirements.

A. Transparency Report

DAS is required to provide a report of each agency's use of the STS contracts to Controlling Board members on a quarterly basis. In order to meet the first quarterly report due date, agencies must clear all exceptions and make all final revisions to the details contained in the quote details version of the OAKS BI report (VA-0011 STS Contract Purchase Form Report) **by close of business on October 13.**

As a reminder, **agencies should pay close attention to the quality and accuracy of the information entered in the "Description" data field for requisitions and interfaced purchase orders and the "Explanation" and "Sourcing Details" data fields on the applicable STS Contract Purchase Forms.** It is also important to remember the reports will be publicly available; therefore, agencies should avoid including sensitive or subjective information.

Please direct any questions about this information to Eric Glenn (for IT purchases) at Eric.Glenn@das.ohio.gov and Kelly Sanders (for non-IT purchases) at Kelly.Sanders@das.ohio.gov.

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