

# REQUEST FOR PROPOSALS

RFP NUMBER: 0A1045  
DATE ISSUED: September 5, 2008

The State of Ohio, through the Ohio Department of Administrative Services for the Ohio Department of Natural Resources is requesting proposals for:

**Wild Ohio Customer Relationship Management System (WOCRMS)**

INQUIRY PERIOD BEGINS: September 5, 2008  
INQUIRY PERIOD ENDS: October 3, 2008  
OPENING DATE: October 20, 2008  
OPENING TIME: 1:00 P.M.

OPENING LOCATION: DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
I.T. PROCUREMENT SERVICES  
BID DESK  
4200 SURFACE ROAD  
COLUMBUS, OH 43228-1313

This RFP consists of five parts and nine (9) attachments, totaling 120 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.



## **PART ONE: EXECUTIVE SUMMARY**

**Purpose.** This is a Request for Competitive Sealed Proposals (“RFP”) under Sections 125.071 and 125.18 of the Ohio Revised Code (the “Revised Code”) and Section 123:5-1-8 of the Ohio Administrative Code (the “Administrative Code”). The Department of Natural Resources has asked the Ohio Department of Administrative Services to solicit competitive sealed proposals (“Proposals”) for a Point of Sale Customer Relationship Management System (the “Project”), and this RFP is the result of that request.

If a suitable offer is made in response to this RFP, the State of Ohio (the “State”), through the Ohio Department of Administrative Services, may enter into a contract (the “Contract”) to have the selected offeror (the “Contractor”) perform all or part of the Project. This RFP provides details on what is required to submit a Proposal for the Project, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the work. While these dates are subject to change, prospective offerors must be prepared to meet them as they currently stand.

**Once awarded, the term of the Contract will be from the award date until the Project is completed to the satisfaction of the State and the Contractor is paid or June 30, 2009, whichever is sooner. The State may renew this Contract for up to 4 additional two-year term(s), subject to and contingent on the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. Any such renewal of all or part of the Contract also is subject to the satisfactory performance of the Contractor and the needs of the Department of Natural Resources.**

**The State may reject any Proposal if the offeror fails to meet a deadline in the submission or evaluation phases of the selection process or objects to the dates for performance of the Project or the terms and conditions in this RFP.**

**Background.** The Ohio Department of Natural Resources (ODNR) manages the natural resources of the State of Ohio to benefit the citizens of the state. The Director of the Department of Natural Resources holds a cabinet level position within the governor’s administration.

The ODNR, Division of Wildlife (DOW) is one of 12 divisions or offices within the Department. The DOW manages Ohio’s fish and wildlife resources under the authority of the Ohio Revised Code (ORC). The DOW holds title, in trust for the benefit of all Ohioans, to all wild animals which are not legally confined or held in private ownership. The Ohio Revised Code directs the DOW to plan, develop, and institute programs and policies that are designed for the general care, protection, and supervision of the wildlife resources in the state. The DOW is also empowered to develop and enforce regulations for the protection, preservation, propagation, management, and wise use of wild animals and specific plants.

The DOW has managed Ohio’s fish and wildlife since 1873. The DOW has a staff of approximately 450 employees with representation in each of Ohio’s 88 counties. The staff is comprised largely of fisheries and wildlife biologists, law enforcement officers, and various communications, education, information management, clerical and administrative management professionals. The DOW also relies on many volunteers who assist in various projects, most notably hunter, trapper, and aquatic education.

The DOW administers numerous programs including several that manage populations, habitat, and use of fish and wildlife. These programs are funded primarily through the sale of hunting and fishing licenses, hereafter referred to as sport licenses. The DOW distributes about 1.8 million sport licenses per year to approximately 1.2 million customers. Licenses are sold through approximately 1,350 License Agents who use the current DOW Automated Sport License Sales system. Most of these agents are medium to small sized retail stores. The majority are located within the state. Annual sales by location vary from a few licenses to several thousand. Licensing agents provide the traditional method of delivering sport licenses. The DOW currently supports License Agents through its DOW Call Center (1-800-Wildlife).

The DOW offers approximately 45 different types of sport licenses for hunting and fishing activities based on residency and age. In addition, the DOW offers reduced price and free licenses to senior citizens and other exempt persons. The Supplement entitled "Current Sport License and Permit Offerings and Fees" includes a complete list of sport licenses that may be issued by the Department.

In 1998, the DOW contracted for an electronic Point of Sale system to replace its paper-based system. The Point of Sale system is mission critical to DOW operations. Revenue generated from the Point of Sale system represents approximately 50% of the DOW's operating budget. The benefits of the current Point of Sale system have far exceeded the initial investment. However, the system is becoming obsolete and costly to maintain.

In 2003, the DOW formed a committee to establish a direction for designing the next generation of Point of Sale. The committee recommended a web-based real time automated license system. As a result of the committee recommendation, the DOW has committed to a comprehensive approach to customer relationships.

The DOW's new vision is the Wild Ohio Customer Relationship Management System (WOCRMS). The Wild Ohio Customer Relationship Management System must include not only the benefits of advanced web technologies but also a commitment to customer relationship management. The DOW wishes to implement a system that will provide its employees, License Agents, and conservation clubs with the information management tools needed to know its constituents, understand their needs, and extensively build relationships between the DOW, its customer base, and license distribution partners.

## **Automated Sport License Sales System**

**Sales Network:** The DOW is responsible for the distribution, sale, and revenue collection of sport licenses in Ohio. The DOW currently provides licensing services over the internet and through an agent network of store locations in Ohio. The DOW's current Point of Sale system (POS) services are provided by Hewlett Packard for sales transactions at agent locations. Internet sales are available through Outdoor Central. The current POS system operates as a store and forward system. License Agents are required to upload at least once every 3 days, and remit payment via electronic funds transfer every 7 days.

In license year 2006, the DOW issued approximately 2 million sport licenses to approximately 1.4 million customers. License sales revenue accounts for around 50% of the DOW's operating budget. License revenues were approximately \$36 million in license year 2006.

The DOW experiences several high transaction periods throughout the license year. Highest sales volumes occur at the beginning of select licensing seasons. Deer gun season represents the highest daily totals and peaks at approximately 30,000 transactions per day.

The DOW supports approximately 1,350 License Agents who issue licenses throughout the State of Ohio. License Agents consist of large department stores such as Wal-mart and K-mart as well as small, privately owned retail establishments. The latter includes stores located in rural or remote areas and presents a greater challenge for communications.

License agents currently use a point of sale device(s) (POS) to issue sport licenses. License agents collect proceeds from the sale of licenses and deposit these funds, less their issuance fee (commission), into a designated bank account. Funds are electronically transferred to the State of Ohio on a weekly basis.

Internet license sales are currently processed using a software application completely separate from that used by the Agents. That software was developed and is supported by Outdoor Central. The Outdoor Central Internet solution is fully outsourced.

**Fees:** A Supplement to this RFP illustrates available sport licenses and the fee for each. The price of each sport license includes a \$1.00 writing fee which is the License Agent commission.

**Support:** The DOW currently provides technical and regulatory support to all License Agents and customers via an in-house call center. The POS Help Desk offers hardware and software troubleshooting, fulfillment of supply orders, new vendor inquiries, account reconciliation, and assistance with obscure transactions such as voids and issuing duplicate licenses. License Agents must order supplies (License Paper, publications, etc.) by calling the POS Help Desk (call center). Supply orders are entered into the database and electronically transmitted to the DOW Warehouse for fulfillment.

**Hardware and Software:** The current Point of Sale system server is located at the Department of Natural Resources' Information Technology complex. Hewlett Packard provides database management and support services for hardware and software.

The Point of Sale hardware configuration currently used by License Agents is owned by the DOW and includes a Verifone 396 credit card terminal loaded with HP-proprietary software, a Verifone 355 Printer for customer receipt printing, a keyboard, and Datamax Ovation II Direct Thermal printer for license printing.

**Sport Licenses and Game Tags:** Sport licenses and game tags are currently printed on EZ-Tag stock, a direct thermal laminate that is extremely tear-proof and weatherproof. The licenses and tags are printed on a 2.125" x 3.375" form that is perforated so that it folds to the size of a credit card or driver's license.

Big game tags, i.e., deer and turkey, must be attached to the carcass immediately upon harvest. Therefore, stock for this item must be as durable as possible without compromising print or image quality. Print quality and longevity is the most important variable for these documents.

**Gift Certificates:** License Agents may sell gift certificates for most Ohio licenses. Gift certificates are sold for a single license or tag and assigned a value based on type (e.g., a gift certificate for a resident annual fishing license would have a value of \$19). Gift certificates are valid for one year from the sale date. The seller does not receive any writing fee for this type of sale.

Gift certificates may be redeemed for a single license or tag of equal or lesser value than the value of the certificate. The certificate does not have to be redeemed for the license type specified on the certificate nor does it have to be redeemed by the person who is named on the certificate.

The license sale application contains a special process for redeeming gift certificates that flags the sale as a gift certificate redemption. If a License Agent uses the regular license sale process and simply accepts the gift certificate in lieu of cash, the sale is not marked as redemption and not recognized as such by any of the client processes that handle gift certificate redemptions.

When a gift certificate is redeemed, the redeeming License Agent receives the writing fee, but owes the DOW no money for the sale. However, the agent must return the redeemed gift certificate to the DOW within 60 days or they are charged the license amount.

**Revenue:** The DOW collects approximately \$36 million dollars annually from the proceeds of sport license sales.

## **Game Checking**

The DOW requires mandatory game checking for both deer and turkey in the state of Ohio. There are approximately 600 game check stations, mostly privately owned retail establishments and meat-processing plants, authorized by the DOW to perform game-checking services.

The DOW manually collects and records harvest information on a species-specific harvest record form. Data is manually entered (scanned) into a stand-alone database. Wildlife biologists use the data to calculate total harvest and to determine game laws for future hunting seasons.

The current POS system includes a module for game-checking. However, the system never succeeded beyond pilot testing. This was due to a variety of reasons including bar-code failures and transaction volumes. The current database contains a table that was designed for the purpose of collecting harvest information.

The DOW estimates that annual deer game check totals are between 225,000 and 250,000. The annual turkey harvest is between 25,000 and 30,000. Each game check process requires a harvest record form to be completed. Harvest Record Forms are included as a Supplement to this RFP.

In order to legally hunt deer and turkey in Ohio, hunters must purchase a “generic” hunting license as well as a deer tag or turkey tag. Deer and turkey tags purchased at the point-of-sale are called “temporary kill tags”. Immediately upon harvest of a deer or turkey, hunters must attach the temporary kill tag to the dead carcass which signifies legal possession.

The hunter must transport the dead animal to a designated Game Check Station. Hunters are required to answer a series of survey questions in exchange for a “permanent” tag that must remain attached to the dead carcass forever. Currently, permanent tags are metal and if removed signify to law enforcement officers that it has been tampered with. The permanent tag signifies that the dead animal was properly checked in at an authorized check station (per Ohio Revised Code) and officially gives the hunter legal possession of the dead animal.

## **Hunter Safety Education Certification System**

Currently the DOW Hunter Safety Education System database helps the DOW manage instructors, students, course schedules, instructor training, instructor hours, and education certification for hunter and trapper safety education programs. The DOW currently offers approximately 1,000 courses that are attended by 25,000 students each year. The current database contains over 900,000 student records and 11,000 instructor records.

The system includes the functionality for course initiation and final report. In addition, it manages course registrations and duplicate certification requests. Course offerings are listed on the DOW web site. The instructor-led course listings include date, time, and location of the training, course descriptions, and instructor contact information.

Students interested in attending a course must register through the DOW Call Center. In some instances, the student is advised to contact the course instructor directly. The DOW provides the instructor with course rosters and materials. Upon course completion, the instructor submits the student pass/fail records in the form of a final report for integration into the DOW database. The course instructor’s hours are submitted as part of the final report. Education certificates are presented to students at the completion of the course.

Hunter and trapper education students must complete a registration form at the beginning of each course. The registration includes two sections; one is for the student’s use and the other is for instructor’s use.

The DOW also provides education to train new instructors.

The DOW conducts clinics for a variety of species and weaponry. Species clinics include deer, turkey, and dove clinics. Weaponry clinics include rifle, shotgun, handgun, and archery/bow clinics.

## **Special Event Lottery Drawings**

The DOW manages controlled hunts and fishing events that allow a limited number of permits to be issued. These include select deer hunts, waterfowl hunts, and fishing events.

In 2006, the DOW received approximately 60,000 applications for special event lottery drawings. Approximately 60% of the lottery applications were processed through the Internet. In that same year, the DOW issued approximately 9,000 winning permits. The Special Event Lottery Application form is included in Supplement 14 to this RFP.

Each year, the DOW reviews the previous year's events and determines which events will take place the following year. Changes to events, such as the number of participants and event dates, are determined. Application materials, including the Internet application process, are approved, printed, and distributed.

Customers are notified of application requirements and deadlines through regular mail and e-mail. Applications are accepted through the Internet and submission of hard-copy application forms. After the application deadline, Lottery drawings are performed and results are posted on the DOW website. Controlled Hunt and Fishing Permits are mailed to lottery winners. Winners are responsible for the purchase of any other sport licenses and tags needed to participate in the event.

Special events are conducted for both youths and adults. Applicants for events must be 18 years of age or older since applicant's names may be posted on the Internet and it is illegal to post the name of anyone under 18.

## **Publication and Magazine Distribution System**

Distribution of DOW publications is an important component of its relationship with its customers.

The DOW distributes publications to customers upon request. Orders for the more than 500 publications and magazine subscriptions are processed through the DOW Call Center. This includes maps, regulations, and magazines (Wild Ohio and Wild Ohio Kids). In 2006, the DOW Call Center processed approximately 77,000 requests for publications.

Customer Service Representatives enter orders into a database and transmit them to the DOW Warehouse for fulfillment. Currently, publications and magazines are shipped and or mailed to customers free of charge.

## **Specialty Permits System**

The DOW issues approximately 40 different types of specialty permits. In 2006, approximately 14,000 of these permits were issued. Specialty permits give customers legal authority to perform a variety of wildlife related activities (e.g., Ginseng sales, scientific collection, wild animal propagation, and mobility impaired hunting and fishing) that do not fit into the standard sport license sales processes. The majority of these permits are administered through a manual application, approval, and fulfillment process since the process varies from permit to permit and standardization is almost impossible.

## **Arrest Report System**

The DOW uses a Microsoft Access database to enter and manage citation records and print violation reports for the DOW law enforcement section. The citation database is not efficient and provides limited functionality for administrative reporting and data modifications. In 2006, DOW law enforcement officers issued approximately 6,000 citations. The database currently contains over 200,000 citation records.

Law enforcement officers carry a pre-numbered citation booklet in the field. The law enforcement officer flags each violation as a summons and complaint or as a minor misdemeanor citation. Information collected on the form includes demographic information, defendant description, summons information, nature of the complaint, location of violation, and violation code.

The MARCS field based reporting system will be utilized to collect arrest reports and WOCRMS will be interfacing with this system for access to Arrest records. Additionally access to the sportsperson licensing system will be integrated with WOCRMS.

## **Project Objectives:**

The State has the following objectives that it wants this Project to fulfill, and it will be the Contractor's obligation to ensure that the Project meets these objectives:

The DOW wishes to procure the services of a Contractor to implement a real time, integrated point of sale system that includes modules for automated sportsperson licensing, permitting and surveys; deer and turkey game check; hunter safety education and certification; lottery drawings and distribution; magazine and publication tracking; specialty permits tracking and status; and law enforcement integration. The new system must integrate customer information into a single customer database repository. The system must integrate multiple distribution channels including the Internet, License Agent locations, telephone (IVR), and the DOW Call Center to deliver a consistent and professional experience to the customer.

The new system must be fully implemented prior to the expiration of the current contract (March 1, 2010).

The WOCRMS system must:

- Improve customer data integration,
- Provide multiple distribution channels,
- Deliver products and services,
- Improve revenue collection,
- Improve law enforcement capabilities,
- Improve administrative functions,
- Reduce workload and costs,
- Provide a comprehensive security plan,
- Deliver end-to-end support functions.

**Overview of the Work's Scope.** The deliverables and detailed requirements of the Project are provided in Attachment Two: Part One of this RFP. This section only gives a summary of that work. If there is any inconsistency between this summary and the attachment's description of the work, the attachment will govern.

The Contractor must provide a system that links business process areas through a common customer relationship management database. The system must deliver a positive customer experience through common, standardized, customer interfaces, practices, and protocols. Recreational consumers, License Agents, and DOW staff must have a consistent successful experience every time they interact with the system regardless of transaction traffic.

The system must provide customers with virtually unlimited access to products and services and enable customers to manage their personal profiles and transact business with the DOW through several distribution channels. The system must manage revenue collection, tracking, and highly accurate reporting as well as intuitive ad hoc reporting capabilities.

The new Wild Ohio Customer Relationship Management System must support and improve DOW business functions by providing the opportunity for sharing data through a single database repository. This will enhance the Department's ability to deliver quality customer service. The resulting system must:

- Track and maintain accurate and detailed customer profile accounting,
- Share information with business areas within DOW,
- Provide the ability to easily add new functionality,
- Provide easy navigation for all users, and
- Support queries for decision-making and reporting.

The Contractor must ensure that the phased transition to the new system will not excessively disrupt current License Agent's activity. The system must meet communication protocol needs of the License Agents whether the connection is a broadband or dial-up connection. Communication protocols must

support all required transaction types. In addition, the Contractor must train License Agents and DOW personnel to operate and administer the system.

The System Overview Diagram included in Supplement 17 to this RFP illustrates a high level diagram project's scope.

DOW wishes to implement this project in a modular fashion. However, all modules must be integrated such that access to customer information is determined by the role of the individual seeking access. Below is the list of modules to be implemented in priority order:

- **Automated Sportsperson Licensing, Permitting, and Survey Module**
- **Deer and Turkey Game Check System Module.**
- **Hunter Safety Education and Certification Module.**
- **Special Event Lottery Drawings and Distribution Module**
- **Magazine and Publication Tracking Module.**
- **Law Enforcement Integration Module.**
- **Specialty Permits Tracking and Status Module.**

**Calendar of Events.** The schedule for the RFP process and the Work is given below. The State may change this schedule at anytime. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Website's question and answer area for this RFP. The Website announcement will be followed by an amendment to this RFP, also available through the State's Procurement Website. After the Proposal due date and before the award of the Contract, the State will make schedule changes through the RFP amendment process. Additionally, the State will make changes in the Work schedule after the Contract award through the change order provisions in the General Terms and Conditions Attachment to this RFP. It is each prospective offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract.

**Dates:**

Firm Dates

RFP Issued:	September 5, 2008
Inquiry Period Begins:	September 5, 2008
Inquiry Period Ends:	October 3, 2008 at 8:00 a.m.
Proposal Due Date:	October 20, 2008, at 1:00 p.m.

Estimated Dates

Award Date:	December 30, 2008
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Estimated Work Dates

Work Begins:	January 5, 2009
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There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

## **PART TWO: STRUCTURE OF THIS RFP**

**Organization.** This RFP is organized into five parts and has nine (9) attachments. The parts and attachments are listed below. There also may be one or more supplements to this RFP listed below.

### **Parts:**

- Part 1 Executive Summary
- Part 2 Structure of this RFP
- Part 3 General Instructions
- Part 4 Evaluation of Proposals
- Part 5 Award of the Contract

### **Attachments:**

- Attachment One Evaluation Criteria
- Attachment Two Work Requirements and Special Provisions
- Attachment Three Requirements for Proposals
- Attachment Four General Terms and Conditions
- Attachment Five Sample Contract
- Attachment Six Offeror Certification Form
- Attachment Seven Offeror Profile Summary
- Attachment Eight Personnel Profile Summary
- Attachment Nine Cost Summary

### **Supplements:**

- Supplement One W-9 FORM
- Supplement Two Current Sport License and Permit Offerings and Fees
- Supplement Three Example of basic sport license and permit
- Supplement Four Point of Sale System Information and Tables
- Supplement Five Point of Sale Reports
- Supplement Six Arrest/citation form
- Supplement Seven Arrest/Citation System Information
- Supplement Eight Arrest/Citation System Reports
- Supplement Nine Harvest Record Form
- Supplement Ten Harvest System Information
- Supplement Eleven Hunter Safety Education System Information
- Supplement Twelve Hunter Safety Education Reports
- Supplement Thirteen Publication and Magazine Management System Information
- Supplement Fourteen Special Event Lottery Application
- Supplement Fifteen Special Free License and Permit System Information
- Supplement Sixteen Specialty Permits
- Supplement Seventeen System Overview Diagram
- Supplement Eighteen Deer Harvest and License Sales Transaction Charts
- Supplement Nineteen Glossary of Terms

### **PART THREE: GENERAL INSTRUCTIONS**

The following sections provide details on how to get more information about this RFP and how to respond to it. All responses must be complete and in the prescribed format.

**Contacts.** The following person will represent the State during the RFP process:

Procurement Representative:

Valerie Piccininni  
Acquisition Analyst

During the performance of the Work, a State representative (the "Work Representative") will represent the Ohio Department of Natural Resources and be the primary contact for the Work. The State will designate the Work Representative in writing after the Contract award.

**Inquiries.** Offerors may make inquiries regarding this RFP anytime during the inquiry period listed in the Calendar of Events. To make an inquiry, offerors must use the following process:

- Access the State's Procurement Website at <http://procure.ohio.gov/>;
- From the Navigation Bar on the left, select "**Find It Fast**";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the RFP number found on the first page of this RFP (the RFP number begins with zero followed by the letter "A");
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
  - First and last name of the prospective offeror's representative who is responsible for the inquiry,
  - Name of the prospective offeror,
  - Representative's business phone number, and
  - Representative's email address;
- Type the inquiry in the space provided including:
  - A reference to the relevant part of this RFP,
  - The heading for the provision under question, and
  - The page number of the RFP where the provision can be found; and
- Click the "Submit" button.

An offeror submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The offeror will not receive a personalized response to the question nor notification when the State has answered the question.

Offerors may view inquiries and responses on the State's Procurement Website by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

The State usually responds to all inquiries within three business days of receipt, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

The State does not consider questions asked during the inquiry period through the inquiry process as exceptions to the terms and conditions of this RFP.

**Amendments to the RFP.** If the State revises this RFP before the Proposals are due, it will announce any amendments on the State Procurement Website.

Offerors may view amendments by using the "Find It Fast" function of the State's Procurement Webpage (described in the Inquiries Section above) and then clicking on the amendment number to display the amendment.

When an amendment to this RFP is necessary, the State may extend the Proposal due date through an announcement on the State Procurement Website. The State may issue amendment announcements anytime before 5:00 p.m. on the day before Proposals are due, and it is each prospective offeror's responsibility to check for announcements and other current information regarding this RFP.

After the Proposal due date, the State will distribute amendments only to those offerors whose Proposals are under active consideration. When the State amends the RFP after the due date for Proposals, the State will permit offerors to withdraw their Proposals within five business days after the amendment is issued. This withdrawal option will allow any offeror to remove its Proposal from active consideration should the offeror feel that the amendment changes the nature of the transaction so much that the offeror's Proposal is no longer in its interest. Alternatively, the State may allow offerors that have Proposals under active consideration to modify their Proposals in response to the amendment.

If the State allows offerors to modify their Proposals in response to an amendment, the State may limit the nature and scope of the modifications. Unless otherwise provided in the State's notice, offerors must make any modifications or withdrawals in writing and submit them to the State within five business days after the amendment is issued at the address and in the same manner required for the submission of the original Proposals. If this RFP provides for a negotiation phase, this submission procedure will not apply to changes negotiated during that phase. The State may reject any modification that is broader in scope than the State has authorized in the announcement of the amendment and treat it as a withdrawal of the offeror's Proposal.

**Proposal Submittal.** Each offeror must submit a technical section and a cost section as part of its total Proposal before the opening time on the Proposal due date. The offeror must submit the technical section as a separate package from the cost section of its Proposal, and each section must be submitted in its own separate, opaque package. The package with the technical section of the Proposal must be sealed and contain one originally signed technical section and five (5) copies of the technical section, and the package with the cost section also must be sealed and contain two (2) complete copies of the cost section of the Proposal. Further, the offeror must mark the outside of each package with either "**Wild Ohio Customer Relationship Management System (WOCRMS) RFP – Technical Proposal**" or "**Wild Ohio Customer Relationship Management System (WOCRMS) RFP – Cost Summary**," as appropriate.

Included in each sealed package, the offeror also must provide an electronic copy of everything contained within the package on CD-ROM in Microsoft Office, Microsoft Project, and Adobe Acrobat format, as appropriate. If there is a discrepancy between the hard copy and the electronic copy of the Proposal, the hard copy will control, and the State will base its evaluation of the offeror's Proposal on the hard copy.

Proposals are due no later than 1:00 p.m. on the Proposal due date. Proposals submitted by email, fax, or other electronic means are not acceptable, and the State may reject them. Offerors must submit their Proposals to:

DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
I.T. PROCUREMENT SERVICES  
ATTN: BID DESK  
4200 SURFACE ROAD  
COLUMBUS, OH 43228-1313  
BID ROOM MAIN PHONE NUMBER: 614-466-5090

The State may reject any Proposals or unsolicited modifications that it receives after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. The State may reject late Proposals regardless of the cause for the delay.

Each offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered or withdrawn, except as allowed by this RFP.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source other than the inquiry process described in the RFP.

Revised Code Section 9.24 prohibits the State from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery (a "Finding"), if the Finding is unresolved at the time of the award. This also applies to renewals of contracts. By submitting a Proposal, the offeror warrants that it is not subject to an unresolved Finding under Section 9.24 at the time of its submission. Additionally, the offeror warrants that it will notify the Office of Information Technology in writing immediately upon becoming subject to such an unresolved Finding after submitting its Proposal and before the award of a Contract under this RFP. Should the State select the offeror's Proposal for award of a Contract, this warranty of immediate written notice will apply during the term of the Contract, including any renewals or extensions. Further, the State may treat any unresolved Finding against the Contractor that prevents a renewal of the Contract as a breach, in accordance with the provisions of Attachment Four, General Terms and Conditions.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP, includes unacceptable assumptions or conditions in its Proposal, fails to comply with the procedure for participating in the RFP process, or fails to meet any requirement of this RFP. The State also may reject any Proposal that it believes is not in its interest and may decide not to award a contract to any or all of the offerors responding to this RFP.

Offerors may not prepare or modify their Proposals on State premises.

All Proposals and other material that offerors submit will become the property of the State and may be returned only at the State's option. Offerors should not include any confidential information in a Proposal or other material submitted as part of the evaluation process. All Proposals will be open to the public after the State has awarded the Contract.

The State will retain all Proposals, or a copy of them, as part of the Contract file for at least three years. After the three-year retention period, the State may return, destroy, or otherwise dispose of the Proposals and any copies of them.

**Waiver of Defects.** The State may waive any defects in any Proposal or in the submission process followed by an offeror, but the State will only do so if it believes that it is in the State's interest and will not cause any material unfairness to other offerors.

**Multiple or Alternate Proposals.** The State will not accept multiple Proposals from a single offeror or any alternative solutions or options to the requirements of this RFP. Additionally, any offeror that disregards a requirement in this RFP simply by proposing an alternative to it will have submitted a defective Proposal that the State may reject. Further, any offeror that submits multiple Proposals may have all its Proposals rejected.

**Changes to Proposals.** The State will allow modifications or withdrawals of Proposals only if the State receives them before the Proposal due date. No modifications or withdrawals will be permitted after the due date, except as authorized by this RFP.

**Proposal Instructions.** Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in the applicable attachments to this RFP. The requirements for a Proposal's contents and formatting are contained in the attachments to this RFP. The State wants clear and concise Proposals, but offerors must answer questions completely and meet all the RFP's requirements.

The State is not liable for any costs an offeror incurs in responding to this RFP or from participating in the evaluation process, regardless of whether the State awards the Contract through this process, decides not to go forward with the Work, cancels this RFP for any reason, or contracts for the Work through some other process or through another RFP.

**Location of Data.** Unless the State agrees otherwise in writing, the selected offeror and its subcontractors must do the Work and keep all State data at the location(s) disclosed in the offeror's Proposal. Additionally, if Attachment Two contains any restrictions on where the Work may be done or where any State data may be kept, the State may reject any Proposal that proposes to do any Work or make State data available outside of those geographic restrictions.

#### **PART FOUR: EVALUATION OF PROPOSALS**

**Disclosure of Proposal Contents.** The State will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, the State will seek to keep the contents of all Proposals confidential until the Contract is awarded. But the State will prepare a registry of Proposals that contains the name of each offeror. The public may inspect that registry after the State opens the Proposals.

**Rejection of Proposals.** The State may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, objects to the terms or conditions of this RFP, or that the State determines is excessive in price or otherwise not in the State's interest to accept. In addition, the State may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or other means.

**Evaluation of Proposals Generally.** The evaluation process may consist of up to six distinct phases:

1. Initial review;
2. Technical evaluation;
3. Evaluation of costs;
4. Requests for more information;
5. Determination of responsibility; and
6. Contract Negotiations.

The State may decide whether phases four and six are necessary, and the State may rearrange the order in which it proceeds with the phases. The State also may add or remove sub-phases to any phase at any time, if the State believes doing so will improve the evaluation process.

**Clarifications and Corrections.** During the evaluation process, in the State's sole discretion, it may request clarifications from any offeror under active consideration and may give any offeror the opportunity to correct defects in its Proposal, if the State believes doing so would not result in an unfair advantage for the offeror, and it is in the State's interest. The State may reject any clarification that is non-responsive or broader in scope than what the State requested. If the State does so, or if the offeror fails to respond to the request for clarification, the State then may request a corrected clarification, consider the offeror's Proposal without the clarification, or disqualify the offeror's Proposal.

Corrections and clarifications must be completed off State premises.

**Initial Review.** The State will review all Proposals for their format and completeness. The State normally rejects incomplete or incorrectly formatted Proposals, though it may waive any defects or allow an offeror to submit a correction, if the State believes doing so would not result in an unfair advantage for the offeror and it is in the State's interest. Further, if the Auditor of State does not certify a Proposal due to lateness,

the State will not open it. After the initial review, the State will forward all timely, complete, and properly formatted Proposals to an evaluation team, which the Procurement Representative will lead.

**Technical Evaluation.** The State will evaluate each Proposal that it has determined is timely, complete, and properly formatted. The evaluation will be scored according to the requirements identified in this RFP, including the requirements in Attachment One. Other attachments to this RFP may further refine these requirements, and the State has a right to break these requirements into components and weight any components of a requirement according to their perceived importance.

The State also may have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with experience that relates to the Work or to a criterion in the evaluation process. Additionally, the State may seek reviews from end users of the Work or the advice or evaluations of various State personnel that have subject matter expertise or an interest in the Work. The State may adopt or reject any recommendations it receives from such reviews and evaluations or give them such weight as the State believes is appropriate.

During the technical evaluation, the State will calculate a point total for each Proposal that it evaluates. At the sole discretion of the State, it may reject any Proposal receiving a significant number of zeros for sections in the technical portions of the evaluation. The State may select those offerors submitting the highest rated Proposals for the next phase. The number of Proposals that advance to the next phase will be within the State's discretion, but regardless of the number of Proposals selected, they always will be the highest rated Proposals from this phase.

At any time during this phase, in the State's sole discretion, it may ask an offeror to correct, revise, or clarify any portions of its Proposal.

The State will document all major decisions and make these a part of the Contract file, along with the evaluation results for each Proposal considered.

**Requirements.** Attachment One provides requirements the State will use to evaluate the Proposals, including any mandatory requirements. If the offeror's Proposal meets all the mandatory requirements, the offeror's Proposal may be included in the next phase of the evaluation, which will consider other requirements described in a table in Attachment One.

In the case of any requirements for a team of people the offeror is proposing, the offeror must submit a team to do the Work that collectively meets all the team requirements. But the experience of multiple candidates may not be combined to meet a single requirement. Further, previous experience of the candidate submitted for a Work Manager position may not be used to meet any other team member requirements. Each candidate proposed for the Work team must meet at least one of the requirements.

This RFP asks for responses and submissions from offerors, most of which represent components of the requirements in Attachment One. While each requirement represents only a part of the total basis for a decision to award the Contract to an offeror, a failure by an offeror to make a required submission or meet a mandatory requirement normally will result in a rejection of that offeror's Proposal. The value assigned above to each requirement is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that the State received. It is not a basis for determining the importance of meeting that requirement.

If the State does not receive any Proposal that meets all the mandatory requirements, the State may cancel this RFP. Alternatively, if the State believes it is in its interest, the State may continue to consider the highest-ranking Proposals despite their failure to meet all the mandatory requirements. In doing this, the State may consider one or more of the highest-ranking Proposals. But the State may not consider any lower-ranking Proposals unless all Proposals ranked above it are also considered, except as provided below.

In any case where no Proposal meets all the mandatory requirements, it may be that an upper ranking Proposal contains a failure to meet a mandatory requirement that the State believes is critical to the

success of the RFP's objectives. When this is so, the State may reject that Proposal and consider lower ranking Proposals. Before doing so, the State may notify the offeror of the situation and allow the offeror an opportunity to cure its failure to meet that mandatory requirement.

If the offeror cures its failure to meet a mandatory requirement that the State has deemed critical to the success of the RFP's objectives, the State may continue to consider the offeror's Proposal. But if the offeror is unwilling or unable to cure the failure, its Proposal may be rejected. The State then may continue to consider the other remaining Proposals, including, if the State so chooses, Proposals that ranked lower than the rejected Proposal.

**Cost Evaluation.** Once the technical merits of the Proposals are considered, the State may consider the costs of one or more of the highest-ranking Proposals. But it is within the State's discretion to wait until after any interviews, presentations, and demonstrations to evaluate costs. Also, before evaluating the technical merits of the Proposals, the State may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. And the State may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

The State may select one or more of the Proposals for further consideration in the next phase of the evaluation process based on the price performance formula contained in Attachment One. The Proposal(s) selected for consideration in the next phase always will be the highest-ranking Proposal(s) based on this analysis. That is, the State may not move a lower-ranking Proposal to the next phase unless all Proposals that rank above it also are moved to the next phase, excluding any Proposals that the State disqualifies because of excessive cost or other irregularities.

If the State finds that it should give one or more of the highest-ranking Proposals further consideration, the State may move the selected Proposals to the next phase. The State alternatively may choose to bypass any or all subsequent phases and make an award based solely on its scoring of the preceding phases, subject only to its review of the highest-ranking offeror's responsibility, as described below.

**Requests for More Information.** The State may require some offerors to interview, make a presentation about their Proposals, or demonstrate their products or services. If the presentations, demonstrations, or interviews are held as part of the technical evaluation phase, all offerors that have Proposals under evaluation may participate. Alternatively, if the presentations, demonstrations, or interviews are held after the technical evaluation, the State normally will limit them to one or more of the highest ranking offerors. The State normally will limit such presentations, demonstrations, and interviews to areas in which it seeks further information from the highest ranking offeror or offerors. Typically, these discussions provide an offeror with an opportunity to do one or more of the following:

- Clarify its Proposal and ensure a mutual understanding of the Proposal's content;
- Showcase its approach to the Work; and
- Demonstrate the professionalism, qualifications, skills, and work knowledge of its proposed candidates.

The State will schedule the presentations, demonstrations, and interviews at its convenience and discretion. The State will determine the scope and format of any such presentations, demonstrations, and interviews and may record them. Additionally, if the State moves more than one offeror to this phase, the scope and format of these presentations, demonstrations, and interviews may vary from one offeror to the next, depending on the particular issues or concerns the State may have with each offeror's Proposal.

The State normally will not rank interviews, demonstrations, and presentations. Rather, if the State conducts the interviews, demonstrations, or presentations as part of the technical evaluation, the State may use the information it gathers during this process in evaluating the technical merits of the Proposals. If the State holds the demonstrations, presentations, or interviews only for one or more of the top-ranking offerors after the evaluation phase, the State may decide to revise its existing Proposal evaluations based on the results of this process.

**Determination of Responsibility.** The State may review the background of one or more of the highest-ranking offerors and its or their key team members and subcontractors to ensure their responsibility. For purposes of this RFP, a key team member is a person that an offeror identifies by name in its Proposal as a member of its proposed team. The State will not award the Contract to an offeror that it determines is not responsible or that has proposed candidates or subcontractors to do the Work that are not responsible. The State's determination of an offeror's responsibility may include the following factors: experience of the offeror and its key team members and subcontractors, its and their past conduct on previous contracts, past performance on previous contracts, ability to execute this Contract properly, and management skill. The State may make this determination of responsibility based on the offeror's Proposal, reference evaluations, a review of the offeror's financial ability, and any other information the State requests or determines is relevant.

Some of the factors used in determining an offeror's responsibility, such as reference checks, may also be used in the technical evaluation of Proposals in phase two of the evaluation process. In evaluating those factors in phase two, the weight the State assigns to them, if any, for purposes of the technical evaluation will not preclude the State from rejecting a Proposal based on a determination that an offeror is not responsible. For example, if the offeror's financial ability is adequate, the value, if any, assigned to the offeror's relative financial ability in relation to other offerors in the technical evaluation phase may or may not be significant, depending on the nature of the Work. If the State believes the offeror's financial ability is inadequate, the State may reject the offeror's Proposal despite its other merits.

The State may make a responsibility determination at any time during the evaluation process, but it typically will do so only once it has evaluated the technical merits and costs of the Proposals. The State always will review the responsibility of an offeror selected for an award before making the award, if it has not already done so earlier in the evaluation process. If the State determines that the offeror selected for award is not responsible, the State then may go down the line of remaining offerors, according to rank, and determine responsibility with the next highest-ranking offeror.

**Reference Checks.** As part of the State's determination of an offeror's responsibility, the State may conduct reference checks to verify and validate the offeror's and its proposed candidates' and subcontractors' past performance. Reference checks that indicate poor or failed performance by the offeror or a proposed candidate or subcontractor may be cause for rejection of the offeror's Proposal. Additionally, the State may reject an offeror's Proposal as non-responsive if the offeror fails to provide requested reference contact information.

The State may consider the quality of an offeror's and its candidates' and subcontractors' references as part of the technical evaluation phase, as well as in the State's determination of the offeror's responsibility. The State also may consider the information it receives from the references in weighing any requirement contained in the technical evaluation phase, if that information is relevant to the requirement. In checking an offeror's or any of its proposed candidates' or subcontractors' references, the State will seek information that relates to the offeror's previous contract performance. This may include performance with other governmental entities, as well as any other information the State deems important for the successful operation and management of the Work and a positive working relationship between the State and the offeror. In doing this, the State may check references other than those provided in the offeror's Proposal. The State also may use information from other sources, such as third-party reporting agencies.

**Financial Ability.** Part of State's determination of an offeror's responsibility may include the offeror's financial ability to perform the Contract. This RFP may expressly require the submission of audited financial statements from all offerors in their Proposals, but if this RFP does not make this an express requirement, the State still may insist that an offeror submit audited financial statements for up to the past three years, if the State is concerned that an offeror may not have the financial ability to carry out the Contract. Also, the State may consider financial information other than the information that this RFP requires as part of the offeror's Proposal, such as credit reports from third-party reporting agencies.

**Contract Negotiations.** The final phase of the evaluation process may be contract negotiations. It is entirely within the discretion of the State whether to permit negotiations. An offeror must not submit a

Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal, and any Proposal that is contingent on the State negotiating with the offeror may be rejected. The State is free to limit negotiations to particular aspects of any Proposal or the RFP, to limit the offerors with whom the State negotiates, and to dispense with negotiations entirely. If negotiations are held, they will be scheduled at the convenience of the State, and the selected offeror or offerors must negotiate in good faith.

The State may limit negotiations to specific aspects of the RFP or the offeror's Proposal. Should the evaluation result in a top-ranked Proposal, the State may limit negotiations to only that offeror and not hold negotiations with any lower-ranking offeror. If negotiations are unsuccessful with the top-ranked offeror, the State then may go down the line of remaining offerors, according to rank, and negotiate with the next highest-ranking offeror. Lower-ranking offerors do not have a right to participate in negotiations conducted in such a manner.

If the State decides to negotiate simultaneously with more than one offeror, or decides that negotiations with the top-ranked offeror are not satisfactory and therefore negotiates with one or more of the lower-ranking offerors, the State then will determine if an adjustment in the ranking of the offerors with which it held negotiations is appropriate based on the negotiations. The Contract award, if any, then will be based on the final ranking of offerors, as adjusted.

Auction techniques that reveal one offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the offeror as described below.

Following negotiations, the State may set a date and time for the offeror(s) with which the State conducted negotiations to submit a best and final Proposal. If negotiations were limited and all changes were reduced to signed writings during negotiations, the State need not require a best and final Proposal.

If best and final Proposals are required, they may be submitted only once, unless the State determines that it is in the State's interest to conduct additional negotiations. In such cases, the State may require another submission of best and final Proposals. Otherwise, discussion of or changes in the best and final Proposals will not be allowed. If an offeror does not submit a best and final Proposal, the State will treat that offeror's previous Proposal as its best and final Proposal.

The State usually will not rank negotiations and normally will hold them only to correct deficiencies in or enhance the value of the highest-ranked offeror's Proposal.

From the opening of the Proposals to the award of the Contract, everyone evaluating Proposals on behalf of the State will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. The State also will seek to keep this information away from other offerors, and the State may not tell one offeror about the contents of another offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any offeror that seeks to gain access to the contents of another offeror's Proposal may be disqualified from further consideration.

Negotiated changes will be reduced to writing and become a part of the Contract file, which will be available for public inspection after award of the Contract or cancellation of the RFP, provided the State does not plan to reissue the RFP. If the State plans to reissue the RFP, the Contract file will not be available until the subsequent RFP process is completed. Unless the State agrees otherwise in writing, the offeror must draft and sign the written changes and submit them to the State within five business days. If the State accepts the changes, the State will give the offeror written notice of the State's acceptance, and the negotiated changes to the successful offer will become a part of the Contract.

**Failure to Negotiate.** If an offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the State may terminate negotiations with that offeror, remove

the offeror's Proposal from further consideration, and seek such other remedies as may be available in law or in equity.

## **PART FIVE: AWARD OF THE CONTRACT**

**Contract Award.** The State plans to award the Contract based on the schedule in the RFP, if the State decides the Work is in its best interest and has not changed the award date.

Under Ohio's anti-terrorism legislation, effective April 14, 2006, the selected offeror must complete a Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization to certify that the offeror has not provided material assistance to any terrorist organization listed on the Terrorist Exclusion List. The form and the Terrorist Exclusion List are available on the Ohio Homeland Security Website. The form must be submitted with the offeror's Proposal. If an offeror answers yes or fails to answer any question on the form, the State may not award the Contract to that offeror. The offeror may request the Department of Public Safety to review such a denial of an award. More information concerning this law is available at: <http://www.homelandsecurity.ohio.gov>.

Included with this RFP, as Attachment Five, is a sample of the Contract for the RFP. The State will issue two originals of the Contract to the Contractor proposed for award. The offeror must sign and return the two originals to the Procurement Representative. The Contract will bind the State only when the State's duly authorized representative signs all copies and returns one to the Contractor with an award letter, the State issues a purchase order, and all other prerequisites identified in the Contract have occurred.

The Contractor must begin work within 15 business days after the State issues a purchase order under the Contract. If the State awards a Contract pursuant to this RFP, and the Contractor is unable or unwilling to begin the Work within the time specified above, the State may cancel the Contract, effective immediately on notice to the Contractor. The State then may return to the evaluation process under this RFP and resume the process without giving further consideration to the originally selected Proposal. Additionally, the State may seek such other remedies as may be available to the State in law or in equity for the selected offeror's failure to perform under the Contract.

**Contract.** If this RFP results in a Contract award, the Contract will consist of this RFP, including all attachments, written amendments to this RFP, the Contractor's accepted Proposal, and written, authorized amendments to the Contractor's Proposal. It also will include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is included as a one-page attachment to this RFP, but it incorporates all the documents identified above. The general terms and conditions for the Contract are contained in Attachment Four to this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract (Attachment Five) in its final form;
2. This RFP, as amended;
3. The documents and materials incorporated by reference in the RFP;
4. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
5. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, change orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract. To be binding on the State, a duly authorized representative of the Office of Information Technology must sign any change order under or amendment to the Contract.

## ATTACHMENT ONE: EVALUATION CRITERIA

**Mandatory Requirements.** The first table lists this RFP's mandatory requirements. If the offeror's Proposal meets all the mandatory requirements, the offeror's Proposal may be included in the next part of the technical evaluation phase described in the next table.

Mandatory Requirements	Reject	Accept
The offeror must have experience supporting a minimum of 1 interactive transaction retail Point of Sale (POS) system that is currently successfully operating.		
The offeror must have experience supporting a minimum of 1 web-based Point of Sale (POS) system that is currently successfully operating 24 x 7 x 365.		
The offeror must have experience with a minimum of 1 project where the offeror was required to convert and consolidate multiple independent databases into a single integrated database.		
The offeror must have experience with a minimum of 1 project where the offeror was required to provide and support a magnetic stripe reader to collect customer information.		

**Scored Criteria.** In the technical evaluation phase, the State will rate the technical merits of the Proposals based on the following requirements and the weight assigned to each requirement:

Scored Criteria	Weight	Does Not Meet	Meets	Exceeds	Greatly Exceeds
<b>Offeror Requirements</b>					
The offeror must have experience implementing and supporting at least 1 system that provides real-time transactions and delivery and that has been successfully operating for the past 5 years.	10	0	5	7	9
The offeror must have experience hosting a web-based POS system 24 x 7 x 365 for the past 5 years.	10	0	5	7	9
The offeror must have experience supporting at least 1 interactive transaction retail POS system in the past 5 years.	10	0	5	7	9
The offeror must have designed and implemented a system of similar size and scope that offered multiple channels for product delivery. Product delivery channels must include Internet, telephone and retail outlets.	10	0	5	7	9
The offeror must have experience with at least 1 project where it was necessary to convert and consolidate multiple databases into a single integrated database.	10	0	5	7	9
<b>Project Manager Requirements</b>					
<b>Only 1 candidate may be proposed for this position.</b>					
Candidate must be PMP certified with a minimum of 60 months Project Management experience. 36 months of the 60 months experience may include working as an Assistant or Deputy Project Manager.	10	0	5	7	9

Candidate must have managed a minimum of 3 software development and/or implementation projects from inception through completion. At least 1 of the referenced projects must have been for a federal, state, or local government entity. At least 1 of the referenced projects must be similar in size and scope to this project.	10	0	5	7	9
Candidate must have managed at least 1 project where software documentation was developed and delivered.	10	0	5	7	9

Scored Criteria	Weight	Does Not Meet	Meets	Exceeds	Greatly Exceeds
<b>Operations Manager Requirements</b>					
<b>Only 1 candidate may be proposed for this position.</b>					
Candidate must have a minimum of 36 months experience in operations management of systems similar in size and scope to this project.	10	0	5	7	9
Candidate must have a minimum of 3 projects where the candidate was responsible for managing a team of 5 people or more.	10	0	5	7	9
<b>Proposed System Solution</b>					
<b>Task 1: Automated Sportsperson Licensing, Permitting, and Survey Module</b>	50	0	5	7	9
<b>Task 2: Deer and Turkey Game Check Module</b>	40	0	5	7	9
<b>Task 3: Hunter Safety Education and Certification Module</b>	20	0	5	7	9
<b>Task 4: Special Event Lottery Drawing and Distribution Module</b>	10	0	5	7	9
<b>Task 5: Magazine and Publication Tracking Module</b>	10	0	5	7	9
<b>Task 6: Law Enforcement Integration Module</b>	30	0	5	7	9
<b>Task 7: Specialty Permits Tracking and Status Module</b>	10	0	5	7	9
<b>Task 8: WOCRMS Administrative Management</b>	20	0	5	7	9
<b>Task 9: WOCRMS Data Conversion and Master File Development</b>	30	0	5	7	9
<b>Task 10: IT Hosting and Infrastructure</b>	35	0	5	7	9
<b>Task 11: Help Desk Services</b>	30	0	5	7	9
<b>Task 12: WOCRMS Training</b>	30	0	5	7	9
<b>Task 13: WOCRMS Testing and Pilot</b>	30	0	5	7	9
<b>Task 14: WOCRMS System Implementation</b>	30	0	5	7	9
<b>Staffing Plan</b>	20	0	5	7	9
<b>Project Plan</b>	30	0	5	7	9
<b>System Security</b>	30	0	5	7	9
<b>System Architecture</b>	30	0	5	7	9

**Price Performance Formula.** The evaluation team will rate the Proposals that meet the Mandatory Requirements based on the following criteria and respective weights.

<b><i>Criteria</i></b>	<b><i>Percentage</i></b>
Technical Proposal	70%
Cost Summary	30%

To ensure the scoring ratio is maintained, the State will use the following formulas to adjust the points awarded to each offeror.

The offeror with the highest point total for the Technical Proposal will receive 700 points. The remaining offerors will receive a percentage of the maximum points available based upon the following formula:

$$\text{Technical Proposal Points} = (\text{Offeror's Technical Proposal Points} / \text{Highest Number of Technical Proposal Points Obtained}) \times 700$$

The offeror with the lowest proposed Total Evaluation Price will receive 300 points. The remaining offerors will receive a percentage of the maximum cost points available based upon the following formula:

$$\text{Cost Summary Points} = (\text{Lowest Total Evaluation Price} / \text{Offeror's Total Evaluation Fixed Price}) \times 300$$

**Total Points Score:** The total points score is calculated using the following formula:

$$\text{Total Points} = \text{Technical Proposal Points} + \text{Cost Summary Points}$$

## **ATTACHMENT TWO: PROJECT REQUIREMENTS AND SPECIAL PROVISIONS**

### **PART ONE: PROJECT REQUIREMENTS**

This attachment describes the Project and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"). Additionally, it gives a detailed description of the Project's schedule.

**Scope of Work.** The State will provide oversight for the entire Project, but the Contractor must provide overall project management for the tasks under this Contract, including the day-to-day management of its staff. The Contractor also must assist the State with coordinating assignments for State staff working on the Project. And the Contractor must provide all administrative support for its staff and activities. Throughout the Project, the Contractor must employ ongoing project management techniques to ensure a comprehensive Project Plan is developed, executed, monitored, reported on, and maintained.

The Contractor must provide one fulltime functional Contractor Project Manager throughout the Project lifecycle. This Project Manager must work on-site at Ohio Department of Natural Resources, Division of Wildlife 2045 Morse Road, Building G, Columbus, OH 43229-6693.

The Contractor must employ the proposed Project Manager as a regular, fulltime employee from award of the Contract through acceptance of the Project. The Contractor's full-time regular employees must perform at least 30% of the work required to complete the Project. The Contractor may use its personnel or subcontractor personnel to meet the remaining 70% of the work.

The Contractor also must propose a system development methodology that is defined, documented, repeatable, and consistent with the Software Engineering Institute (SEI) Level 3 or higher Capability Maturity Model (CMM). Therefore, the Project scope must include an overview to the State Project team of the Contractor's system development methodology. The Contractor is not required to have official SEI certification.

The State will provide staff, as it deems appropriate, to perform Project monitoring, will participate in quality assurance and configuration management tasks, and will participate in Project reviews.

The Wild Ohio Customer Relationship Management System (WOCRMS) must provide customers with virtually unlimited access to Department of Natural Resources, Division of Wildlife (DOW), products and services including licenses, tags, gift certificates, and magazines. The system must allow customers to manage their personal profiles and transact business with the DOW through various distribution channels.

The system must be consistent in standards and performance and provide recreational consumers, License Agents, and (DOW) staff with a successful experience each time they use the system. The system must also provide highly accurate and intuitive revenue collection, tracking, and standard and ad hoc reporting capabilities. The Contractor's solution must include business logic separated from presentation, secured behind a firewall, and not exposed to the outside world.

The WOCRMS system must provide a single, normalized database which will be used as the system database. The System Overview Diagram can be found in Supplement 17 of this RFP and provides a high-level illustration of the project.

## **Task 1: Automated Sportsperson Licensing, Permitting, and Survey Module (ALS)**

### **The Contractor must analyze, design, develop and unit test an Automated Sportsperson Licensing, Permitting, and Survey System Module (ALS).**

#### **A. License Agent Automated Sportsperson Licensing**

1. Under federal law 42 U.S.C. section 666, the State of Ohio must obtain the Social Security Number of any individual to whom the State issues a recreational hunting or fishing license. In order for states to participate in federal programs such as Medicare and Medicaid, compliance with 42 U.S.C., Section 666 is essential. Therefore, WOCRMS must require a Social Security Number from all customers who are not exempted by statute (i.e., Non-US citizens, religious exemption, etc).
2. The system must provide additional Customer Identification options that may include, but are not limited to:
  - a. Ohio driver's license,
  - b. Unique customer number (also known as Customer ID, Sportsman ID, or Membership ID),
  - c. Sportsman ID that may be issued to a Social Security Number-exempt customer that shows the customer's name and assigned customer number. The State and Contractor will collaborate on the form and process for the Sportsman ID.
3. The system must provide customer identification searches that identify the customer without compromising the customer's personal security.
4. When the License Agent is required to collect sensitive information (SSN with name) the data must not be displayed on any printouts or on the computer screen for periods longer than necessary to verify its entry. SSN should be "x"ed out once entered into the field.
5. To locate records in the database without the customer ID or Driver license, only the last four digits of the SSN along with the customer's last name and date of birth may be used.
6. The system must initiate a transaction by either
  - a. Using one or a combination of the system's unique identifiers.
  - b. Assigning a unique customer number to a first-time customer.
7. The system must prohibit the sale of licenses to customers who:
  - a. Have license revocation based on arrest information.
  - b. Have license revocations as supplied by the Law Compact agreement.
  - c. Are in violation of child support enforcement laws as supplied by the Ohio Department of Job and Family Services.
8. The system must determine if the customer is eligible for the requested license and only present licenses for which the customer is eligible. Criteria must include, but not be limited to:
  - a. Age,
  - b. Residency,
  - c. A hierarchy of purchase prerequisites (e.g., a hunter must purchase a hunting license prior to buying a deer tag) and
  - d. Education requirements such as hunter safety education, trapping education, and bow hunter safety education.
9. The system must allow the State to define dependencies among licenses and tags as required by Ohio law.
10. The Contractor must provide an automated license sales module that offers multiple methods through License Agents, the Internet or, when applicable, the Contractor's IVR. for customers to purchase recreational licenses and permits.

11. All distribution methods must provide a consistently successful experience for the customer.

**B. Internet Automated Sportsperson Licensing**

The Contractor must host a web site through which customers may purchase licenses and permits and update existing personal information. The Contractor's Internet solution must be fully integrated into and be consistent with the presentation of the existing DOW web site.

1. The Internet solution must include but may not be limited to:
  - a. Screens and data that are presented in a logical progression.
  - b. Prompts and messages that can be easily understood by non-technical users.
  - c. Clear methods for obtaining assistance.
  - d. Input fields that DOW can designate as "required" or "optional."
  - e. Permitting multiple licenses and permit types to be purchased and processed at the same time.
  - f. A prominently displayed privacy statement that assures the customer that their personal information will not be used for any purpose other than to obtain the requested licenses or permits.
2. The Internet License Sales solution must require entry of the same customer information required at the License Agent locations before issuing a license.
3. The system must provide customer identification searches that identify the customer without compromising the customer's personal security.
4. The system must initiate a transaction in the same matter as at a License Agent location.
5. The system must prohibit the sale of licenses to customers based on the same criteria as at the License Agent location.
6. The system must determine if the customer is eligible for the requested license and only present licenses for which the customer is eligible. Criteria must be the same as at the License Agent location.
7. The system must allow the State to define dependencies among licenses and tags as required by Ohio law.
8. The system must require the customer to enter an e-mail address and, when a sale is completed, send an e-mail receipt/confirmation.
9. The receipt/confirmation must include a URL that the customer can use to produce a one-time reprint of any license except for deer and turkey tags. Reprinted licenses must be identified as a reprint.
10. After completing an Internet license purchase, the customer must be able to print the physical license on their printer.
11. The customer must be presented with easy-to-follow instructions for printing the license. A 'Print Preview' option must be available.
12. Licenses and permits printed on the customer's computer must:
  - a. Contain a watermark or other security mechanism that limits the opportunity for forgery.
  - b. Accommodate combining multiple licenses onto a single form.
  - c. Provide the opportunity for a single reprint of the license(s) (with the exception of deer and turkey permits) with the reprinted license identified as such.
  - d. Have the exact layout as licenses and permits printed by the License Agent system with dotted lines where perforations would be.

### **C. Deer and Turkey Permits**

Prior to legally hunting deer and turkey, a hunter must purchase a “generic” hunting license. They must also then purchase a deer or turkey permit. Deer and turkey permits include temporary kill tags.

1. Deer and turkey permits must print as a single transaction form. A preliminary design may be found in Supplement 3 of this proposal. Deer and turkey permits must include removable temporary and permanent tags.
2. WOCRMS must generate required DOW codes and print them on both the temporary tag and the permanent tag when they are purchased. The tags must include DOW-generated codes that match the temporary tag with the permanent tag and ensure proper use.
3. Temporary and Permanent Tag Numbers:
  - a. A 21-digit transaction number created at the initial purchase of a deer or turkey permit that shows the time, date, and location of purchase. Transaction Number code positions signify:
    - Digits 1-6 – permit identifier (this portion of the code may be less digits if possible),
    - Digits 7-14 – 4-digit year, 2-digit month, 2-digit day of purchase,
    - Digits 15-21 – identifies 2-digit hour, 2-digit minute, and 2-digit second that permit was issued.
  - b. A 10-digit temporary or permanent tag number created at the initial purchase of a deer or turkey permit that identifies the permit type and number. Temporary or permanent Tag number code positions signify:
    - Digits 1-2 – type of permit (e.g., Special deer, Landowner, Youth, etc.),
    - Digits 3-4 – last two digits of the license year.
    - Digits 5-10 – system-generated sequential number Confirmation Number:

### **D. Customer Survey Functionality**

Examples of current State surveys are included in Supplement 5 of this RFP. The Contractor’s solution must include, but not be limited to:

1. Harvest Information Program (HIP) Surveys - Customers who wish to hunt migratory birds must be presented with the HIP Survey questions. The HIP Survey solution must include all questions required by the most current federal regulations. A customer must have a variety of methods for completing the HIP Survey including:
  - a. Telephone-IVR.
  - b. Through a separate HIP license at a License Agent location (if the customer is applying for HIP certification).
  - c. Internet.
2. State-Defined Customer Surveys – the DOW must be able to create and add surveys to the system that are presented at the time a customer purchases a license. DOW must be able to:
  - a. Create new survey questions.
  - b. Modify existing surveys.
  - c. Designate pre-formatted responses (e.g., yes/no, multiple choice).
  - d. Set the start and end dates when surveys will be available.
  - e. Specify the license(s) that trigger the survey.
  - f. Design and run summary reports based on the completed surveys.

### **E. License Agent and Internet Additional WOCRMS Issuance Functionality**

1. Gift Certificates
  - a. WOCRMS must be able to issue and redeem gift certificates.
  - b. Customers must be able to use the gift certificates to purchase licenses and to track certificate remaining value.
  - c. Certificates may:

- Be issued in denominations specified by DOW.
  - Be issued at License Agent sites as well as on the Internet.
  - Be tracked the same as licenses and permits.
  - Have no cash value and no change will be tendered.
  - Be used for multiple transactions.
  - Have expiration dates that are controlled globally by DOW system administrators.
2. Donations - WOCRMS must allow customers to donate to a specific fund.
  3. Memberships – WOCRMS must allow customers to purchases memberships at license agents or online.

**F. Interactive Voice Response (IVR) Functionality**

1. The Contractor must provide an IVR application with live operator assistance to issue 1-day and 3-day fishing licenses.
  - a. Customers will be issued a license number over the phone.
  - b. Customers will receive an e-mail or text-message confirmation.
  - c. Customers will not receive a printed license.
  - d. A convenience fee may be added to the standard licensing costs and paid directly to the Contractor by the customer.
2. The 1-day fishing license (only) may be exchanged for an annual license at License Agent sites or through the customer-facing internet website.

**G. Special Free Licenses and Permits.**

The DOW offers free sport licenses to approximately 7,000 individuals who are physically disabled and meet strict eligibility requirements. Individuals must apply in writing to DOW using prescribed DOW forms. DOW employees approve or deny applications, then send the appropriate sport licenses via mail. Free Disabled License holders must reapply in writing each year, which means a Customer's eligibility, could change from year to year. This application will enable DOW staff to manage this customer base and issue the requested free licenses and permits. Supplement 15 of this proposal contains data table layouts.

1. WOCRMS must provide an internal web interface for DOW personnel to:
  - a. Process requests and issue free fishing and hunting licenses and permits.
  - b. Generate mailing lists for renewals.
  - c. Track the status of applications and permits.
  - d. Add new criteria to the list of special free permits.
2. Special free licenses and permits can be issued to:
  - a. Holders of veteran license plates:
    - Hunting License,
    - Fishing License,
    - All Permits.
  - b. Veterans determined by the Veterans Administration (VA) to be 100% permanently and totally disabled and who receive a pension or other form of compensation from the VA:
    - Hunting License,
    - Fishing License,
    - All Permits.
  - c. Former Prisoners of War:
    - Hunting License,
    - Fishing License,
    - Wetlands, Trapping,
    - No Permits.
  - d. Residents of an institution run by the State, county, or military:

- Fishing License.
- e. Residents who are mobility impaired and require assistance to fish
  - Fishing License.

#### **H. License Agent Equipment Solution**

1. The State anticipates that License Agents will fall into one of three categories:
  - a. License Agents that have existing hardware that they will use to access the Contractor's proposed solution.
  - b. License Agents that will be required to purchase or lease their own license issuing hardware. These Agents will be encouraged to obtain the equipment proposed through the Contractor. The Contractor may be required to establish a separate contract for the State and/or License Agents to purchase and/or lease license issuing hardware. Any License Agent equipment purchased from the Contractor must be at the same cost proposed for the State.
  - c. License Agents that may wish to negotiate with the successful offeror for equipment such as high-quality monitors, touch screens, PC's, or kiosks.
2. The State may procure up to 20 units of equipment for use at its own licensing sites.
3. The State does not anticipate procuring or maintaining License Agent equipment other than equipment required at the State's own licensing sites.
4. The state prefers using thin client technology hardware and/or software as a solution in support of the License Agent sites. If thin client technology is used the Contractor must configure the IT hosting infrastructure to accommodate concurrent thin clients.
5. The Contractor must provide the State with detailed hardware and software specifications and a minimum equipment configuration, including the operating system, to run the applications and fully support issuance of sport licenses and permits at License Agent sites. The minimum configuration must be able to function properly on a dialup connection. The Contractor must also allow sufficient lead time, at least 60 days, for the State and License Agents to procure the necessary equipment through the Contractor or through other means.
6. The Contractor's minimum hardware configuration must consist of a space-efficient device with a 'footprint' no larger than 21 inches wide by 16 inches in length. Each device must be equipped with a surge protector.
7. The Contractor's equipment configuration must include a magnetic strip reader that accommodates Ohio and other state driver's licenses and is compliant with American Association of Motor Vehicle Administrator standards.
8. WOCRMS equipment must be durable and able to withstand adverse conditions that are present at some License Agent locations (e.g., dust, extreme temperature).
9. Printer hardware must be able to accept 8.5" x 11" paper stock up to 60 pound weight.

#### **I. License and Permit Physical Characteristics**

The physical characteristics of the license or permit are an important component of the license and permit sales process. The license or permit must provide the customer with a summary of the transaction and key information for validating the document. The license or permit also serves as the primary document for law enforcement officers and greatly affects their ability to provide effective enforcement. An example of a preliminary design can be found in Supplement 3 of this proposal. The Contractor must provide a design team that will work with the State to design the license and permit. The State must approve any design decisions before they are finalized.

1. The licenses and permits, whether printed at a License Agent site or on the Internet, must include but may not be limited to the following information:
  - a. Type of license,
  - b. Unique license or permit number
  - c. Authorized year and season (valid dates),
  - d. Cost of the license,
  - e. Date, time, and location of sale,
  - f. Customer information including:
    - Name,
    - Address,
    - Date of birth,
    - Physical characteristics
    - Driver's license number or State ID number,
    - Unique Customer Number,
  - g. Transaction code with "smart-coding" that identifies:
    - License Agent,
    - County of purchase, and
    - Date and time of the transaction,
  - h. A graphic or insignia to reduce the opportunity for forgery.
2. The Customer's Social Security Number (SSN) must be obtained and entered into the system for each sport license or permit if the customer is not in the system. The SSN is not to be displayed on the physical license or permit.
3. WOCRMS must be able to issue deer and turkey permits both for a cost to the consumer and free. Additional specific information about deer and turkey permits is included in the game check module requirements.
  - a. Free deer and turkey permits may be issued to Ohio residents who plan to hunt on property they own in Ohio.
  - b. Landowners will be required to obtain deer and turkey permits prior to hunting. These permits will be issued by WOCRMS the same as resident deer and turkey permits, and will function in the game check module as any other deer or turkey permit. However, issuing these permits require a change in state law. Until DOW is able to navigate the legislative process to achieve the necessary changes, the Contractor will need to develop a different approach for landowners to check deer. (See game check module for details).
4. WOCRMS must allow multiple licenses to be printed on a single transaction form.
5. Licenses and permits must be designed so that they can be easily folded to credit card size.
6. In the case where there is a printer problem, License Agents must be able to reprint a license for the customer at the License Agent site with DOW approval.

**J. License and Permit Stock**

The Contractor must supply and deliver the paper stock that will be used for licenses sold at the License Agent sites. The DOW will specify the paper stock color for use at License Agent sites; the color will change each year. The paper stock must be compatible with the Contractor's license printers and must:

1. Measure 8.5" by 11".
2. Be up to 60 pound stock.
3. Be perforated with perforations horizontally every 2.125 inches and vertically at 3.375 inches from the left edge.
  - a. Horizontal perforations must be at least 8 ties per inch.

- b. Vertical perforations must be 6 ties per inch.
- 4. Support clear, legible, and lasting print.
- 5. Support writing in ball point pen ink without smearing or smudging.
- 6. Provide excellent image and print quality.
- 7. Withstand heat lamination.

**K. Security Requirements**

- 1. The Contractor must provide a secure system that includes role-based permissions.
- 2. License Agents must be required to enter a License Agent ID and an individual user ID and password to initiate a sales session.
- 3. The License Agent module will have a minimum of three levels of security for system operation and administration.
  - a. Clerk Level ID (e.g., Store Clerk) – Operations must be restricted to performing sport license sales transactions,
  - b. License Agent Administrative Level (e.g., Store Manager/Owner) - Operations must include store administrative and reporting functions and, if needed, may include sport license sale transactions, and
  - c. Corporate Level (e.g., Wal-Mart Regional Managers) - Operations must include store administrative and reporting functions across multiple locations.

**L. Revenue Collection**

For License Agent:

- 1. The Contractor will provide a system that simplifies revenue collection for the DOW and its License Agents.
- 2. License and permit fees will be assessed based on the fee table included in Supplement 2 to this RFP.
- 3. DOW must be able to modify the fee table when required.
- 4. DOW will inform the Contractor of any pending fee changes and their effective date at least 30 days prior to the date they must become effective.
- 5. On a weekly basis, or as directed by the DOW, the Contractor must collect sport license fees that have been collected by License Agents and deposit them into a secure account into the State account designated "State Of Ohio, Department of Natural Resources - Division of Wildlife's License Sales Revenue."
- 6. The account must be held at an institution that is a member of the Automated Clearinghouse Association. The State will provide an Electronic Funds Authorization form to the Contractor.
- 7. The Contractor must coordinate with the State of Ohio bank to ensure that electronic funds transfer file formats are satisfactory and that all accounting protocols are met.
- 8. The State must be able to execute manual or "on-demand" EFTs outside of the normal weekly scheduled EFT.
- 9. The DNR Revenue Section must be able to make manual adjustments and payments (credit/debits) to License Agents or to adjust bank transactions when necessary.
- 10. It is anticipated that there will be approximately 52 EFT transfers per License Agent each year. The system must notify each License Agent no more than 3 days in advance, of the amount of EFT that is due and when the transaction will occur.
- 11. License Agents that are affiliated through corporate chains must be identifiable as such and processed through a central corporate account.
- 12. Records must be easily identified in order to be accumulated by the corporate affiliation.
- 13. Each License Agent will be required to have a checking account from which transfers may be authorized.

14. The DNR Revenue Section must be able to manually process all or a portion of an EFT or place a "hold" as may be required. In this way, the DNR Revenue Section can manage and reconcile the frequency and amount of EFTs.
15. The system must track rejected EFTs. DOW Revenue Administrators must be notified when a License Agent reaches a specified number of failed EFTs.
16. The system must track voided licenses and redeemed gift certificates that are not returned to the State within a designated time. The DNR Revenue Section tracks or generates reports on these items to address possible fraud and charges a fee to the License Agent for items that were late in being returned.
17. The Contractor must coordinate with State of Ohio bank staff to ensure that electronic funds transfer file formats are satisfactory and that all accounting protocols are met.

For Internet sales

18. The Contractor must assume liability for any errors relating to credit card processing (e.g., incorrect cards being charged transactions or credit cards incorrectly charged). Responsibilities will include, but may not be limited to:
  - b. Collecting license sales revenues, and
  - c. Processing credit card transactions.
19. The Contractor must assume responsibility for all revenue collection and must guarantee that credit card information will be held and processed in a secure and legal manner.

**M. Reporting**

1. The system must provide wildlife management data for administrative revenue oversight and management, tracking, reporting and customer profiling.
2. The Contractor's WOCRMS solution must be able to provide all reports in three formats: PDF, HTML, and Microsoft Word.
3. The system must provide automated system reports as well as allow DOW to schedule execution of automatic batch print reports.
4. There will also be reports that DOW and License Agents must be able to execute on demand.
5. DOW system administrators must also be able to perform ad hoc reporting including the ability to design and run summary reports based on completed surveys.
6. The system must provide a report of voided licenses and gift certificates not returned to the DNR Revenue Section for credit within the designated time period.
7. The system must generate accounting audit and reconciliation reports for all EFTs whether the EFT was manually or system generated.
8. Reports should include pertinent license information such as license types, amounts etc.
9. Current DOW reports are included in a Supplement 5 of this RFP. At a minimum, the existing reports must be replicated into the new system.
10. Contractor will be responsible to supply at a minimum those reports dealing with revenue tracking as listed in Supplement 5 Contractor may offer additional reporting processes based on their solution to this module.
11. The system must provide License Agent reports that include but may not be limited to sales and transaction reporting by:
  - a. Store clerk ID
  - b. License Agent (for stand-alone businesses or locations), and

- c. Commercial License Agents (for businesses that have multiple License Agent locations, i.e., Wal-Mart to report on all locations).

## **Task 2: Deer and Turkey Game Check Module**

### **The Contractor must analyze, design, develop and unit test a Deer and Turkey Game Check Module.**

Prior to legally hunting deer and turkey, a hunter must purchase a “generic” hunting license. They must also then purchase a deer or turkey permit. Deer and turkey permits include temporary kill tags. Immediately after harvesting a deer or turkey, the hunter must complete the temporary tag at the bottom of the permit and attach it to the carcass signifying legal possession of the dead animal. The hunter may then continue with the permanent tagging procedure.

The Ohio Revised Code currently requires the hunter to transport the dead animal to a designated Game Check Station. Temporary and permanent game check tags attached to the carcass of the harvested animal are critical components of law enforcement. At the Game Check Station, hunters must complete a Harvest Record Form. Upon completion of the Harvest Record Form a permanent tag made of steel is attached to the dead animal. The permanent tag must stay on the dead animal forever. If the permanent tag is removed, it signifies to DOW law enforcement officer that it has been tampered with. Hunters perform 225,000 - 250,000 deer harvest transactions and 25,000-30,000 turkey harvest transactions annually. Each game check transaction requires completion of a Harvest Record Form. Harvest Record Form information varies by animal type. A sample Harvest Record Form is included in Supplement 9 to this RFP.

Ohio will continue to require mandatory game checking for both deer and turkey. Hunters will obtain the necessary permits through the automated sport licensing and permitting system. All License Agents will be required to process game check transactions. Existing Game Check Stations that do not sell hunting and fishing licenses will no longer process game check transactions.

#### **A. Game Checking Functionality**

1. Harvest information must be integrated with license and permit purchase data.
2. The WOCRMS solution must allow the State to add harvest collection information for additional species and species-specific information if desired.
3. Hunters must be able to perform game transactions at any License Agent site, through the Contractor’s Internet solution, or through the Contractor’s IVR.
4. The State anticipates changes to the Ohio Revised Code that may occur prior to full system implementation and that would require modification to the Game Check module. Ohio law would need to change to require Ohio resident landowners to obtain free deer or turkey permits prior to hunting these species on their own land. If this law change is executed, the Contractor’s solution must be able to issue free deer and turkey permits only to Ohio resident landowners who plan to hunt on property they own in Ohio. Landowners will be required to obtain deer and turkey permits prior to hunting. These permits will be issued by WOCRMS the same as resident deer and turkey permits and will function in the game check module as any other deer or turkey permit.
5. If this change in law does not occur prior to WOCRMS implementation, landowners will be required to perform game check transactions at a License Agent site and would not be allowed to check their harvest through the Internet or IVR until the law is changed. For these customers, the License Agent would issue a deer or turkey permit for checking purposes only. The landowner would proceed with permanent tagging as described under License Agent Game Check Transactions.
6. The WOCRMS POS solution must allow the License Agent to activate the game check module from his or her location.

7. WOCRMS must use the customer's unique deer or turkey permit number to access the game check module to ensure validation and appropriate use of the tag.
8. WOCRMS must recognize permit type (i.e., deer or turkey) for the harvest record process and present the user with the appropriate check-in entry screen or questions to complete the harvest record entry.
9. A system-generated license confirmation code must be produced to complete the game check process.
10. The confirmation code must be a "smart-code" with the response to each Harvest Record Form question numbered. The confirmation code must be a sixteen-digit code.
  - a. For Deer harvest:  
A sixteen-digit code that the customer must write on the permanent tag that contains:
    - License year (4 digits), already pre-printed on tag
    - Deer gender (1 digit)
    - Number of antler points (2 digits)
    - County of harvest (2 digits)
    - Hunting implement used (1 digit)
    - Count of the current year's harvest (6 digits) from 000001 to 999999
  - b. For Turkey harvest:  
A sixteen-digit code that the customer must write on the permanent tag that contains:
    - License year (4 digits), already pre-printed on tag
    - Turkey gender (1 digit)
    - Unused (2 digits)
    - County of harvest (2 digits)
    - Hunting implement used (1 digit)
    - Count of the current year's harvest (6 digits) from 000001 to 999999
11. WOCRMS game harvest data must be integrated with license and permit purchase data in the central repository database. That data includes, but may not be limited to:
  - a. Deer Harvest Record information:
    - Driver's License Number
    - Date of Birth
    - Last Name
    - First Name
    - Middle Initial
    - Address
    - City
    - State
    - Zip
    - Date and Time of Check
    - Method of Game Check (License Agent, Customer-facing website, or IVR. If checked at a License Agent site, the record must include the License Agent number.
    - County of Harvest
    - Date and Time of Harvest
    - Permanent Tag Number
    - Implement (Shotgun, Crossbow, Longbow, Muzzleloader, and Handgun)
    - Antlered or Antler-less
    - Temporary Tag Type (Deer Tag, Urban Tag, Damage Tag, Landowner Tag)
  - b. Turkey Harvest Record information:
    - Driver's License
    - Date of Birth
    - Last Name

- First Name
- Middle Initial
- Address
- City
- State
- Zip
- Method of Game Check (License Agent, Customer-facing website, or IVR. If checked at a License Agent site, the record must include the License Agent number.
- County of Harvest
- Date and Time of Harvest
- Permanent Tag Number
- Leg Band Number
- Un-gutted Weight
- Hunter's 1st or 2nd turkey during a particular spring season
- Harvest on (Hunter's Land, State or Federal Land, Private Land)
- Hunter Type (Spring Turkey, Senior Permit, Landowner)
- Turkey (Adult Male, Juvenile, Bearded Hen)
- Spur Length (½ inch or less, Less than 1 inch, 1 inch or more)
- Implement (Shotgun, Crossbow, Longbow, Muzzleloader, and Handgun)

**B. License Agent Game Check Transactions:**

1. Hunters must transport their game to a License Agent site.
2. The License Agent will enter identifying information into the system.
3. The hunter must supply the tagging information used for the harvest.
4. The system must validate this information and issue a unique number that the hunter will write on the permanent tag and attach to the animal.

**C. Internet (customer facing website) Game Check Transactions:**

1. The hunter logs on to the Contractor's Internet solution.
2. The hunter enters required personal identification information.
3. The hunter enters required tagging information.
4. WOCRMS issues a unique number that the hunter writes on the permanent tag that must be attached to the carcass.

**D. Toll-free Interactive Voice Response Game Check Transactions:**

1. The hunter dials the toll-free number
2. The hunter responds to prompts requiring personal identification information
3. The hunter responds to prompts requiring tagging information.
4. WOCRMS issues a unique number that the hunter writes on the permanent tag that must be attached to the carcass.

**E. Game Check Survey Requirements**

The DOW must be able to:

1. Create and add surveys to the game check system that are presented when a customer checks their game.
2. Create new survey questions.
3. Modify existing surveys.
4. Designate pre-formatted responses (e.g., yes/no, multiple choice).
5. Set the start and end dates when surveys will be available.
6. Specify the license(s) that trigger the survey.
7. Design and run summary reports based on the completed surveys.

## **Game Check Reporting**

The system must include but may not be limited to the following game check reports:

- a. Harvest by:
  - Species,
  - Species by County,
  - Species by Zone,
- b. Annual Harvest Comparison Report By Species
  - Year over year.
  - Month over month.
- c. Harvest Law Report (Date and Time of purchase versus date and time of kill).
- d. Harvest information must be reportable against license and permits issued to an individual.
- e. Harvest information should be available as a daily dashboard for managers.

## **Task 3: Hunter Safety Education and Certification Module**

### **The Contractor must analyze, design, develop and unit test a Hunter Safety Education and Certification Module.**

The DOW requires all first-time hunters to pass a hunter education course before purchasing a regular hunting license. The hunter safety education and certification module will allow students to find and schedule classes, allow instructors to post course schedules and update course status, and issue certificates for students. This module will incorporate all the administrative functions necessary to manage course scheduling and materials distribution, student grading and certificate issuing, and include instructor training metrics.

Instructors will print registrations and certificates prior to class for those students who are pre-registered. Students will come to class and be validated against the instructor's list. Upon successful completion of the course, the instructor will sign and date the certificate and the student will be eligible to purchase their license. The instructors will then update each student's record immediately in the system as passed or failed.

All historical information must be incorporated into WOCRMS.

#### **A. Hunter Safety Education and Certification Requirements**

1. This module must integrate with the automated licensing and permitting module to verify that a first time hunter has successfully passed a hunter education course.
2. Customers must be able to access Hunter Safety Education information through:
  - a. The DOW Call Center (1-800-Wildlife) – Call Center staff must be able to process Hunter Safety Education transactions,
  - b. Internet – a student or instructor must be able to process Hunter Safety Education transactions through the WOCRMS site.
3. The Contractor must provide secure web-based interfaces that can be accessed by students, instructors, and DOW personnel. The web interface must be easy to use, provide consistent navigation, and be constructed to operate efficiently over dial-up connectivity.
4. The Contractor must use existing course identification numbers for existing courses.
  - a. The unique course identification number is the primary identifier that links courses to instructors and students.
  - b. As new courses are developed, the system must create a new identification number.
  - c. New course identification numbers must be in the same format as existing course numbers.

5. The system must maintain instructor information. For approximately 11,000 instructors currently in the education database that will include:
  - a. Courses that they are eligible to teach.
  - b. Demographic information.
  - c. Number of hours they have taught.
  - d. Already-assigned instructor numbers.
6. For new instructors, the system must create a unique identification number. The instructor number will be used as the primary identifier to associate instructors to courses. New instructor numbers must follow the same convention as existing numbers.
7. The system must track requests and delivery status for Hunter Safety Education instructional materials. The DOW will be responsible for producing and distributing these materials.
8. At the end of a course, the student will receive a certificate confirming that they successfully completed the course. The information on a student certificate must fit on 8 ½ by 11 paper.
9. For walk-in students or students who have no registration, the system must include a temporary certification process to allow the student to purchase their hunting license upon successful completion of the course.

**B. Internet functionality for Hunter Safety Education students must include, but not be limited to:**

1. Search course offerings,
2. Registering for classes online,
3. Provide e-mail confirmation of course registration if student requests,
4. Search and reprint the confirmation.
5. Print or request safety education certificates or duplicate certificates,
6. Apply for certification to become a Hunter Safety Education Instructor, and
7. Update personal information.

**C. Internet functionality for Hunter Safety Education Instructors and DOW staff must include, but not be limited to:**

1. Scheduling or updating courses,
2. Course information to include:
  - a. Dates and times,
  - b. Type of course,
  - c. Instructor name,
  - d. Course location,
  - e. Course size, and
  - f. Instructor contact information
3. Viewing, updating, and printing the roster of student information for scheduled courses,
4. Entering and updating student progress and pass/fail information,
5. Registering and training new instructors,
6. Initiating new courses and clinics,
7. Providing e-mail confirmation for course creation,
8. Ordering course materials and supplies,
9. Issuing Hunter Safety Education course completion certificates, and
10. Printing or requesting certificates or duplicate certificates.

**D. Hunter Safety Education Student Registration Forms for Hunter and Trapper Education Courses must include:**

1. Student Information:
  - a. Last Name
  - b. First Name
  - c. Middle Initial
  - d. Address

- e. City
- f. State
- g. Zip
- h. County of Residence
- i. Telephone Number
- j. Gender
- k. Age
- l. Race – this section must allow the student to select from:
  - Caucasian,
  - African American,
  - Hispanic,
  - Native American,
  - Asian/Pacific Islander
- m. Date of Birth
- n. Questions to include:
  - Does anyone in your family hunt? (yes/no)
  - Are you taking the course so you can buy your first hunting license? (yes/no)
  - Handicapped? (yes/no)

**Instructors will input the following information into the Student’s registration:**

- o. Course Completion Date
- p. Student Certified (yes/no)
- q. Exam Grade
- 2. Instructor Information:
  - a. Last Name
  - b. First Name
  - c. Middle Initial
  - d. Instructor Number

**E. Clinics - The system must maintain information on clinics.**

- 1. Species-specific Clinics:
  - a. Deer Clinic
  - b. Turkey Clinic
  - c. Dove Clinic
- 2. Weaponry-specific Clinics:
  - a. Rifle
  - b. Shotgun
  - c. Handgun
  - d. Archery/Bow

**F. Hunter Safety Reporting Requirements**

- 1. Hunter Safety Instructors must be able to generate a final report that shows that a course has been completed. The final course report must include:
  - a. Chief Instructor information:
    - Name
    - Number
    - Address
    - City
    - State
    - Zip
    - Phone Number
  - b. Assistant Instructor Number,
  - c. Hours for each instructor,
  - d. County where held,
  - e. Course Location,
  - f. Course Identification Numbers,

- g. Public or private course,
  - h. Session Dates,
  - i. Total Students Registered,
  - j. Total Hours Students attended,
  - k. Exam Date,
  - l. Total Students Tested, and
  - m. Total Students Passed.
  - n. Instructor preparation time,
  - o. Instructor travel time,
  - p. Actual instruction time.
  - q. Instructor hours by activity.
2. Student-specific reports must include but may not be limited to:
- a. Student rosters by course,
  - b. Annual student's completion report
  - c. Annual student's completion report by county.
  - d. Annual student's completion report by month
3. Instructor-specific reports must include but may not be limited to:
- a. Title of course,
  - b. Instructor roster,
  - c. Instructor roster by district,
  - d. Instructor roster by county,
  - e. Instructor mailing labels by district and county, and
  - f. Instructor hours total & by fiscal year
4. Course-specific reports must include but may not be limited to:
- a. Course final report,
  - b. Course listing by county, and
  - c. Full course (to prevent scheduling too many students in a future course that has already met its capacity).
5. Signature lines will be required for all instructors (chief & assistant). Currently we only require the chief instructor to sign the final report. Printable online forms that include multiple signature lines will be required.

#### **Task 4: Special Event Lottery Drawing and Distribution Module**

**The Contractor must analyze, design, develop and unit test a Special Event Lottery Drawing and Distribution Module.**

The DOW conducts controlled hunting and fishing lottery drawings for which the number of customer permits are limited. Customers must submit applications for these events online or via mail using prescribed DOW forms. For each event, a drawing is held to determine permit winners. Winners are responsible for purchasing any other licenses and permits required to participate in the event.

##### **A. Special Event Lottery Module Requirements**

1. WOCRMS must allow DOW staff and customers to process Special Event Lottery transactions through the public-facing website.
2. The system must permit DOW Call Center (1-800-Wildlife) staff to process Special Event Lottery transactions on behalf of a customer.
3. WOCRMS must provide a random selection algorithm for determining lottery winners.
4. The system must provide DOW staff with a mechanism that makes the winners search interface active after a lottery's results have been reviewed and verified.
5. Customers must be able to query the Special Event Lottery database to determine whether they won a lottery permit by entering identifying information such as their name, date of birth, and zip code.
6. Customers must be allowed only one entry for each event.
7. The system must first identify the customer and determine their eligibility to participate in an event before allowing them to submit an application for a lottery.
8. Permits for lottery events will be generated by WOCRMS and mailed to the winners.

##### **B. For an Adult Event, the system must:**

1. Prevent a customer from applying for an adult special event lottery unless he possesses a valid hunting license (for hunting events) or fishing license (for fishing events).
2. Prevent a customer from applying more than once for the same event. A single event will be defined by the event code, location, date, and
3. Prevent a customer from applying for an adult special event lottery unless they are at least 18 years of age.

##### **C. For a Youth Event, both adult and youth information are required. The system must:**

1. Prevent a customer from applying for the same event more than once. A single event is defined by the event code, location, and date,
2. Prevent a customer from completing a youth application if the adult information is incomplete or the birth date of the adult is less than 18 years of age, and
3. Prevent a customer from completing a youth application where the youth information is incomplete or the birth date of the youth exceeds the maximum age limitation (17 or younger) for the event.

##### **D. Special Event Lottery Drawing Reporting Requirements**

1. DOW must be able to produce roster reports for the special event lottery drawings.

## **Task 5: Magazine and Publication Tracking Module**

### **The Contractor must analyze, design, develop and unit test a Magazine and Publication Management Module.**

WOCRMS must allow the DOW to provide improved availability and flexibility in distributing its publications and magazines. Distribution of these materials is important to maintain a good relationship with the agency's customers.

The Contractor will not be responsible for producing, maintaining, or managing the content of DOW publications and magazines.

#### **A. Publication and Magazine Module Requirements**

1. The system must provide web-based interfaces for customers and DOW Call Center Customer Service Representatives that include:
  - a. Customer Interface – allows customers to access publications or request a magazine subscription, and
  - b. Customer Service Representative Interface – allows Customer Service Representatives to process a customer request for a publication or a magazine subscription when the customer has called the DOW Call Center (1 800-Wildlife).
2. The system must access WOCRMS customer information to identify the customer. Search criteria must include but may not be limited to:
  - a. Customer Number.
  - b. Name, birth date, and last 4 digits of SSN.
  - c. Ohio Driver's License Number.
3. If the customer is not on file or demographic information is incorrect, WOCRMS must prompt the user to modify the customer information.
4. WOCRMS must permit a customer to request an e-mail confirmation of their magazine subscriptions and publication orders. The confirmation must include:
  - a. Customer name.
  - b. Shipping address.
  - c. Item(s) requested.
  - d. Quantity of each item.
5. As appropriate for the type of publication ordered, the system must:
  - a. Electronically transmit publication orders to the DOW warehouse for fulfillment.
  - b. Electronically transmit magazine subscription orders to the third-party Contractor responsible for printing and distributing the magazines.
  - c. Print mailing labels for publication orders.
6. On a quarterly basis, the WOCRMS must query customers with publication and magazine subscriptions to provide the option of continuing or **canceling** the subscription.
7. Currently, publication and magazine subscription requests are filled at no charge to the customer. WOCRMS must provide the flexibility for the DOW to begin charging a fee for publications and subscriptions during the term of the Contract.

#### **B. Publication and Magazine Distribution Administration**

1. DOW must be able to:
  - a. Modify requests for publications and magazines,
  - b. Maintain accurate subscription lists, and
  - c. Delete customers from a publication list.

**C. Publication and Magazine Reporting Requirements**

1. DOW must be able to produce summary reports on publication and magazine requests and the number of items ordered.

**Task 6: Law Enforcement Integration Module**

**The Contractor must analyze, design, develop and unit test a Law Enforcement Integration Module.**

WOCRMS must provide DOW law personnel with improved access to customer information. This will require the integration of the WOCRMS modules so that law enforcement staff is able to obtain detailed transaction records for a specific customer as well as summary information for multiple customers at the local and regional level.

**A. Law Enforcement Integration Module Requirements**

1. Arrest and citation information must integrate fully with the other WOCRMS modules.
2. The WOCRMS arrest and citation solution must include fields for all information on the current citation form. A sample citation form with associated data dictionary is included in Supplement 6 of this proposal.
3. Historical arrest report data must be converted and linked to the master customer file. Supplement 7 contains data tables of the historical data.
4. Law enforcement, clerical, and administrative personnel with appropriate permissions must be able to view DOW citations in WOCRMS via a secure Internet connection.
5. Law enforcement officers must be able to validate and identify customers, licenses, and permits through access to the WOCRMS database,
6. DOW personnel must be able to prevent the sale of licenses to select customers with poor arrest records or revoked licenses.
7. WOCRMS must send an e-mail notification to law enforcement personnel when a customer with a poor arrest record or revoked licenses attempts to purchase a license.
8. Law Enforcement Administrators must be able to add and set permissions for new cadets and modify records for existing law enforcement officers.
9. The Violators Compact System will be used to identify customers with revocations of licenses or permits and this information will be used to update the license status of WOCRMS customers. Interfacing with national Violators Compact System information will continue to be a manual process.
10. Law enforcement staff and personnel with appropriate permissions must be able to enter and track license and permit revocations issued by DOW, the Violator's Compact system, and the Ohio Department of Job and Family Services (JFS).
11. Citations requiring license revocation must be maintained in the WOCRMS database and the master customer record must be updated to prohibit further purchases of licenses and suspension of existing licenses and permits for the duration of the revocation.

**B. Multi-Agency Radio Communications System Mobile Computer Terminal (MARCS MCT) connection to WOCRMS.**

1. Law Enforcement Officers will enter arrest reports into the MARCS field-based reporting (FBR) application. The central MARCS FBR application will upload completed citations in .xml format to a FBR repository that WOCRMS will connect to. WOCRMS will pull data on a daily basis from the FBR data repository. The format of the arrest data in the repository will be that same as listed in Supplement 7.
2. WOCRMS must provide arrest and citation information as well as licensing and permitting information in an .xml format for online reporting on the officer's MARCS MCT. The format of the arrest data pushed to the FBR repository will be that same as listed in Supplement 7. The Contractor is not responsible for MARCS MCT application development for pulling and displaying this information.

**C. Citation and Arrest Reporting Requirements**

1. The system must provide standard report formats that allow users to set various parameters for generating the reports. Current Arrest System Reports are included in Supplement 8 of this proposal.
2. Officers must be able to generate ad-hoc reports by pulling information from the licensing and permitting module and combine it with the game check module and arrest and citation module.

**Task 7: Specialty Permits Tracking and Status Module**

**The Contractor must analyze, design, develop and unit test a Specialty Permits Tracking and Status Module.**

**A. Specialty Permit Management**

1. Specialty permit management involves approving applications for wildlife management-related activities not covered by hunting and fishing licenses and permits. Some of these applications have fees associated with the application process. The Contractor will not be responsible for collecting any fees associated with these permits. The system must be designed to account for the fees associated with the application process.
2. The majority of Specialty Permits are administered through manual processes. None of these processes will be automated. However, WOCRMS will allow applicants to request the applications from a web site, via telephone, and by mail and DOW will be able to track the application process from request to fulfillment.

**B. Module Requirements functionality**

DOW will supply a list of Specialty Permits that will be tracked by the application.

1. Customers must be able to request the application for Specialty Permits through:
  - a. The Internet.
  - b. The DOW call center.
  - c. By US mail.
2. WOCRMS must provide an internal web interface that allows DOW personnel to track the status of the Specialty Permit requests from application through completion to include:
  - a. Stage 1 (Application) – The system must list Specialty Permits for which an application was requested and date sent to applicant.
  - b. Stage 2 (Processing) – The system must track the date the application was received.
  - c. Stage 3 (Approval) – DOW must be able to approve an application electronically. This must include an e-mail notification to DOW staff responsible for printing and mailing the permit.
  - d. Stage 4 (Issue Permit) – DOW staff mails the permit and enters the date the permit was mailed into the system.

3. WOCRMS must allow the DOW to add new criteria to the list of specialty permits.
4. Information about customers who apply for Specialty Permits will be entered into WOCRMS
5. DOW call center staff will be able to enter customer information into WOCRMS when contacted for applications.
6. When a Specialty Permit is approved, the permit type must be added to the customer information contained in the centralized database and become part of the customer profile.
7. Customers will be identified through the same eligibility criteria used for regular licenses.

### **C. Reporting Requirements**

1. DOW must be able to produce summary reports on the number of:
  - a. Specialty Permit applications,
  - b. Specialty Permit approvals, and
  - c. Specialty Permits issued by Permit type.

### **Task 8: WOCRMS Administrative Management Module**

**The Contractor must analyze, design, develop and unit test a WOCRMS Administrative Management Module.**

#### **A. DOW System Administration**

1. WOCRMS must support DOW administrative functions.
2. WOCRMS must allow DOW system administrators to communicate instantly with License Agents through:
  - a. Broadcast messaging, and
  - b. License Agent-specific private communications.
3. DOW system administrators must be able to:
  - a. Reprint a specific transaction within a designated timeframe (the reprinted document must indicate on its face that it is a reprinted document),
  - b. Issue a license that can be printed at any specified sales location,
  - c. Void licenses at the License Agent location. The system will support a maximum time increment for voids and the flexibility to modify the time increment by License Agent location (the current increment is 3 hours),
  - d. Lock out a License Agent who is in default of payment or is not in compliance with DOW policies and procedures, and
  - e. Individually manage the number of licenses and tags available for sale for a specific animal, over specific time periods, and with a geographic boundary (i.e., zone, county).
4. The WOCRMS solution must include a web-based global Licensing Administrative interface through which designated administrators can update customer, License Agent, and transaction information.
5. The system administrator activities that can be accomplished through this interface must include but not be limited to:
  - a. Managing customer records and profiles,
  - b. Performing License Agent tasks including:

- Managing transactions,
  - Managing inventory,
  - Managing supplies, and
  - Managing voids,
- c. Managing License Agents including remotely controlling License Agent devices,
  - d. Updating product and license fees,
  - e. Updating dependency tables,
  - f. Managing system maintenance and repair operations including informing DOW 24 hours in advance of:
    - Scheduled server maintenance,
    - Server failover, and
    - License Agent out of service maintenance issues, and
  - g. Managing Help Desk requests and tracking.
6. License Agents must be able to communicate with System Administrators about billing matters and to provide comments.
  7. The proposed system must be able to send e-mail confirmations, e-mail reminders and e-mail notifications to customers, License Agents and DOW Personnel. The events that will trigger these e-mails will be determined during the design phase of the project.
  8. Specialty Permit Administrative Management – With appropriate permissions, DOW staff must be able to:
    - a. Monitor all stages of the application process, and
    - b. Maintain an accurate list of specialty permits.
  9. After WOCRMS implementation, without Contractor involvement, DOW must be able to:
    - a. Define dependencies among licenses and permits to comply with Ohio Law,
    - b. Set flags that will allow combining licenses onto a single form when appropriate,
    - c. Retrieve and update customer profiles and retrieve customer purchase history.
    - d. Access a secure web interface to the education database to view and control real-time data

**B. Hunter Safety Education Administration**

1. DOW staff with appropriate permissions must be able to:
  - a. Manage and control access to the system.
  - b. Schedule courses.
  - c. Track students from enrollment through certification.
  - d. Enroll in courses.
  - e. Manage course registration and fees.
  - f. Enroll instructors.
  - g. Track instructors from their enrollment in the instructor academy through their completion of course offerings or clinics.
  - h. Track instructor awards.
  - i. Document student progress and course completion.
  - j. Document student course grades.
  - k. Produce print-ready safety education certificates and reports.
  - l. Allow updating of student profile information.
  - m. View an audit trail of changes to an education safety record to include at a minimum:
    - The User ID of the person who made the change and
    - The date and time of the change.

**C. Game Check Administration**

Game Check Module Administration must allow DOW staff with appropriate permissions to modify harvest records. When a harvest record is modified, the system must automatically add the administrator's User ID and the date and time of the update to the harvest record

## **Task 9: WOCRMS Data Conversion and Master File Development**

### **A. General Data Conversion Requirements**

1. Historical records from game checking, hunter safety education, special lotteries, arrest reports, and magazine subscriptions must be maintained in a transactional form and linked to the WOCRMS master file via primary keys as part of the data conversion and migration process.
2. The Contractor will be responsible for all data scrubbing and elimination of duplicate Customer records in the WOCRMS master file.
3. The Contractor will be responsible for any manual data entry, if necessary.
4. Unique customer numbers will be assigned to each customer in the WOCRMS master file.
5. Duplicate customer records across all permit and licenses events will be converted to a single customer record.
6. Transactional data will be maintained in the system.

### **B. Sportsperson Licensing, Permitting, and Survey Conversion**

1. The Contractor must review existing sport license data, survey data, and customer data from the current Oracle database and the current data warehouse and determine the best approach for converting this information to a WOCRMS master file. Current POS database is included in Supplement 4 of this proposal.

### **C. Game Check Module**

1. Data for the past 3 years must be converted into the new WOCRMS. Current system database information is included as a Supplement 10 of this document.
2. Historical records from game checking must be maintained in a transactional form and linked to the WOCRMS master file via primary keys as part of the data conversion and migration process.

### **D. Hunter Safety Education Module**

1. Data definitions and structure for the existing hunter safety education system can be found in Supplement 11 of this proposal.
2. All historical student information will be converted to the new system.
3. All historical instructor information will be converted to the new system.
4. At conversion the automated licensing and permit module will be updated to indicate customers who have passed the Ohio hunter education course.
5. Trapper education records are part of the data conversion/migration process.
6. The migration and conversion of existing data for the Hunter Safety Education System must retain existing course identification numbers for course records in the education database and the system must retain already-assigned instructor numbers for the approximately 11,000 instructors currently in the education database.

### **E. Citation and Arrest Module**

1. Historical arrest report data must be converted and linked to the master customer file.
2. Existing Arrest citations will be converted to the WOCRMS system and matched to the licensing and permitting module. Matching will be done by SSN then last name and date of birth. Supplement 7 of this proposal details the format of this data.

3. Records not matched will be added to the master file as a new customer with the most current information.

**F. Publication and Magazine Module**

WildOhio Magazine mailing list must be converted and matched to the master customer file. There are approximately 100,000 records in this file. Supplement 13 of this proposal list the detailed data structure of this master file.

**G. Special Event Lottery Permit Module**

Past permit drawing files will be converted to WOCRMS. Supplement 14 of this proposal contains details of these files.

**H. Specialty Permits Data Conversion Requirements**

Only permits that have been electronically captured will be entered into the system.

**Task 10: Supply IT Hosting and Infrastructure**

**Scope of Work:**

WOCRMS will be a web based application delivered over the Internet. The application will be maintained and delivered from the central hosting facility. Customers accessing the application via the Internet will be presented with a securely hosted URL. Portions of transactions and some data in WOCRMS are considered sensitive in nature and therefore must be encrypted at rest and in transit.

**Functional and technical requirements.**

**A. System Hardware, Software, Supplies, and Hosting**

1. The project requires a high availability data center to host the application with a disaster recovery plan developed and tested annually.
2. The system must provide redundancy and failover within the high availability data environment. No equipment or application should pose a single point of failure for the system.
3. The Contractor's system architecture must:
  - a. Include a single database for all data;
  - b. Provide real-time updates, additions and removal of data;
  - c. Use open architecture to be scalable with respect to business functionality;
  - d. Include physical and functional security;
  - e. Provide a consistent look and feel for all modules;
  - f. Create customer profiles, Identifying and validating customer profiles;
  - g. Uniquely identify users of the system through customer ID numbers for License Agents, hunter safety education instructors, etc.;
  - h. Track, maintain, and report transactions that include revenue collection; and
  - i. Supporting customer-facing interfaces for products and service.
4. WOCRMS will be delivered as a web based application. The DOW desires using thin client software and infrastructure.
5. A separate development, test, training and production environment must be maintained by the Contractor.

6. The Contractor must assume responsibility for hosting the system as well as maintaining the completed application and maintaining all servers and other equipment on which the system will operate.
7. The data center and associated data files must reside in the United States.
8. The Contractor will provide the State with complete technical documentation of the system design and architecture.
9. The Contractor must supply the necessary architectural design and infrastructure required for the system to function effectively based on the requirements of this proposal.
10. Costs for the Contractor's infrastructure will be itemized on a monthly recurring basis for the duration of the contract. The state will procure no upfront IT infrastructure for hosting.
11. The Contractor must provide a single normalized database which will be used as the system database for the proposed WOCRMS.
12. The Contractor must ensure that business logic is decoupled from presentation in such a way that it is secured behind a firewall and is not exposed to the outside world.
13. The Contractor must ensure the Wild Ohio Customer Relationship Management website follows industry standard security practices for Data reliability, System reliability, Business continuity, and System redundancy.
14. Sensitive data will be encrypted and the Contractor must develop means to reduce the exposure of sensitive data during data entry processes.

**B. Internet Hosting Requirements**

1. The Contractor's web interfaces must be compatible with a variety of Internet browsers. Browsers include but are not limited to Internet Explorer (IE) version 5.0 and above and Mozilla, Firefox version 2.0 and above.
2. DOW must approve the public-facing design, presentation and behavior of screens or panes that will be viewed by its customers.
3. The Contractor must be prepared to perform system modifications, content changes, and functionality upgrades as requested by DOW.
4. On the first day of every month, and at any other time as reasonably requested by the State, the Contractor must provide in electronic format the server logs of the State's website activity.
5. The Contractor must not use the contents of any cookies collected from the State's website for its benefit or the benefit of any third party.
6. The DOW must be able to specify fields that require field-specific help.

**C. Replicated Server**

1. The Contractor must supply server and network infrastructure for replicated data. The infrastructure will not be a mirror of the Contractor's solution but will be optimized for reporting functions that can be off-loaded from the main hosted system.
2. The Contractor will work with the state to determine the content of the data that will be replicated.

3. The Contractor will provide the State with detailed server hardware and software specifications at least 60 days before the equipment will be needed.
4. The Contractor will include a not to exceed fixed price for the equipment, infrastructure and installation. The State will maintain the replicated server equipment and infrastructure after installation.
5. The replicated server infrastructure will be installed at a location within the state's network.
6. Data replication to this server must occur daily.
7. The Contractor will be responsible for installing the replicated server and network infrastructure at the designated location.
8. The replicated server must be tested during the pilot phase of the project.

**D. Backup and Disaster Recovery Requirements**

1. The Contractor must provide backup and recovery services for the hosted system.
2. System backups will be completed nightly and taken offsite on a daily basis.
3. Contractor will develop a disaster recovery plan for the system. The plan will be tested annually at a time selected by the state.

**E. Data and System Security Requirements**

1. Security must allow DOW to track transactions, at a minimum by Date, Time issued, and Issued by (store clerk ID or other identifier).
2. The Contractor must notify the State via e-mail or telephone of any known security breaches or holes within 1 hour of discovery followed by written notice within 1 day.
3. The system must provide Role and permission based security levels for logging into system (e.g., login ID and password).
4. The system must include a minimum of three levels of security for DOW internal staff including but not limited to System Administration, Law Administrators, and Fiscal Administrators.
5. The State must be able to gain access to the Contractor's facility when necessary and the facility must be accessible to State or federal auditors as well.
6. Ohio's data must be securely segregated from any other customer's data and there must be no instances when another customer's data appears on the Ohio web site or in the Ohio database.
7. The Contractor must provide hosting services that adhere to the State's Internet/Intranet policies as found at <http://oit.ohio.gov/IGD/policy/OhioITPolicies.aspx>.
8. The Contractor must perform a web application security and application vulnerability test.
9. Additionally, the Contractor must provide the following security services:
  - a. Maintain a secure database of access authorizations by user,
  - b. Periodic review of access logs,
  - c. Review and follow-up of any physical security violations,
  - d. Provide security personnel on-site 24 hours a day, seven days a week,
  - e. Security clearances for all employees,

- f. Security surveillance video equipment and devices,
  - g. Environmental controls,
  - h. Utilities, and
  - i. Fire protection.
10. The Contractor must ensure compliance with all established State of Ohio and federal security guidelines and policies at all times. The State's security policies can be found at <http://oit.ohio.gov/IGD/policy/OhioITPolicies.aspx>.
  11. Security Services include physical and logical Security of in-scope Software Application components and data, access protection and other Security Services in compliance with State of Ohio security requirements and applicable regulatory requirements.
  12. In accordance with State of Ohio policies and procedures, the Contractor must assist State of Ohio during both internal and external audits and reviews. Specifically, the Contractor must:
    - a. Support, comply and consult with the State of Ohio on all internal and external Security audits and reviews, including providing access to all requested data, systems, resources and facilities.
    - b. Provide recommendations for improving physical and technical Security plans based on the results of conducted audits/reviews within 10 business days of completion of audit/review.
    - c. Document, store and report on any issues found during Security audits and reviews, including any efforts or measures taken to resolve and prevent these issues from reoccurrence in the future. Audits and reviews shall result in "no findings," or documented conditions of non-compliance, including State of Ohio-approved plans and schedules to ensure compliance.
  13. Regarding IT Security SAS 70 Audits, security services are the activities associated with maintaining physical and logical security of all Service components (hardware and Software) and data, virus protection, access protection and other Security Services in compliance with State of Ohio security requirements, policies and all applicable federal, State and local regulatory requirements. The Contractor must submit evidence of annual Statement of Auditing Standards, No. 70 (SAS 70) audits for all facilities related to this engagement. Specifically, the Contractor must:
    - a. Provide documented results of SAS 70 audits to the State of Ohio.
    - b. Undergo a SAS 70 (Level 2) audit assessment on an annual basis on all systems involving transactions processed by the WOCRMS system. The SAS 70 (Level 2) audit assessment must be submitted to the State of Ohio Program Manager, Information System Security Officer (ISSO) and other State of Ohio-designated personnel for review, validation and acceptance.
    - c. In addition to providing an annual SAS 70 audit, the Contractor will have 30 days from notice of any finding in the SAS 70 audit requiring successful correction to take corrective action and demonstrate that corrective action to the satisfaction of the State.

**F. Data Exchange and Interface Requirements**

1. The BMV driver's license database will be used to validate the historical license sales database. DOW has a secure FTP process of batch transfer of flat ASCII files to facilitate this information flow.
2. JFS will be granted a secure process to update the WOCRMS database for the purpose of filing a revocation order if child support is owed.
3. At minimum JFS staff will be able to enter into WOCRMS a record for revocation using a customer's first name, middle initial, last name, and SSN.

4. WOCRMS will process the revocation requests, save all revocation transactions, and file the necessary revocation reports and notification letters.
5. The Contractor must be prepared to provide up to 1000 hours of work effort (interface contingency pool) to analyze, design, develop, unit test and implement the following interfaces:

**MARCS network:**

- WOCRMS must accept specific keyed queries (SSN, Customer number, License number, transaction number etc) from the MARCS MCT and return .xml formatted information to the MARCS application for display.
- The Contractor will need to work with the DNR MARCS office to determine the most effective way to connect the WOCRMS network to the MARCS network.
- The Contractor must develop a real time data exchange with the MARCS VisionTek Field Based Reporting (FBR) system. This will allow an upload of law records to the WOCRMS system data base. The Contractor is not responsible for application development within the MARCS network or the FBR solution supplied by VisionTek.

**JFS network:**

- Contractor must develop an interface with JFS system to allow for the automated upload of revocation records to the WOCRMS database. This will support revocations of recreational licenses in compliance with US Code Title Section 42, 666 as implemented through the ORC and OAC of JFS and DOW.

**BMV Network:**

- The Contractor must develop and support a data exchange with the Ohio Bureau of Motor Vehicles driver's license database. Customers using a driver's license for identification not found in the WOCRMS database will be searched in real time with the BMV database for verification.
- The Contractor will be responsible for developing secure protocols for real time searches of the BMV database.
- Real time searches of the BMV database must be able to be turned off centrally by WOCRMS.
- Real time searches must also have a timeout period for cancellation that can be set globally and implemented at a License Agent site.

The State recognizes that further defining the interface work above may impact the Contractor's proposed work effort for analyzing, designing, developing, testing and implementing the interfaces and has established a contingency pool of hours for interface work. Prior to initiating the interface work, the Contractor must indicate any additional work effort and associated costs using the established, approved change request process. If the State is in agreement with the work effort and cost then the Contractor will be authorized to complete the interface work. The State's use of the contingency pool will be limited to interface work and the Contractor must track and report to the State, as needed, the status of contingency hours. The approved change control procedures and the Changes provision described in the RFP must be used to address all other project and contract changes that do not fit within the guidelines of use for the contingency pool for interfaces or when the 1000 hours allocated for the contingency pool has been exhausted.

The staff for the contingency pool must include IT staff with an appropriate mix of skills and experience to meet the State's interface needs. Firm, fixed pricing based on a blended rate (provided on the Contractor's Cost Summary) for the IT staff must be used for the contingency pool changes. The proposed blended rate will be used for all changes to the Contract following the process described in the Changes provision described in the RFP.

On a quarterly basis, the Contractor must submit a written report to the State Project Representative showing the number of contingency pool changes implemented and total dollars expended using the contingency pool. Additionally, the Contractor must forward a copy of the report to the OIT, Contract Management Office located at 30 E. Broad Street, 39th Floor Columbus, OH 43215.

## Task 11: WOCRMS Help Desk and Support Requirements

### A. Functional and Technical Requirements

1. The Contractor must provide a technical help desk to support DOW staff with all aspects and components of the complete WOCRMS.
2. Help desk services must be adequately staffed with knowledgeable personnel who can provide prompt and accurate information to address system problems.
3. The Contractor's help desk must be ready to begin services during the system pilot.
4. Help desk personnel are not required to respond to any regulatory questions or interpret laws or policies.
5. DOW Help Desk support must include:
  - a. Availability between 7:30 a.m. and 5:00 p.m. Monday through Friday, Eastern Time,
  - b. Expanded availability during peak season activity with advance notification. During the Ohio deer gun season hours will be expanded to 5:00 am to 12:00 midnight daily.
6. Internet Customer Help Desk Support must include:
  - a. Responding to questions from Internet sales customers who have difficulty using the Internet-based sales site.
  - b. Staff who are knowledgeable about the sales site use and operations.
  - c. **Available 5:00 am to 12:00 midnight daily.**
  - d. A Webmaster system to respond to questions asked via electronic mail.
  - e. Response to an e-mail request shall not exceed 48 hours from the time the message was sent by the customer.
7. License Agent Help Desk Support must include
  - a. Supporting License Agents and DOW staff who use the system,
  - b. **Toll-Free Available 5:00 am to midnight daily.**
  - c. Sufficient capacity to handle anticipated seasonal volumes with a queue wait of 5 minutes or less,
  - d. Technical assistance for loading, operating and troubleshooting services related to the license device printer.
  - e. Ability to diagnose and isolate problems from the License Agent location through the network to the Contractor's server(s), and
  - f. Problem resolution within 20 minutes except if equipment must be replaced.
8. Equipment replacement –
  - a. Equipment replacements must be shipped directly to the License Agent location, arriving on the following business day for calls received by the Contractor prior to 3:00 p.m. For calls received by the Contractor after 3:00 pm equipment replacements must arrive no later than the second business day after the call.
9. Escalation Procedure –
  - a. The Contractor must provide an escalation procedure for problems that cannot be satisfied within the timeframes detailed above.

### B. License Agent Technical Support

1. The Contractor must provide multiple methods for License Agents to obtain support for the software installed at their location(s). Support access must include but may not be limited to:
  - a. Licensing System interface,
  - b. Toll-free telephone access to a support center, and
  - c. Internet.

2. The Contractor's toll-free support line must allow a License Agent to 'zero out' to a live Customer Service Representative if necessary.

**C. Fulfillment**

1. The Contractor must ensure that sufficient supplies are available to the License Agents for producing all licenses and permits with exception of specialty permits which are included as a separate module of this system. Items that will be supplied through the Contractor include:
  - a. License paper as designated by DOW
  - b. Training materials.

**D. Reporting Requirements**

1. The Contractor must provide a monthly report that document:
  - a. Number of calls,
  - b. Minimum, maximum, and average answer time,
  - c. Time in queue,
  - d. Problem description,
  - e. Resolution description,
  - f. Resolution time, and
  - g. Equipment replacement information including:
    - I. Numbers and types of equipment
    - II. Reason for replacement.

**Task 12: WOCRMS Training.**

**A. General Requirements**

1. License Agents and DOW staff must receive appropriate training for operating and administering the system modules.
2. DOW staff must be trained on each component of the system and be able to manage and maintain the parts of the system for which they will be responsible including how to generate ad hoc reports.
3. The Contractor must organize and schedule training to improve logistics and efficiencies for Licenses Agents and DOW staff.
4. At least one month prior to the start of the pilot testing phase, the Contractor must provide an updated training plan. The plan must include:
  - a. Identification of staff who will be trained (e.g., including License Agents, DOW offices, DOW information technology personnel, DOW Financial Specialist personnel, DOW Administration personnel, and DOW Enforcement),
  - b. Proposed method to certify trainees as having successfully completed the training, including an evaluation methodology and a proposed method to report compliance to DOW,
  - c. Proposed training curriculum that identifies specific system functions and components to be covered,
  - d. Proposed method of delivering the training and a delivery timetable, and
  - e. Proposed plan for on-going training for new License Agents, new DOW employees, system enhancements, and refresher courses.
5. All training materials must be provided on electronic media in Microsoft Word format.
6. Documentation must be updated throughout the term of the Contract to reflect changes in functionality, policy, support, and equipment.
7. The Contractor must provide training on system modules as the functionality is added or equipment is updated or modified.

8. The Contractor will continue to provide training and updated training material as modifications or updates are made to the system.

**B. Automated License System Training Requirements**

1. Automated License System training must include all customer-facing hardware and software interfaces (e.g., POS, Internet) as well as administrative and database functions.
2. License Agent training must include an introduction to the basic functionality of the system (log-on), basic transaction processing, on-line training modules, reporting capabilities, and troubleshooting procedures.
3. The Contractor must conduct 1 training session per License Agent site. Each session must be able to accommodate up to 5 people. Multiple training sessions will not be required at individual sites. It is estimated that 70% of the sites will have only one trainee.
4. Training must ensure that the License Agents receive sufficient training to operate the system features and components that they must use to perform their jobs.
5. The Contractor's training curriculum and delivery for the License Agents must include self-training modules.
6. Training must be conducted on the actual system hardware and software.
7. It is permissible to conduct training at the time the equipment is installed at the License Agent's sites.
8. Revised materials must be distributed to all License Agents. Quantities of documents will be determined during the system development phase.

The charts found below identify the training locations and expected completion dates:

Trainees	DOW Staff	#	Location	Training Completed:
Call Center and Support Staff	Yes	20	DOW Offices Columbus	December 2009
Wildlife Officers and Administrators	Yes	150	5 sessions at DOW Field Offices	January 2010

Trainees	DOW Staff	#	Location	Training Completed:
License Agents	No	900	License Agent Sites (900)	January 2010 and February 2010

**C. Revenue Recovery and Collections Training Requirements**

1. Revenue Recovery and Collections training must include administrative and database functions, as well as accounting and reconciliation processes and procedures. A comprehensive explanation of the revenue reporting suite must also be included in the training session.

Trainees	DOW Staff	#	Location	Training Completed:
DOW Call Center and Support Staff	Yes	10	DOW Columbus Offices	January 2010

**D. Game Check Module Training Requirements**

1. Game Check module training must include all customer-facing software interfaces (e.g., POS, Internet, and IVR) as well as administrative and database Functions.

Trainees	DOW Staff	#	Location	Training Completed:
DOW Call Center & Support Personnel, Wildlife Management Administrators	Yes	30	DOW Columbus Offices	January 2010
Wildlife Officers and Law Administrators	Yes	150	5 sessions at DOW Field Offices	January 2010
License Agents	No	900	At site	January 2010

**E. Hunter Safety Education Training Requirements.**

1. Hunter Safety Education training must include all customer-facing software interfaces (Internet) administrative and database functions

Trainees	DOW Staff	#	Location	Training Completed:
DOW Call Center and Support Staff, Outdoor Skills Personnel	Yes	20	DOW Columbus Offices	January 2010

**F. Law Enforcement Integration System Training Requirements**

1. Law Enforcement Integration System training must include administrative and database functions to include a broad overview of system capabilities. Training must also include troubleshooting and support procedures.

Trainees	DOW Staff	#	Location	Training Completed:
Wildlife Officers and Administrators	Yes	150	5 sessions at DOW Field Offices	February 2010

### G. Special Event Lottery Training Requirements

1. Special Event Lottery training must include all customer-facing software interfaces (Internet) as well as administrative and database functions.

Trainees	DOW Staff	#	Location	Training Completed:
DOW Call Center and Support Staff	Yes	12	DOW Columbus Offices	February 2010

### H. Publication and Magazine Training Requirements

1. Publication and Magazine training must include all customer-facing software interfaces (Internet) as well as administrative and database functions.

Trainees	DOW Staff	#	Location	Training Completed:
DOW Call Center and Support Staff	Yes	12	DOW Columbus Offices	February 2010

### I. Specialty Permit Management Training Requirements

1. Specialty Permit Management training must include all customer-facing software interfaces (Internet) as well as administrative and database functions.

Trainees	DOW Staff	#	Location	Training Completed:
DOW Call Center and Support Staff, Various Field Staff	Yes	12	DOW Columbus Offices	February 2010

## Task 13: WOCRMS Testing and Pilot.

### A. Test Plans and Test Execution.

1. The Contractor must develop and execute test plans (this includes system, integration, regression (as needed), load, user acceptance and pilot).
2. The plans must identify the inputs to the test, the steps in the testing process, and the expected results.
3. The plans also must identify any software tools used during testing and any State resources needed.
4. The plans must provide the Contractor procedures for tracking and correcting deficiencies discovered during testing. The Contractor must correct deficiencies.
5. The Contractor must develop test scripts and test cases that thoroughly test the functionality of the system. The scripts must address all data scenarios that the system will process.
6. The Contractor must execute the following tests:
  - System test;
  - Integration test;

- Regression test (as needed);
- User Acceptance test;
- Pilot test (which includes load test); and
- Performance Test (upon successful completion of the Pilot test).

**B. Pilot Test.**

1. The Contractor's implementation strategy must include a pilot program for License Agents that operates successfully in parallel with the existing license and permit sales system. During the development phase of the project, the State and Contractor will determine the sites that will participate in the pilot. Seventy-five to 100 sites throughout the State will be chosen to participate.
2. The contractor will be responsible for training and implementation at these pilot sites.
3. The pilot must be scheduled between August 1, 2009 to January 1, 2010 and must operate successfully for a period of three months before beginning full implementation.
4. System load testing will occur during the first part of the pilot implementation.
5. The Contractor's pilot must include a test for the various forms of game checking.
6. The pilot will be broken into 2 segments running concurrently.
  - a. Segment 1:
    - I. All licenses and permits issued at the pilot sites will be valid for the entire season.
    - II. All WOCRMS modules will be integrated with this data.
    - III. Deer and turkey permits will be issued without the activation of permanent tags. Hunters will follow the normal tagging requirements. No IVR or Internet checking of deer - metal tags only.
    - IV. Segment 1 data will be incorporated into existing POS system for reporting purposes.
  - b. Segment 2:
    - I. Game checking will be done as a test project within the pilot. The Contractor will work with DOW staff to ensure the pilot data can be matched to the various test scenarios.
    - II. A test group of hunters selected by DOW will be asked to participate in checking game via IVR and/or the Internet, and at select License Agents.
    - III. At the end of the pilot segment 2 game check data will be output to files and removed from the game check module. Wildlife personnel will use the files for further analysis.
7. The pilot must meet the performance and load testing requirements described later in this document before the State will approve the Contractor's initiation of full implementation.
8. After successfully completing the Pilot Test, the remaining License Agent systems will be replaced during January and February 2010. WOCRMS must be fully and successfully deployed prior to March 1, 2010 for the start of the Performance Test of the entire system.
9. The system must meet a minimum system response time of 15 seconds regardless of the communication speed. System response time is defined as the time from which a user executes a command that requires a response from the system to the time that a complete response is visible to the user.

**C. Sportsperson Licensing and Permit Module System Performance requirements**

1. During certain times of the year the performance of this module must be able to handle significant increases in transaction processing. Past data indicates that the week before and after the Thanksgiving holiday include days with a peak load of over 30,000 transactions per day and over 2,000 transactions in a 15 minute period. Supplement 18 of this proposal shows this distribution in Chart 1.

2. The system must be able to process over 2.5 million licenses and permit transactions per year.
3. The system must be able to store and manage over 7 million records in the master file.
4. The system must be available for at least 99.5% of the time between 5:00 am and 12:00 midnight from September 1 to December 31 (except from the Wednesday before Thanksgiving for 14 consecutive days, where 100% uptime is required between 5:00 am and 12 midnight) and from April 1 to June 30 of each contract year. All other times availability should not fall below 98.5%.
5. The Contractor must also design and integrate the system so that the combination of modules and necessary reporting meet the minimum responsiveness of the system.
6. The Contractor will work with DOW to map out the level of data loading (input, output and reporting) over the course of a license year and ensure the system can meet performance levels during peak loading.
7. Maximum down time in a year is 34 hours with no more than 4 hours per month from January through the end of March and July through the end of August and no more than 2 hours per month during September through the end of December and April through the end of June.
8. The system can not be unavailable due to hardware or software issues between 5:00 am and midnight from the Wednesday before Thanksgiving for 14 consecutive days.
9. System maintenance must be scheduled between midnight and 4:00 a.m., Eastern Time. DOW must be notified 24 hours in advance of any scheduled system maintenance.
10. In the event of partial or total system failure, the Contractor must be in communication with designated DOW staff within 15 minutes and have a recovery plan in progress within 1 hour.
11. System must be able to scale to 4 transactions per second during the month of October to December time frame.

**D. Game Check Module Performance requirements:**

1. During the deer gun season week the system must be able to sustain 175,000 deer checking transactions.
2. The system must be able to process over 35,000 transactions in one day with annual increases of 10% per year.
3. It must also be able to process as many as 3,000 transactions in a 15 minute period. **Supplement 18, Chart 2** depicts this distribution on the opening day of deer gun season.
4. A single game check transaction must be completed within 15 seconds. This includes a lookup and display of permit information or a request for a permanent tag number. This does not include time for data entry.
5. Game check module availability must follow the same availability metrics as the licenses and permit module.

**E. Hunter Safety Education Performance Requirements**

1. The system must be able to process and schedule the training of 30,000 hunter and trapper education students.

2. The system must be able to reproduce 30 certification replacement documents daily.
3. The system must scale for 1,800 individual hunter and trapper education instructors, as well as DOW administrator functions.
4. System must be designed to allow a student to find and schedule a class as quickly as possible, with the least amount of steps necessary to accomplish registration and capture the information needed for reporting.
5. Module will be at its highest volume of use between July and January with a secondary spike in use 8 weeks prior to opening of spring turkey season.

**F. Arrest and Citation Module Performance Requirements**

1. The system must be able to store and maintain over 200,000 historical Arrest report records with over 8,000 records added per year.

**G. Special Event Lottery Performance Requirements**

1. The system must be able to handle approximately 20,000 customers submitting 60,000 applications for 33 events per year. Supplement 14 of this proposal lists the permit events, number of application, and number of successful applicants per year. Special event Lottery loading will occur during June through August of each year.

**H. Specialty Permits and Tracking Module Performance requirements:**

1. The system must be able to process and track over 6000 permits annually.

**I. System load test**

1. Contractor will need to simulate multiple transactions loading from the various modules prior to the pilot. This load test must be performed at 4 transactions per second or faster.
2. The simulated loading must occur between 7:00 am and 8:00 pm for 5 consecutive days prior to the pilot start.
3. Maximum loading for any day will be 100,000 transactions made up of no less that 60% of the transactions from the licensing and permit module, 30% of the transactions from the game check module and the remaining 10% from the other modules. Transactions may include licenses and permits sales, game checked, students registrations, lottery applications, law enforcement queries, and magazine subscriptions.
4. Maximum loading for any one hour will be 12,000 transactions.

**Task 14: System Implementation**

**A. The Contractor must:**

1. Install equipment purchased from the Contractor by License Agents to operate WOCRMS.
2. The Contractor must ensure connectivity at a License Agent site when the Agent is using existing equipment to operation WOCRMS.
3. The Contractor must providing face-to-face training and support to all License Agents in the use of the software.

4. The Contractor must develop a Web application that can be used to remotely test Licenses Agent Internet access.
5. License Agents will be required to have Internet access in order to sell licenses and permits. The DOW and License Agent agreement will require that the Internet connection be tested and verified prior to the Contractor's installation and training.
6. Two weeks prior to the first pre-operational testing phase, the Contractor must provide:
  - a. A pre-installation checklist and requirements for installing License Agent devices/software.
  - b. Step-by-step WOCRMS device/software training documentation to include:
    - III. Reference documentation for all of the device's/software's' features,
    - IV. Troubleshooting steps for resolution of common problems,
    - V. Procedures and instructions for working with the electronic funds transfer system, and
    - VI. Laminated "quick guide" for WOCRMS device/software.
  - c. Initial equipment setup training materials
    - VII. Visual aids,
    - VIII. Quick reference guide,
    - IX. Training video, and
    - X. User operating manuals that describe equipment capabilities, operation, malfunction identification, and troubleshooting procedures.
  - d. The Contractor must provide 1 copy of these materials for each License Agent site approved by the State.
7. In locations where a License Agent's only available mode of connectivity is an analog telephone line, the Contractor's solution must automatically connect to the system. Other available modes of connectivity may include digital telephone lines, DSL, and cable modem.
8. At each of the License Agent sites that purchase equipment from the Contractor, the Contractor must:
  - a. Unpack and inspect each unit of equipment for damaged or missing items.
  - b. Perform the physical set-up and connections.
  - c. Perform validation and diagnostic tests to verify that the equipment functions properly.
  - d. Provide one-on-one training to at least one employee per the DOW-approved curriculum.
  - e. Notify the DOW of any operational problems at a particular License Agent site. It is the responsibility of the License Agent to ensure that the site is ready for installation and that the appropriate employee(s) are available for training.
  - f. Pack up old POS equipment (to include terminals, printers, and power supplies) in a box marked "Old POS Equipment – Division of Wildlife". It is the responsibility of the Contractor to provide the packing boxes.
  - g. Contractor will be responsible for delivery of the old POS equipment to the DOW warehouse located in Columbus.
  - h. Remove trash, packing materials, etc. from the site.
9. At each of the License Agent sites where there is agent supplied equipment, the Contractor must:
  - a. Perform validation and diagnostic tests to verify that the equipment functions properly with the Contractor's system.
  - b. Provide one-on-one training to at least one employee per the DOW-approved curriculum.
  - c. Notify the DOW of any operational problems at a particular License Agent site. It is the responsibility of the License Agent to ensure that the site is ready for installation and that the appropriate employee(s) are available for training.
  - d. Pack up old POS equipment (to include terminals, printers, and power supplies) in a box marked "Old POS Equipment – Division of Wildlife". It is the responsibility of the Contractor to provide the packing boxes.
  - e. Contractor will be responsible for delivery of the old POS equipment to the DOW warehouse located in Columbus.

## **WOCRMS Project Deliverable Documents.**

The Contractor must provide the following documents and update them for each task throughout the project lifecycle.

1. Analysis and Requirements Documents
  - a. System Requirement Specifications
  - b. Support Expectations Document
  - c. Requirements Traceability Matrix
  - d. Use Cases
  - e. Technical Assistance Plan
2. Design Documents
  - a. System Architecture Diagram
  - b. High-Level Design Document
  - c. Detailed Design Document
  - d. Data Model
3. Development and Test Documents
  - a. Unit Test Plan
  - b. Unit Test Defects Tracking Log
  - c. Draft User Manuals
  - d. Master Test Plan
  - e. Master Test Plan Results
  - f. Defects Tracking Log
  - g. Data Conversion Plan
  - h. Pre-Conversion Test Results
  - i. Data Conversion Results
4. Implementation Documents
  - a. Deployment Strategy and Plan
  - b. Final User Manual
  - c. System Administrator Guide
  - d. Release Readiness Review
  - e. Implementation Activities Check List
  - f. Implementation Certification Document
  - g. All training materials and documentation
  - h. Technical Assistance Plan
  - i. Performance Report
  - j. Final Documentation
  - k. Final Implementation Reports

### **Optional Task 15: Design, Develop, and Implement an Internet site for PDA queries of WOCRMS by Law Enforcement Officers**

**Scope:** This module will be to develop a secure Internet site that will allow access through cellular devices to the WOCRMS application. The Internet access will need to be parsed to fit the form factor of these devices and ensure the data can be encrypted over these airways.

Functional and technical requirements:

Develop an Internet site with a secure URL that will

- a. Allow Law Staff to query WOCRMS by customer number, permit or licenses number, SSN, Driver license number, or transaction number.
- b. Keep Information displayed from being modified (read only).
- c. Allow staff to step down through more explicit detail as needed. Push only information requested or approved by the officer.
- d. Log queries to a log file for administrative reporting.

The site will be designed to require the minimum bandwidth to display the requested information.

Sensitive information must be encrypted during transfer.

No query results will be stored on the PDA device.

## **Task 16: Optional Specialty Permit Processing and Management Module.**

**Scope:** This optional module will allow DOW staff to offer specialty permit applications be submitted and approved online. Included in this module will be the processing of payments for the permits as well as necessary workflow for review and approval. The Contractor will need to review (analyze) the packet of selected permits and design a web based system to capture, process, and track the individual permit.

Functional and technical requirements:

Contractor will be required to analyze and design a web based Specialty permits processing and management system for the following permits:

- Wild Animal Propagation Permit
- Field Trial Permit
- Aquaculture Permit
- Ginseng Dealer Permit
- Fur Dealer Permit
- Nuisance Wild Animal Trapping Permit
- Commercial Bird Shooting Preserve Permit
- Wild Animal Hunting Preserve Permit
- Dog Training Grounds Permit
- Falconry Capture Permit
- Falconry Permit
- Bait Dealer Permit
- Commercial Fish Wholesale Permit
- Lake Erie Fishing Guide Permit

Supplement 16 of this proposal contains a copy of each permit.

## **Optional Task 17: Develop and implement a DOW Online Store.**

### **Scope:**

This optional task requires the Contractor develop and maintain an online store to sell various items to DOW customers. The Contractor will be responsible for the design of the store front as well as the supply chain management. DOW will approve all design, branding, and promotion of the site. All items sold through the store will be DOW branded and the Contractor will be permitted to supply links to DOW approved sites to purchase non DOW items.

The Store must be connected to the other WOCRMS modules so that the customer can complete online transactions and payment for any and all WOCRMS services.

DOW will work with the Contractor and approve of the development of marketing strategies to maximize the success of the online store.

### **A. Requirements:**

1. The online store will utilize the WOCRMS database and customer identification requirements for all transactions.
2. The online store must be able to connect customers to the other WOCRMS modules. The shopping cart and associated payment checkout must allow customers to pay for all items, including licenses and permits purchasable from other WOCRMS modules.
3. The online store must allow for the purchase and redeeming of gift certificates as well as the purchase of memberships and processing of donations.
4. The online store will have no up-front or recurring cost to the DOW. The online store will have items for sale that have been approved and/or developed by DOW.
5. The Contractor will be responsible for product supply chain logistics. The DOW will not warehouse, ship, or handle any items sold online.
6. Retail value for items that contain the division logo (e.g. mugs, t-shirts) will be set by the Contractor. DOW will receive a percentage of gross receipts for items that are not commissioned or not limited editions. DOW will negotiate with the Contractor on their percentage of gross receipts for these items. The Contractor, with DOW approval, will determine which items contain DOW logos and/or trademarks.
7. The value of commissioned or limited edition items (e.g. art work, jewelry, memberships, books, videos) will be set by the DOW. The online store retail value will be a mark-up of this value and agreed to by the DOW. DOW will determine a fixed amount to be paid to the DOW for each item.
8. The online store must be able to associate DOW revenue for each item purchased to specific codes for deposit to specific DOW funds.
9. The Contractor will be able to recover reasonable shipping and handling fees for online purchases. These fees will not be part of the gross receipts formula.
10. The Contractor, with DOW approval, will have the opportunity to market the site and items.
11. The Contractor will be required to present a demo of the online store prior to the selection of this option.

**Contractor Responsibilities and Deliverables.** The Contractor must meet all RFP requirements and complete all Project milestones and Deliverables, as provided in the Project Plan.

**Maintain Project Plan.** The Contractor must update the Project Plan submitted with its Proposal (see Attachment Three) and submit a detailed Project Plan, in electronic and paper form, to the Project Representative for approval within ten business days after the State issues a purchase order under the Contract. Thereafter, the Contractor must:

- Formally update the Project Plan, including work breakdown structure and schedule, and provide the updated Project plan as part of its monthly reporting requirements during the Project; and
- Ensure the Project Plan allows adequate time for the State to review, comment on, and approve all Deliverables.

The Project Plan must allow sufficient time for the State's staff to review all Deliverables. The State will determine the number of business days it needs for such reviews and provide that information to the Contractor after award and early in the development of the Project Plan. Should the State reject a Deliverable for any reason, the Contractor must correct all deficiencies and resubmit it for the State's review and approval until the State accepts the Deliverable. (See Attachment Three for components of the Project Plan.)

**Meeting Attendance and Reporting Requirements.** The Contractor's Project management approach must adhere to the following Project meeting and reporting requirements:

- Immediate Reporting - The Project Manager or a designee must immediately report any Project staffing changes to the Project Representative (See: Attachment Four: Part Two: Replacement Personnel).
- Attend Weekly Status Meetings - The Project Manager and other Project team members must attend weekly status meetings with the Project Representative and other members of the Project teams deemed necessary to discuss Project issues. These weekly meetings must follow an agreed upon agenda and allow the Contractor and the State to discuss any issues that concern them.
- Provide Weekly Status Reports - The Contractor must provide written status reports to the Project Representative at least one full business day before each weekly status meeting.
- At a minimum, weekly status reports must contain the items identified below:
  - Updated GANTT chart, along with a copy of the corresponding Project Plan files (i.e. MS Project) on electronic media acceptable to the State;
  - Status of currently planned tasks, specifically identifying tasks not on schedule and a resolution plan to return to the planned schedule;
  - Issues encountered, proposed resolutions, and actual resolutions;
  - The results of any tests;
  - A Problem Tracking Report must be attached;
  - Anticipated tasks to be completed in the next week;
  - Task and Deliverable status, with percentage of completion and time ahead or behind schedule for tasks and milestones;
  - Proposed changes to the Project work breakdown structure and Project schedule, if any;
  - Identification of Contractor staff assigned to specific activities;
  - Planned absence of Contractor staff and their expected return date;
  - Modification of any known staffing changes; and
  - System integration activities.

The Contractor's proposed format and level of detail for the status report is subject to the State's approval.

- Prepare Monthly Status Reports - During the Project, the Contractor must submit a written monthly status report to the Project Representative by the fifth business day following the end of each month. At a minimum, monthly status reports must contain the following:
  - A description of the overall completion status of the Project in terms of the approved Project Plan (schedule and cost, if applicable);
  - Updated Project work breakdown structure and Project schedule;

- The plans for activities scheduled for the next month;
- The status of all Deliverables, with percentage of completion;
- Time ahead or behind schedule for applicable tasks;
- A risk analysis of actual and perceived problems;
- Testing status and test results; and
- Strategic changes to the Project Plan, if any.

**Develop, Submit, and Update High-Level Plans.** As part of the Project, the Contractor must develop a high-level project management plan (Project Plan) and a System Development Life Cycle plan. The Contractor also must update the plans with more detail throughout subsequent Project phases to address, at a minimum, the following subjects:

Project Plan:

- Project Integration,
- Project Scope,
- Project Time,
- Project Quality,
- Project Staffing,
- Project Communications,
- Project Risk, and
- Project Procurement;

System Development Plan:

- Conversion plan,
- Testing plan (to include all test scripts and data required to test to the lowest level),
- Benchmark plan,
- Implementation plan,
- System implementation plan,
- Change management plan,
- Transition (including system transition strategy, procedures),
- Quality Assurance, Configuration Management.

**Transition Plan**

The Contractor's transition plan must describe how they would accomplish the transfer of the WOCRMS to another vendor.

At the expiration of this Contract, or if at any time the State or Contractor should terminate this Contract, the Contractor will cooperate with any subsequent Contractor who might assume operation of the WOCRMS project. DOW will withhold final payment to the Contractor until transition to the new Contractor is complete. The State will give the Contractor a minimum of thirty (30) days notice that a transfer will occur.

In the event that a subsequent WOCRMS Contractor is unable to assume operations on the planned date for transfer, the Contractor will continue to perform maintenance operations on a month-to-month basis for up to six months beyond the planned transfer date.

The Contractor must develop these plans from information that the State's Project personnel provide. These State personnel have varying percentages of their time to devote to this Project, and the Contractor must consider their time commitments to the Project in creating the Project schedule and when obtaining information from State staff to create the above plans.

**Performance Testing.** A performance test will be done. The Performance Test will commence no later than March 1, 2010.

The system must meet a minimum system response time of 15 seconds regardless of the communication speed. System response time is defined as the time from which a user executes a command that requires a response from the system to the time that a complete response is visible to the user.

Attachment Four: Part Five describes the procedure and criteria for testing.

**Damages.** The availability of the production environment will be calculated based on daily uptime between 5:00 am to 12 midnight (19 hours per day) and reported monthly to the WOCRAMS program manager. The unavailability of any individual module constitutes the unavailability of the entire system excluding any agreed to scheduled maintenance.

The State, in its sole discretion, may assess the following damages if the Contractor fails to perform at the stated service levels.

For September 1 to December 31: The Contractor must meet the uptime requirement for 121 days by providing 2,299 hours of system availability. For monthly outages totaling more than 2 hours during this time period, the State may assess damages in the amount of \$8,509 per hour or any fractional part thereof. Example, system downtime total for September was 2.6 hours. Therefore, damages would be .6 times \$ 8,509 = \$5,105.

For January 1 to March 31: The Contractor must meet the uptime requirement for 90 days by providing 1,710 hours of system availability. For monthly outages totaling more than 4 hours during this time period, the State may assess damages in the amount of \$2,020 per hour or any fractional part thereof. Example, system downtime total for February was 5.6 hours. Therefore, damages would be 1.6 times \$2,020 = \$3,232.

For April 1 to June 30: The Contractor must meet the uptime requirement for 92 days by providing 1,748 hours of system availability. For monthly outages totaling more than 2 hours during this time period, the State may assess damages in the amount of \$7,082 per hour or any fractional part thereof. Example, system downtime total for June was 3.5 hours. Therefore, damages would be 1.5 times \$7,082 = \$10,623.

For July 1 to August 31: The Contractor must meet the uptime requirement for 62 days by providing 1,178 hours system availability. For monthly outages totaling more than 4 hours during this time period, the State may assess damages in the amount of \$3,063 per hour or any fractional part thereof. Example, system downtime total for July was 10 hours. Therefore, damages would be 6 times \$3,063 = \$18,378.

Day before Thanksgiving for 14 days: The Contractor must meet the uptime requirement by providing 266 hours of system availability. For every hour of downtime in this period, the State may assess damages in the amount of \$18,778 per hour or any fractional part thereof.

**Work Hours and Conditions.** DOW's regular hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. License Agent hours vary.

## **PART TWO: SPECIAL PROVISIONS**

**Submittal of Deliverables.** The Contractor must perform its tasks in a timely and professional manner that produces Deliverables that fully meet the Contract's requirements. The Contractor must complete its work in steps that will result in Deliverables associated with those steps, and the Contractor must provide the required Deliverables no later than the due dates proposed in the RFP or included in the Contractor's Project Plan as approved by the State. At the time of delivery of a written Deliverable, the Contractor must submit an original and one copy of each Deliverable, plus an electronic copy. The Contractor must provide the electronic copy in a file format acceptable to the State. Also, with each Deliverable, the Contractor must submit a Deliverable Submittal Form signed by the Project Manager. (See Attachment Six of the RFP.)

By submitting a Deliverable, the Contractor represents that, to the best of its knowledge, it has performed the associated tasks in a manner that meets the Contract's requirements.

The Contractor must provide all Deliverables to the Project Representative, who will review (or delegate review of) the materials or documents within a reasonable time after receipt, as specified in the Project Plan.

If the State determines that a Deliverable is not in compliance, the Project Representative will note the reason for non-compliance on the Deliverable Submittal Form and send the form to the Project Manager. At no expense to the State, the Contractor then must bring the Deliverable into conformance and re-submit it to the Project Representative within ten business days.

If the State agrees the Deliverable is compliant, the Project Representative will indicate that by signing the Deliverable Submittal Form and returning a copy of it to the Contractor. In addition, if the Project Representative or designee determines that the State should make a payment associated with the Deliverable, the Project Representative will indicate that the payment should be made on the Deliverable Submittal Form.

The State form authorizing payment (Attachment Six) and the payment itself do not indicate that the State has accepted the Deliverables associated with the payment. The State's acceptance of the Deliverables that are part of developing the Project is conditioned on a successful performance test upon completion of the Project. Status reports are not subject to a review and approval process.

**Special Maintenance Standards.** None.

**The Contractor's Fee Structure.** The Contract award will be for a not-to-exceed fixed price. The State intends to compensate the Contractor upon completion and acceptance of the tasks described in the scope of work. Proposing a Fee Structure that is not based-upon completion and acceptance of the tasks described in the scope of work is not acceptable. All proposed fees must be deliverable-based and costs for completing the work described in the task must be aligned to the work effort for those tasks. The State may reject proposals that contain fee structures that are not in the State's best interest to accept.

The Contractor will be paid 80% of the costs for each completed and accepted task (see Attachment Ten). The remaining 20% will be payable upon the successful completion and acceptance of the performance test of the integrated point of sale system. Operations, Support and Maintenance payments will be made on a monthly basis.

**Reimbursable Expenses.** None.

**Bill to Address.** WOCRMS Administrator, Division of Wildlife, Ohio Department of Natural Resources, 2045 Morse Road, Building G-2, Columbus, Ohio 43229-6693.

**Location of Data.** All data must be maintained within the continental United States of America. The replicated server will be located at the Department of Natural Resources.

### **ATTACHMENT THREE: REQUIREMENTS FOR PROPOSALS**

**Proposal Format.** Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment, whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply may be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following:

- Cover Letter
- Certification
- Location of Data
- Offeror Profile
- Contractor Performance
- Remedies
- Minimum Financial Requirements
- Offeror Profile Summary Form
- Personnel Profile Summary Form
- Proposed Solution
- Staffing Plan
- Time Commitment
- Assumptions
- Project Plan
- System Security
- Support Requirements
- Equipment and System Elements
- System Architecture
- Commercial Materials
- Warranty for Commercial Materials
- Conflict of Interest Statement
- Proof of Insurance
- Payment Address
- Legal Notice Address
- W-9 Form
- Declaration Regarding Terrorist Organizations
- Cost Summary (must be separately sealed)

**Cover Letter.** The offeror must include a cover letter in the form of a standard business letter that provides an executive summary of the solution the offeror plans to provide, and an individual authorized to legally bind the offeror must sign the letter. The letter also must include the following:

- a. A statement regarding the offeror's legal structure (e.g., an Ohio corporation), federal tax identification number, D-U-N-S number, and principal place of business;
- b. A list of the people who prepared the offeror's Proposal, including their titles;
- c. The name, phone number, fax number, email address, and mailing address of a contact person who has authority to answer questions regarding the Proposal;
- d. A list of all subcontractors, if any, that the offeror will use on the Project, if the State selects the offeror to do the work;
- e. For each proposed subcontractor, the offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
  1. The subcontractor's legal status, federal tax identification number, D-U-N-S number, and principal place of business address;
  2. The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations;
  3. A description of the work the subcontractor will do;
  4. A commitment to do the work if the offeror is selected;
  5. A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP;
  6. A statement that the subcontractor will maintain any permits, licenses, and certifications required to perform its portion of the work;
- f. A statement that the offeror's proposed solution for the Project meets all the requirements of this RFP;
- g. A statement that the offeror has not taken any exception to the terms and conditions in this RFP;
- h. A statement that the offeror does not assume there will be an opportunity to negotiate any aspect of its Proposal;
- i. A statement that the offeror will comply with all federal and Ohio laws, rules, and regulations, including the State's rules for conduct on its premises and data and network security;
- j. A statement that the offeror is proposing a Project Manager who is a regular, fulltime employee of the offeror;
- k. A statement that the offeror's regular, fulltime employees will perform at least 30% of the work on the Project;
- l. A statement that the offeror will not substitute, at Project start-up, personnel for those evaluated by the State, except when a candidate's unavailability is no fault of the offeror (e.g. Candidate is no longer employed by the Contractor, is deceased, etc.); and
- m. A statement that the offeror is not now subject to an "unresolved" finding for recovery under Revised Code Section 9.24 and that the offeror will notify the State anytime it becomes subject to such a finding before the award of a Contract arising out of this RFP.

**All offerors must submit a response that contains an affirmative statement using the language in paragraphs a through m above.**

**Certification.** Each Proposal must include the following certification on company letterhead signed by an individual authorized to legally bind the offeror:

(Insert offeror's name) affirms that, if awarded the Contract, it will be the prime Contractor on the Project, and its proposed Project Manager is and will remain a regular, full-time employee of (insert offeror's name) during the Project.

(Insert offeror's name) affirms that it will not and will not allow others to perform work for the State of Ohio outside of any geographic restrictions in the RFP or at any location not disclosed in its proposal without express written authorization from the Project Representative. (Insert offeror's name) also

affirms that it will not and will not allow others to take data that belongs to the State of Ohio outside any geographic restrictions in the RFP or any locations disclosed in its proposal without express written authorization from the Project Representative.

(Insert offeror's name) affirms that all personnel provided for the Project will have a valid I-9 form on file with (Insert offeror's name) and will have presented valid employment authorization documents, if they are not United States citizens.

(Insert offeror's name) affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

(Insert offeror's name) is and will remain during performance of the Contract a separate and independent enterprise from the State of Ohio, the Office of Information Technology, and the Ohio Department of Natural Resources. (Insert offeror's name) has a full opportunity to find other business opportunities and has made a significant investment in its business. Additionally, (insert offeror's name) will retain sole and absolute control over the manner and means of carrying out its obligations and activities under the Contract. The Contract will not create any joint employment relationship between (insert offeror's name), any of its personnel, its subcontractors, or their personnel and the State of Ohio, the Office of Information Technology, or the Ohio Department of Natural Resources.

(Insert offeror's name) affirms that the people supplied under the Contract are either (1) employees of (insert offeror's name), with (insert offeror's name) withholding all appropriate taxes, deductions, and contributions required under law, or (2) independent contractors to (insert offeror's name).

(Insert offeror's name) affirms that it has obtained a written acknowledgement from its independent contractors that they are and will remain separate and independent enterprises from the State of Ohio, the Office of Information Technology, and the Ohio Department of Natural Resources for all purposes, including the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contributions Act, the Internal Revenue Code, Ohio tax law, worker's compensation law, and unemployment insurance law.

**Location of Data.** As part of its Proposal, the offeror must disclose the following:

1. The location(s) where the offeror and its subcontractors will perform all services;
2. The location(s) where the offeror and its subcontractors will maintain or make any State data applicable to the Contract available; and
3. The offeror's and its subcontractors' principal places of business.

**Offeror Profile.** Each Proposal must include a profile of the offeror's capability, capacity, and relevant experience working on projects similar to this Project. The profile also must include the offeror's legal name, address, telephone number, and fax number; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees the offeror will engage in tasks directly related to the Project; and any other background information that will help the State gauge the ability of the offeror to fulfill the obligations of the Contract.

**Contractor Performance.** The offeror must complete Attachment Seven, Contractor Performance Form.

**Remedies.** The offeror must provide a statement agreeing to pay the State for all actual, direct and liquidated damages caused by the Offeror.

**Minimum Financial Requirements.** The offeror must provide its audited annual financial statements for up to the past three years as the offeror has available. If the offeror's most recently completed fiscal year is not yet audited, the previous three years may be acceptable.

**Offeror Profile Summary Form.** This RFP includes an Offeror Profile Summary Form as an attachment. The offeror must use this form and fill it out completely to provide the required information.

**The Offeror Profile Summary Form contained in this document has been customized for the applicable offeror requirements. (Refer to Attachment Eight.) Each page of the form may contain minor variations. If an offeror elects to duplicate the form electronically, the offeror must carefully review each page of the form to ensure that it has been copied accurately. Failure to duplicate the form exactly may lead to the rejection of the offeror's Proposal.**

Each offeror must meet all the mandatory requirements in the RFP. If an offeror does not meet all the mandatory requirements, the State may reject the offeror's Proposal as non-responsive.

The various sections of the Offeror Profile Summary Forms are described below:

- a) **Mandatory Experience and Qualifications.** The offeror must complete this section to demonstrate that it has the experience needed to meet the RFP's mandatory requirements. (Refer to Attachment Eight.) For each reference, the offeror must provide the following information:
- **Contact Information.** The offeror must provide a client contact name, title, phone number, email address, company name, and mailing address. The offeror also must include the same information for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide this information or providing information that is inaccurate or out of date may result in the State not including the reference in the evaluation process or rejecting the offeror's Proposal. The contact information given must be for a person within the client's organization and not a co-worker or a contact within the offeror's organization, subsidiaries, partnerships, etc.
  - **Project Name.** The offeror must provide the name of the project where it obtained the mandatory experience.
  - **Dates of Experience.** The offeror must complete this area with a beginning month and year and an ending month and year to show the length of time the offeror performed the work, not just the length of time the offeror was engaged by the reference.
  - **Description of the Related Service Provided.** The State will not assume that, since the experience requirement is provided at the top of the page, all descriptions on that page relate to that requirement. The offeror must reiterate the experience being described, including the capacity in which the work was performed and the role of the offeror on the Project. It is the offeror's responsibility to customize the description to clearly substantiate the qualification.
  - **Description of how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables and to achieve this Project's milestones.**

The offeror must list each project experience separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

- b) **Required Experience and Qualifications.** The offeror must complete this section to demonstrate that it meets the requirements for experience. For each reference, the offeror must provide the information in the same manner as described above under item a, Mandatory Experience and Qualifications.

**THE OFFEROR MAY NOT USE THE EXPERIENCE OR QUALIFICATIONS OF A SUBCONTRACTOR TO MEET ANY MANDATORY QUALIFICATIONS OR EXPERIENCE. THESE MUST BE FULFILLED EXCLUSIVELY THROUGH THE QUALIFICATIONS AND EXPERIENCE OF THE OFFEROR.**

**Personnel Profile Summary Form.** Each Proposal must include a profile for each key member of the proposed work team. This RFP includes Personnel Profile Summary Forms as Attachment Nine, and the offeror must use these forms and fill them out completely for each reference.

**The Personnel Profile Summary Forms contained in this RFP have been customized for the applicable candidate requirements. Each page of the forms may contain minor variations. If**

**an offeror elects to duplicate the forms electronically, the offeror must carefully review each form to ensure that it has been copied accurately. Failure to duplicate the forms exactly may lead to the rejection of the offeror's Proposal.**

The offeror must propose a Project team that collectively meets all the requirements in this RFP, as demonstrated through the Personnel Profile Summary Forms. Each team member may have mandatory requirements listed in this RFP that the team member must individually meet. The offeror must name all candidates proposed, and each must meet the technical experience for the candidate's position.

The State will not consider a candidate's overlapping months of experience toward meeting the experience requirements in this RFP. Therefore, for each requirement for a key position, the Personnel Profile Summary Forms for the candidate must demonstrate that the candidate meets the requirement through a work experience that does not overlap in time with any other work experience used to meet the same requirement for the position.

The offeror must demonstrate that all candidate requirements have been met by using the Personnel Profile Summary Forms. The various sections of the forms are described below:

- a) Candidate References. If the offeror provides less than three projects, the offeror must explain why. The State may reject the Proposal if less than three projects are given for a candidate.
- b) Education and Training. The offeror must use this section to list the education and training of the proposed candidate and demonstrate, in detail, the proposed candidate's ability to properly perform under the Contract. The offeror must show how the candidate's education and training relates to the requirements of the RFP.
- c) Mandatory Experience and Qualifications.

The offeror must complete this section to show how a candidate meets the mandatory experience requirements, if any are applicable to that candidate. If any candidate does not meet the mandatory requirements for the position the candidate is proposed to fill, the offeror's Proposal may be rejected as non-responsive.

For each reference, the offeror must provide the following information:

- Candidate's Name.
- Contact Information. The offeror must completely fill out the client contact name, title, phone number, email address, company name, and mailing address. The offeror must include the same information for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide this information may result in the State not including the reference experience in the evaluation process. It also may be a basis for rejecting the Proposal as non-responsive. The offeror must give contact information for a person in the client's organization and not a co-worker or a contact in the offeror's organization, subsidiaries, partnerships, etc.
- Dates of Experience. The offeror must complete this section with a beginning month and year and an ending month and year to show the length of time a candidate performed the technical experience being described, not just the length of time the candidate worked for the company.
- Description of the Related Service Provided. The State will not assume that, since the technical requirement is provided at the top of the page, all descriptions on that page relate to that requirement. The offeror must reiterate the technical experience being described, including the capacity in which the candidate gained the experience and the role of the candidate in the project as it relates to this Project. It is the Contractor's responsibility to customize the description to clearly substantiate the candidate's qualification.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

d) Required Experience and Qualifications. The offeror must complete this section to show how its candidate meets the experience requirements. (Refer to Attachment Nine.) For each reference, the following information must be provided:

- Candidate's Name.
- Contact Information. The client contact name, title, phone number, email address, company name, and mailing address must be completely filled out. The same information must be included for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide requested contact information may result in the State not including the experience in the evaluation process or rejecting the offeror's Proposal. The contact information given must be for a person within the client's organization and not a co-worker or a contact within the offeror's organization, subsidiaries, partnerships etc.
- Dates of Experience. The offeror must complete this section with a beginning month and year and an ending month and year to show the length of time the candidate performed the technical experience being described, not just the length of time the candidate worked for the company.
- Description of the Related Service Provided. The State does not assume that, since the technical requirement is provided at the top of the page, all descriptions on that page relate to that requirement. Offerors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the project as it relates to this Project. It is the Offeror's responsibility to customize the description to clearly substantiate the candidate's qualification.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

**Proposed Solution.** The offeror must describe in detail how its proposed solution meets the functional and technical requirements described in this RFP. The offeror may not simply state that the proposed solution will meet or exceed the specified requirements. Instead, the offeror must provide a written narrative that shows that the offeror understands the functionality and the technical requirements of this RFP and how the offeror's proposed solution meets those requirements. If proposing the customization of an existing point of sale system, then the offeror must provide a chart that indicates which requirements are met in the base point of sale system, which requirements must be met through customization, and which requirements cannot be met. The proposed solution for WOCRMS must address the following:

1. **Automated Sportsperson Licensing, Permitting, and Survey Module;**
2. **Deer and Turkey Game Check Module;**
3. **Hunter Safety Education and Certification Module;**
4. **Special Event Lottery Drawing and Distribution Module;**
5. **Magazine and Publication Tracking Module;**
6. **Law Enforcement Integration Module;**
7. **Specialty Permits Tracking and Status Module;**
8. **WOCRMS Administrative Management;**
9. **Data Conversion and Master File Development Module;**
10. **IT Hosting and Infrastructure;**
11. **Help Desk Services;**
12. **WOCRMS Training;**
13. **WOCRMS Pilot and Test; and**
14. **WOCRMS System Implementation.**

The offeror's proposed solution must also address the following optional tasks:

- Optional Task 15: Design, Develop, and Implement an Internet site for PDA queries of WOCRMS by Law Enforcement Officers;
- Optional Task 16: Optional Specialty Permit Processing and Management Module; and
- Optional Task 17: Develop and implement a DOW Online Store.

**Staffing Plan.** The offeror must provide a staffing plan that identifies all the personnel by position that the offeror proposes and that are required to do the Project. The staffing plan must show each individual's responsibilities on the Project. The State also requires a staffing plan that matches the proposed Project key personnel and qualifications to the activities and tasks that will be completed on the Project. In addition, the plan must have the following information:

- A matrix matching each team member to the staffing requirements in this RFP;
- A contingency plan that shows the ability to add more staff if needed to ensure meeting the Project's due date(s); and
- The number of people onsite at the State location at any given time to allow the State to plan for the appropriate workspace.

**Time Commitment.** The offeror must submit a statement and a chart that clearly indicate the time commitment of the proposed Project Manager and the offeror's proposed team members for this Project during each phase of the System Development Life Cycle. The offeror also must include a statement indicating to what extent, if any, the Project Manager may work on other projects during the term of the Contract. The State may reject any Proposal that commits the proposed Project Manager or any proposed key Project personnel to other projects during the term of the Project, if the State believes that any such commitment may be detrimental to the offeror's performance.

**Assumptions.** The offeror must list all the assumptions the offeror made in preparing the Proposal. If any assumption is unacceptable to the State, the State may reject the Proposal. No assumptions may be included regarding negotiation, terms and conditions, or requirements.

**Project Plan.** The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to get the Project done properly. To this end, the offeror must submit a Project Plan that the offeror will use to create a consistent and coherent management plan for the Project. The Project Plan must include detail sufficient to give the State an understanding of how the offeror's knowledge and approach will:

- Manage the Project;
- Guide Project execution;
- Document planning assumptions and decisions;
- Facilitate communication among stakeholders;
- Define key management review as to content, scope, and schedule; and
- Provide a baseline for progress measurement and Project control.

At a minimum, the offeror's Project Plan must include the following:

- Description of the Project management approach;
- Scope statement that includes the Project objectives and the Project Deliverables and milestones;
- Work breakdown structure as a baseline scope document that includes Project elements. The work breakdown structure must show the elements at a level of detail that demonstrates the offeror's understanding of the effort required to do the work. The work breakdown structure also must have increasingly descending levels of detailed definition added as the Project continues. The Project elements must include, at a minimum, scope definition, requirements gathering, design, development, conversion, testing, benchmarking, implementation, training, and transition, as applicable;

- Detailed Project schedule for all Project Deliverables and milestones. The offeror must provide the Project schedule as a Microsoft Project Gantt chart, showing all major Project tasks on a week-by-week schedule to serve as the basis for managing the Project. The schedule must clearly demonstrate how the Project will become fully operational by the delivery date. The offeror must give dates for when all Deliverables and milestones will be completed and start and finish dates for tasks. The offeror also must identify and describe all risk factors associated with the forecasted milestone schedule;
- Who is assigned responsibility for each Deliverable within the work breakdown structure to the level at which control will be exercised;
- Performance measurement baselines for technical scope and schedule;
- Major milestones and target date(s) for each milestone that are consistent with this RFP's dates;
- Key or required staff and their expected effort;
- High-level subsidiary Project management plans:
  - Integration management,
  - Scope management,
  - Time management,
  - Cost management,
  - Quality management,
  - Staffing management,
  - Communications management, and
  - Risk management (including constraints and assumptions, planned responses and contingencies);
  - Procurement management
- Description of the offeror's proposed organization(s) and management structure responsible for fulfilling the Contract's requirements;
- Definition of the review processes for each milestone and Deliverable (e.g. mandatory design review) and a description of how the parties will conduct communication and status review;
- Description of the Project issue resolution process; and
- If the offeror chooses to use subcontractors, this part of the offeror's Proposal must describe its approach to managing its subcontractors effectively.

**System Security.** The offeror must describe how the proposed system will ensure the security and integrity of the state's data. The offer must describe any ISO certifications pertaining to the security of the proposed system.

The proposed system has specific requirements for interfacing with outside data stores and systems. The Offeror must describe how these interfaces will be implemented to ensure the security of the State's systems and data as well as the external systems.

**Support Requirements.** The offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the offeror must address the following:

- Nature and extent of State support required in terms of staff roles, percentage of time available, and so on;
- Assistance from State staff and the experience and qualification levels required; and
- Other support requirements.

The State may not be able or willing to provide the additional support the offeror lists in this part of its Proposal. The offeror therefore must indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the offeror's Proposal, if the State is unwilling or unable to meet the requirements.

**Equipment and System Elements.** The offeror must identify all proposed equipment needed for the Project during the installation, customization (as applicable), implementation, and ongoing operations. The offeror's Proposal must include the proposed manufacturer's name and model for all equipment.

Additionally, the offeror must identify any equipment that the State will require for the implementation and ongoing operation of the Project that is not otherwise specified in this RFP.

The equipment and other system specifications in this RFP are minimum Project requirements. The offeror may include features, equipment, or other elements in excess of the minimum but must clearly identify them as such, provide the rationale behind the recommendations, and explain how they will benefit the State.

**System Architecture.** The offeror must describe in enough detail the hardware and software architecture of the proposed solution such that the state will be able to understand the sustainability of the design and implementation through the life of the contract.

The offeror's proposal must show the architectural design of the IT hosting infrastructure including server and network components as well as end user components interacting with the central hosting facility. Conceptual architectural design diagrams that show all the major network components should be included.

**Commercial Materials.** The offeror must list any commercial and proprietary materials that the offeror will deliver that are easily copied (e.g., software) and in which the State will have less than full ownership ("Commercial Materials"). Generally, these will be from third parties and readily available in the open market. The offeror need not list patented parts of equipment, since they are not readily copied. If the offeror expects the State to sign a license for the Commercial Material, the offeror must include the license agreement as an attachment. If the State finds any provisions of the license agreement objectionable and cannot or does not negotiate an acceptable solution with the third party, regardless of the reason and in the State's sole discretion, then the offeror's Proposal may be rejected. If the State is not going to sign a license, but there will be limits on the State's use of the Commercial Materials different from the standard license in the General Terms and Conditions, then the offeror must detail the unique scope of license here. Unless otherwise provided in this RFP, proposing to use Commercial Materials in a custom solution may be a basis for rejection of the offeror's Proposal, if the State, in its sole discretion, believes that such is not appropriate or desirable for the Project. Any deviation from the standard license, warranty, and other terms in Attachment Four also may result in a rejection of the offeror's Proposal.

**Warranty for Commercial Materials.** If the offeror proposes a Deliverable that contains Commercial Software with warranty terms that differ from the warranty terms in Attachment Four, then the scope of warranty must be detailed here. This is required even if the State will not be expected to sign a license for the Deliverable. Any deviation from the standard warranty in Attachment Four may result in a rejection of the offeror's Proposal.

**Conflict of Interest Statement.** Each Proposal must include a statement indicating whether the offeror or any people that may work on or benefit from the Project through the offeror have a possible conflict of interest (e.g., employed by the State of Ohio, etc.) and, if so, the nature of that conflict. The State may reject a Proposal in which an actual or apparent conflict is disclosed. The State also may terminate the Contract if it discovers any actual or apparent conflict of interest that the offeror did not disclose in its Proposal.

**Proof of Insurance.** The offeror must provide the certificate of insurance in the form that Attachment Four requires. The policy may be written on an occurrence or claims made basis.

**Payment Address.** The offeror must give the address to which the State should send payments under the Contract.

**Legal Notice Address.** The offeror must give the name, title, and address to which the State should send legal notices under the Contract.

**W-9 Form.** The offeror must complete the attached W-9 form in its entirety. The offeror must submit at least one originally signed W-9. All other copies of a Proposal may contain copies of the W-9. The offeror must indicate on the outside of the binder which Proposal contains the originally signed W-9.

**Declaration Regarding Terrorist Organizations.** In accordance with R.C. 2909.33(C), Contractor certifies that it meets one of the following conditions:

(a) Contractor has **not** received, nor will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year;  
or

(b)(1) Contractor has received, or will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year.

and,

(2) Contractor has either precertified with the Office of Budget and Management, or has completed the attached Declaration of Material Assistance form certifying that Contractor has not provided material assistance to any organization on the Terrorist Exclusion List, as that term is defined in R.C. 2909.21.

**Cost Summary.** This RFP includes a Cost Summary Form provided as an attachment. Offerors may not reformat this form. Each offeror must complete the Cost Summary Form in the exact format provided, since the State may reject any Proposal with a reformatted Cost Summary Form or that is not separately sealed. (See: Part Three: General Instructions, Proposal Submittal.)

The Cost Summary Form must not include exceptions, additional terms and conditions, or assumptions.

The offeror's cost for the Project must be represented as the not to exceed fixed price.

**The State will not be liable for or pay any Project costs that the offeror does not identify in its Proposal.**

## ATTACHMENT FOUR: GENERAL TERMS AND CONDITIONS

### PART ONE: PERFORMANCE AND PAYMENT

**Statement of Work.** The selected offeror's proposal (the "Proposal") and the State's Request for Proposals (the "RFP"), which are collectively referred to as the "RFP Documents", are a part of this contract (the "Contract") and describe the work (the "Work") the selected offeror (the "Contractor") must do and any materials the Contractor must deliver (the "Deliverables") under this Contract. The Contractor must do the Work in a professional, timely, and efficient manner and must provide the Deliverables in a proper fashion. The Contractor also must furnish its own support staff necessary for the satisfactory performance of the Work.

The Contractor must consult with the appropriate State representatives and others necessary to ensure a thorough understanding of the Work and satisfactory performance. The State may give instructions to or make requests of the Contractor relating to the Work, and the Contractor must comply with those instructions and fulfill those requests in a timely and professional manner. Those instructions and requests will be for the sole purpose of ensuring satisfactory completion of the Work and will not amend or alter the scope of the Work.

**Term.** Unless this Contract is terminated or expires without renewal, it will remain in effect until the Work is completed to the satisfaction of the State and the Contractor is paid. But the current General Assembly cannot commit a future General Assembly to an expenditure. Therefore, this Contract will automatically expire at the end of each biennium, the first of which is June 30, 2009. The State may renew this Contract in the next biennium by issuing written notice to the Contractor of the decision to do so. This expiration and renewal procedure also will apply to the end of any subsequent biennium during which the Work continues, subject to the State's approval. Termination or expiration of this Contract will not limit the Contractor's continuing obligations with respect to Deliverables that the State pays for before or after termination or limit the State's rights in such.

The State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails to continue funding for the payments and other obligations due as part of this Contract, the State's obligations under this Contract will terminate as of the date that the funding expires without further obligation of the State.

The Work has a completion date that is identified in the RFP Documents. The RFP Documents also may have several dates for the delivery of Deliverables or reaching certain milestones in the Work. The Contractor must make those deliveries, meet those milestones, and complete the Work within the times the RFP Documents require. If the Contractor does not meet those dates, the Contractor will be in default, and the State may terminate this Contract under the Suspension and Termination Section contained in Part II of this Attachment Four.

But the State also may have certain obligations to meet. Those obligations, if any, also are listed in the RFP Documents. If the State agrees that the Contractor's failure to meet the delivery, milestone, or completion dates in the RFP Documents is due to the State's failure to meet its own obligations in a timely fashion, then the Contractor will not be in default, and the delivery, milestone, and completion dates affected by the State's failure to perform will be extended by the same amount of time as the State's delay. The Contractor may not rely on this provision unless the Contractor has in good faith exerted reasonable management skill to avoid an extension and has given the State meaningful written notice of the State's failure to meet its obligations within five business days of the Contractor's realization that the State's delay may impact the Work. The Contractor must deliver any such notice to both the Work Representative and Procurement Representative and title the notice as a "Notice of State Delay." The notice must identify any delay in detail, as well as the impact the delay has or will have on the Work. Unless the State decides, in its sole and exclusive judgment, that an equitable adjustment in the Contractor's Fee is warranted in the case of an extended delay, an extension of the Contractor's time to perform will be the Contractor's exclusive remedy for the State's delay. Should the State determine that an equitable adjustment in the Contractor's Fee is warranted, the equitable adjustment will be handled as

a Change Order under the Changes Section of this Contract, and the extension of time and equitable adjustment will be the exclusive remedies of the Contractor for the State's delay.

The State seeks a complete solution to what the Work is intended to accomplish, and the Contractor must provide any incidental items omitted in the RFP Documents as part of the Contractor's not-to-exceed fixed price. All required components and processes for the Work to be complete and useful to the State are included in the Work and the not-to-exceed fixed price, unless the RFP expressly provides otherwise.

**Compensation.** In consideration of the Contractor's promises and satisfactory performance, the State will pay the Contractor the amount(s) identified in the RFP Documents (the "Fee"), plus any other expenses identified as reimbursable in the RFP Documents. In no event, however, will payments under this Contract exceed the "not-to-exceed" amount in the RFP Documents without the prior, written approval of the State and, when required, the Ohio Controlling Board and any other source of funding. The Contractor's right to the Fee is contingent on the complete and satisfactory performance of the Work or, in the case of milestone payments or periodic payments of an hourly, daily, weekly, monthly, or annual rate, all relevant parts of the Work tied to the applicable milestone or period. Payment of the Fee also is contingent on the Contractor delivering a proper invoice and any other documents the RFP Documents require. An invoice must comply with the State's then current policies regarding invoices and their submission. The State will notify the Contractor in writing within 15 business days after it receives a defective invoice of any defect and provide the information necessary to correct the defect.

The Contractor must send all invoices under this Contract to the "bill to" address in the RFP Documents or in the applicable purchase order.

The State will pay the Contractor interest on any late payment, as provided in Section 126.30 of the Ohio Revised Code (the "Revised Code"). If the State disputes a payment for anything covered by an invoice, within 15 business days after receipt of that invoice, the State will notify the Contractor, in writing, stating the grounds for the dispute. The State then may deduct the disputed amount from its payment as a nonexclusive remedy. If the Contractor has committed a material breach, in the sole opinion of the State, the State also may withhold payment otherwise due to the Contractor. Both parties will attempt to resolve any claims of material breach or payment disputes through discussions among the Work Manager, the Contractor's executive responsible for the Work, the Work Representative, and the State Contract Management Administrator. The State will consult with the Contractor as early as reasonably possible about the nature of the claim or dispute and the amount of payment affected. When the Contractor has resolved the matter to the State's satisfaction, the State will pay the disputed amount within 30 business days after the matter is resolved. The State has no obligation to make any disputed payments until the matter is resolved, and the Contractor must continue its performance under this Contract pending resolution of the dispute or claim.

If the State has already paid the Contractor on an invoice but later disputes the amount covered by the invoice, and if the Contractor fails to correct the problem within 30 calendar days after written notice, the Contractor must reimburse the State for that amount at the end of the 30 calendar days as a nonexclusive remedy for the State. On written request from the Contractor, the State will provide reasonable assistance in determining the nature of the problem by giving the Contractor reasonable access to the State's facilities and any information the State has regarding the problem.

If the RFP Documents provide for any retainage, the State will withhold from each invoice paid the percentage specified in the RFP Documents as retainage. The State will pay the retainage only after the State has accepted all the Work and then only in accordance with the payment schedule specified in the RFP Documents. The State will withhold all amounts under this section arising from claims or disputes in addition to any retainage specified in the RFP Documents.

**Reimbursable Expenses.** The State will pay all reimbursable expenses identified in the RFP Documents, if any, in accordance with the terms in the RFP Documents. The Contractor must assume all expenses that it incurs in the performance of this Contract that are not identified as reimbursable in the RFP Documents.

In making any reimbursable expenditure, the Contractor always must comply with the more restrictive of its own, then current internal policies for making such expenditures or the State's then current policies. Any travel or per diem required by the Contractor to perform its obligations under this Contract will be at the Contractor's expense. The Contractor must bill all reimbursable expenses monthly, and the State will reimburse the Contractor for them within 30 business days of receiving the Contractor's invoice.

**Right of Offset.** The State may set off the amount of any Ohio tax liability or other obligation of the Contractor or its subsidiaries to the State, including any amounts the Contractor owes to the State under this or other contracts, against any payments due from the State to the Contractor under this or any other contracts with the State.

**Certification of Funds.** None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance, until all the following conditions have been met:

- (a) All statutory provisions under the Revised Code, including Section 126.07, have been met;
- (b) All necessary funds are made available by the appropriate State entities;
- (c) If required, the Controlling Board of Ohio approves this Contract; and
- (d) If the State is relying on federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds are available.

**Employment Taxes.** All people furnished by the Contractor (the "Contractor Personnel") are employees or subcontractors of the Contractor, and none are or will be deemed employees or contractors of the State. No Contractor Personnel will be entitled to participate in, claim benefits under, or become an "eligible employee" for purposes of any employee benefit plan of the State by reason of any work done under this Contract. The Contractor will pay all federal, state, local, and other applicable payroll taxes and make the required contributions, withholdings, and deductions imposed or assessed under any provision of any law and measured by wages, salaries, or other remuneration paid by or which may be due from the Contractor to the Contractor Personnel. The Contractor will indemnify, defend (with the consent and approval of the Ohio Attorney General), and hold the State harmless from and against all claims, losses, liability, demands, fines, and expense (including court costs, defense costs, and redeemable attorney fees) arising out of or relating to such taxes, withholdings, deductions, and contributions with respect to the Contractor Personnel. The Contractor's indemnity and defense obligations also apply to any claim or assertion of tax liability made by or on behalf of any Contractor Personnel or governmental agency on the basis that any Contractor Personnel are employees or contractors of the State, that the State is the "joint employer" or "co-employer" of any Contractor Personnel, or that any Contractor Personnel are entitled to any employee benefit offered only to eligible regular fulltime or regular part-time employees of the State.

**Sales, Use, Excise, and Property Taxes.** The State is exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Contractor in connection with the Work, such will be the sole and exclusive responsibility of the Contractor. And the Contractor will pay such taxes, together with any interest and penalties not disputed with the appropriate taxing authority, whether they are imposed at the time the services are rendered or a later time.

## **PART TWO: WORK AND CONTRACT ADMINISTRATION**

**Related Contracts.** The Contractor warrants that the Contractor has not and will not enter into any contracts without written approval of the State to perform substantially identical services for the State, such that the Work under this Contract duplicates the work done or to be done under the other State contracts.

**Other Contractors.** The State may hold other contracts for additional or related work, including among others independent verification and validation (IV&V) efforts for the Work. The Contractor must fully cooperate with all other contractors and State employees and coordinate its Work with such other contractors and State employees as may be required for the smooth and efficient operation of all related or additional work. The Contractor may not act in any way that may unreasonably interfere with the work of any other contractors or the State's employees. Further, the Contractor must fully cooperate with any IV&V contractor assigned to the Work. Such cooperation includes expeditiously providing the IV&V

contractor with full and complete access to all Work product, records, materials, personnel, meetings, and correspondence as the IV&V contractor may request. If the State assigns an IV&V contractor to the Work, the State will obligate the IV&V contractor to a confidentiality provision similar to the Confidentiality Section contained in this Contract. The Contractor must include the obligations of this provision in all its contracts with its subcontractors for the Work.

**Subcontracting.** The Contractor may not enter into subcontracts related to the Work after award without written approval from the State. But the Contractor will not need the State's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the RFP Documents.

The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Work in a timely and professional manner. The Contractor must hold the State harmless for and must indemnify the State against any such claims.

The Contractor assumes responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, the Contractor will be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. And the Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement also must pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. But this exception is applicable only to sections that expressly provide an exclusion for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor must indemnify the State for the damage.

**Record Keeping.** The Contractor must keep all financial records in accordance with generally accepted accounting principles consistently applied. The Contractor also must file documentation to support each action under this Contract in a manner allowing the documentation to be readily located. And the Contractor must keep all Work-related records and documents at its principal place of business or at its office where the work was performed.

**Audits.** During the term of this Contract and for three years after the payment of the Contractor's Fee, on reasonable notice and during customary business hours, the State may audit the Contractor's records and other materials that relate to the Work. This audit right also applies to the State's duly authorized representatives and any person or organization providing financial support for the Work.

**Insurance.** The Contractor must provide the following insurance coverage at its own expense throughout the term of this Contract:

- (a) Workers' compensation insurance, as required by Ohio law, and if some of the Work will be done outside Ohio, the laws of the appropriate state(s) where any portion of the Work will be done. The Contractor also must maintain employer's liability insurance with at least a \$1,000,000.00 limit.
- (b) Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, and property damage. The defense cost must be outside of the policy limits. Such policy

must designate the State of Ohio as an additional insured, as its interest may appear. The policy also must be endorsed to include a blanket waiver of subrogation. At a minimum, the limits of the insurance must be:

- \$ 2,000,000 General Aggregate
- \$ 2,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Per Occurrence Limit
- \$ 1,000,000 Personal and Advertising Injury Limit
- \$ 100,000 Fire Legal Liability
- \$ 10,000 Medical Payments

The policy must be endorsed to provide the State with 30-days prior written notice of cancellation or material change to the policy. And the Contractor's Commercial General Liability must be primary over any other insurance coverage.

- (c) Commercial Automobile Liability insurance with a combined single limit of \$500,000.
- (d) Professional Liability insurance covering all staff with a minimum limit of \$1,000,000 per incident and \$3,000,000 aggregate. If the Contractor's policy is written on a "claims made" basis, the Contractor must provide the State with proof of continuous coverage at the time the policy is renewed. If for any reason the policy expires, or coverage is terminated, the Contractor must purchase and maintain "tail" coverage through the applicable statute of limitations.

The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an "A-" rating by A.M. Best.

**Replacement Personnel.** If the RFP Documents contain the names of specific people who will do the Work, then the quality and professional credentials of those people were material factors in the State's decision to enter into this Contract. Therefore, the Contractor must use all commercially reasonable efforts to ensure the continued availability of those people. Also, the Contractor may not remove those people from the Work without the prior, written consent of the State, except as provided below.

The Contractor may remove a person listed in the RFP Documents from the Work, if doing so is necessary for legal or disciplinary reasons. But the Contractor must make a reasonable effort to give the State 30 calendar days' prior, written notice of the removal.

If the Contractor removes a person listed in the RFP Documents from the Work for any reason other than those specified above, the State may assess liquidated damages in the amount of \$1,500.00 for every day between the date on which the individual was removed and the date that this Contract is terminated or the individual's qualified replacement, selected in accordance with the process identified in this section, starts performing on the Work. The State also may provide the Contractor with written notice of its default under this section, which the Contractor must cure within 30 days. Should the Contractor fail to cure its default within the 30 day cure period, this Contract will terminate immediately for cause, and the State will be entitled to damages in accordance with the Suspension and Termination Section of this Contract due to the termination. Should the State assess liquidated damages or otherwise be entitled to damages under this provision, it may offset these damages from any Fees due under this Contract.

The Contractor must have qualified replacement people available to replace any people listed in the RFP Documents by name or identified as a key individual on the Work. When the removal of a listed person is permitted under this Section, or if a person becomes unavailable, the Contractor must submit the resumes for two replacement people to the State for each person removed or who otherwise becomes unavailable. The Contractor must submit the two resumes, along with such other information as the State may reasonably request, within five business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.

The State will select one of the two proposed replacements or will reject both of them within ten business days after the Contractor has submitted the proposed replacements to the State. The State may reject the proposed replacements for any legal reason. Should the State reject both replacement candidates due to their failure to meet the minimum qualifications identified in the RFP Documents, or should the Contractor fail to provide the notice required under this Section or fail to provide two qualified replacement candidates for each removed or unavailable person, the Contractor will be in default and the cure period for default specified elsewhere in this Contract will not apply. In any such case, the State will have the following options:

- (a) The State may assess liquidated damages in the amount of \$1,500.00 for every day between the date on which the Contractor failed to provide the applicable notice, failed to provide the two replacement candidates, or the date the State rejected all candidates for cause and the date on which the Contractor affects a cure or the Contract expires without renewal or is terminated.
- (b) The State may terminate this Contract immediately for cause and without any cure period.

Should the State exercise its option under item (a) above, it nevertheless will be entitled anytime thereafter to exercise its option under item (b) above. Additionally, should the State terminate this Contract under this provision, it will be entitled to damages in accordance with the Suspension and Termination Section of this Contract due to the termination. Should the State assess liquidated damages or otherwise be entitled to damages under this provision, it may offset these damages from any Fees due under this Contract.

The State may determine that the proposed replacement candidates meet the minimum qualifications of this Contract and still substantially reduce the value the State perceived it would receive through the effort of the original individual(s) the Contractor proposed and on whose credentials the State decided to enter into this Contract. Therefore, the State will have the right to reject any candidate that the State determines may provide it with diminished value.

Should the State reject both proposed candidates for any legal reason other than their failure to meet the minimum qualifications identified in the RFP Documents, the State may terminate this Contract for its convenience.

The State has an interest in providing a healthy and safe environment for its employees and guests at its facilities. The State also has an interest in ensuring that its operations are carried out in an efficient, professional, legal, and secure manner. Therefore, the State will have the right to require the Contractor to remove any individual involved in the Work, if the State determines that any such individual has or may interfere with the State's interests identified above. In such a case, the request for removal will be treated as a case in which an individual providing services under this Contract has become unavailable, and the Contractor must follow the procedures identified above for replacing unavailable people. This provision also applies to people that the Contractor's subcontractors engage, if they are listed by name or as a key person in the RFP Documents.

**Suspension and Termination.** The State may terminate this Contract if the Contractor defaults in meeting its obligations under this Contract and fails to cure its default within the time allowed by this Contract, or if a petition in bankruptcy (or similar proceeding) has been filed by or against the Contractor. The State also may terminate this Contract if the Contractor violates any law or regulation in doing the Work, or if it appears to the State that the Contractor's performance is substantially endangered through no fault of the State. In any such case, the termination will be for cause, and the State's rights and remedies will be those identified below for termination for cause.

On written notice, the Contractor will have 30 calendar days to cure any breach of its obligations under this Contract, provided the breach is curable. If the Contractor fails to cure the breach within 30 calendar days after written notice, or if the breach is not one that is curable, the State will have the right to terminate this Contract immediately on notice to the Contractor. The State also may terminate this Contract in the case of breaches that are cured within 30 calendar days but are persistent. "Persistent" in

this context means that the State has notified the Contractor in writing of the Contractor's failure to meet any of its obligations three times. After the third notice, the State may terminate this Contract on written notice to the Contractor without a cure period if the Contractor again fails to meet any obligation. The three notices do not have to relate to the same obligation or type of failure. Some provisions of this Contract may provide for a shorter cure period than 30 calendar days or for no cure period at all, and those provisions will prevail over this one. If a particular section does not state what the cure period will be, this provision will govern.

Moreover, the State may terminate this Contract for its convenience and without cause or if the Ohio General Assembly fails to appropriate funds for any part of the Work. If a third party is providing funding for the Work, the State also may terminate this Contract should that third party fail to release any funds for the Work. The RFP Documents normally identify any third party source of funds for the Work, but an absence of such in the RFP Documents will not diminish the State's rights under this section.

The notice of termination, whether for cause or without cause, will be effective as soon as the Contractor receives it. Upon receipt of the notice of termination, the Contractor must immediately cease all activity on the Work and take all steps necessary to minimize any costs the Contractor will incur related to this Contract. The Contractor also must immediately prepare a report and deliver it to the State. The report must be all-inclusive and must detail the Work completed at the date of termination, the percentage of the Work's completion, any costs incurred in doing the Work to that date, and any Deliverables completed or partially completed but not delivered to the State at the time of termination. The Contractor also must deliver all the completed and partially completed Deliverables to the State with its report. But if the State determines that delivery in that manner would not be in its interest, then the State may designate a suitable alternative form of delivery, which the Contractor must honor.

If the State terminates this Contract for cause, the State will be entitled to cover for the Work by using another Contractor on such commercially reasonable terms as the State and the covering contractor may agree. The Contractor will be liable to the State for all costs related to covering for the Work to the extent that such costs, when combined with payments already made to the Contractor for the Work before termination, exceed the costs that the State would have incurred under this Contract. The Contractor also will be liable for any other direct damages resulting from its breach of this Contract or other action leading to termination for cause.

If the termination is for the convenience of the State, the Contractor will be entitled to compensation for any Work that the Contractor has performed before the termination. Such compensation will be the Contractor's exclusive remedy in the case of termination for convenience and will be available to the Contractor only once the Contractor has submitted a proper invoice for such, with the invoice reflecting the amount that the State determines it owes to the Contractor. The State will make that determination based on the lesser of the percentage of the Work completed or the hours of work performed in relation to the estimated total hours required to perform all the Work.

The State will have the option of suspending rather than terminating the Work, if the State believes that doing so would better serve its interests. In the event of a suspension for the convenience of the State, the Contractor will be entitled to receive payment for the work performed before the suspension. In the case of suspension of the Work rather than termination for cause, the Contractor will not be entitled to any compensation for any work performed. If the State reinstates the Work after suspension for cause, rather than terminating this Contract after the suspension, the Contractor may be entitled to compensation for work performed before the suspension, less any damage to the State resulting from the Contractor's breach of this Contract or other fault. Any amount due for work before or after the suspension for cause will be offset by any damage to the State from the default or other event giving rise to the suspension.

In the case of a suspension for the State's convenience, the State will calculate the amount of compensation due to the Contractor for work performed before the suspension in the same manner as provided in this section for termination for the State's convenience. The Contractor will not be entitled to compensation for any other costs associated with a suspension for the State's convenience, and the State will make no payment under this provision to the Contractor until the Contractor submits a proper

invoice. If the State decides to allow the Work to continue rather than terminating this Contract after the suspension, the State will not be required to make any payment to the Contractor other than those payments specified in this Contract and in accordance with the payment schedule specified in this Contract for properly completed Work.

Any notice of suspension, whether with or without cause, will be effective immediately on the Contractor's receipt of the notice. The Contractor will prepare a report concerning the Work just as is required by this Section in the case of termination. After suspension of the Work, the Contractor may not perform any Work without the consent of the State and may resume the Work only on written notice from the State to do so. In any case of suspension, the State retains its right to terminate this Contract rather than to continue the suspension or resume the Work. If the suspension is for the convenience of the State, then termination of the Contract will be a termination for convenience. If the suspension is with cause, the termination will also be for cause.

The State may not suspend the Work for its convenience more than twice during the term of this Contract, and any suspension for the State's convenience may not continue for more than 30 calendar days. If the Contractor does not receive notice to resume or terminate the Work within the 30-day suspension, then this Contract will terminate automatically for the State's convenience at the end of the 30 calendar day period.

Any default by the Contractor or one of its subcontractors will be treated as a default by the Contractor and all of its subcontractors. The Contractor will be solely responsible for satisfying any claims of its subcontractors for any suspension or termination and must indemnify the State for any liability to them. Notwithstanding the foregoing, each subcontractor must hold the State harmless for any damage caused to them from a suspension or termination. They must look solely to the Contractor for any compensation to which they may be entitled.

**Representatives.** The State's representative under this Contract will be the person identified in the RFP Documents or in a subsequent notice to the Contractor as the "Work Representative." The Work Representative will review all reports the Contractor makes in the performance of the Work, will conduct all liaison with the Contractor, and will accept or reject the Deliverables and the completed Work. The Work Representative may delegate his or her responsibilities for individual aspects of the Work to one or more managers, who may act as the Work Representative for those individual portions of the Work.

The Contractor's Work Manager under this Contract will be the person identified on the RFP Documents as the "Work Manager." The Work Manager will be the Contractor's liaison with the State under this Contract. Additionally, the Work Manager will conduct all Work meetings and prepare and submit to the Work Representative all reports, plans, and other materials that the RFP Documents require from the Contractor.

Either party, upon written notice to the other party, may designate another representative. However, the Contractor may not replace the Work Manager without the approval of the State if that person is identified in the RFP Documents by name or as a key individual on the Work.

**Work Responsibilities.** The State will be responsible for providing only those things, if any, expressly identified in the RFP Documents. If the State has agreed to provide facilities or equipment, the Contractor, by signing this Contract, warrants that the Contractor has either inspected the facilities and equipment or has voluntarily waived an inspection and will use the equipment and facilities on an "as is" basis.

The Contractor must assume the lead in the areas of management, design, and development of the Work. The Contractor must coordinate the successful execution of the Work and direct all Work activities on a day-to-day basis, with the advice and consent of the Work Representative. The Contractor will be responsible for all communications regarding the progress of the Work and will discuss with the Work Representative any issues, recommendations, and decisions related to the Work.

If any part of the Work requires installation on the State's property, the State will provide the Contractor with reasonable access to the installation site for the installation and any site preparation that is needed. After the installation is complete, the Contractor must complete an installation letter and secure the signature of the Work Representative certifying that installation is complete and the Work, or applicable portion of it, is operational. The letter must describe the nature, date, and location of the installation, as well as the date the Work Representative certified the installation as complete and operational.

Unless otherwise provided in the RFP Documents, the Contractor is solely responsible for obtaining all official permits, approvals, licenses, certifications, and similar authorizations required by any local, state, or federal agency for the Work and maintaining them throughout the duration of this Contract.

**Changes.** The State may make reasonable changes within the general scope of the Work. The State will do so by issuing a written order under this Contract describing the nature of the change ("Change Order"). Additionally, if the State provides directions or makes requests of the Contractor without a change order, and the Contractor reasonably believes the directions or requests are outside the specifications for the Work, the Contractor may request a Change Order from the State. The parties will handle such changes as follows: The Contractor will provide pricing to the State. The State will execute a Change Order once it and the Contractor have agreed on the description of and specifications for the change, as well as any equitable adjustments that need to be made in the Contractor's Fee or the performance schedule for the work. Then within five business days after receiving the Change Order, the Contractor must sign it to signify agreement with it.

If a change causes an increase in the cost of, or the time required for, the performance of the Work, the Contractor must notify the State in writing and request an equitable adjustment in its Fee, the delivery schedule, or both before the Contractor signs the Change Order. If the Contractor claims an adjustment under this section in connection with a change to the Work not described in a written Change Order, the Contractor must notify the State in writing of the claim within five business days after the Contractor is notified of the change and before work on the change begins. Otherwise, the Contractor will have waived the claim. In no event will the State be responsible for any increase in the Fee or revision in any delivery schedule unless the State expressly ordered the relevant change in writing and the Contractor has complied with the requirements of this section. Provided the State has complied with the procedure for Change Orders in this section, nothing in this clause will excuse the Contractor from proceeding with performance of the Work, as changed.

Where an equitable adjustment to the Contractor's Fee is appropriate, the State and the Contractor may agree upon such an adjustment. If the State and the Contractor are unable to agree, either party may submit the dispute to the senior management of the Contractor and the senior management of the State's Office of Information Technology for resolution. If within 30 calendar days following referral to senior management, the claim or dispute has not been resolved, the Contractor must submit its actual costs for materials needed for the change (or estimated amount if the precise amount of materials cannot be determined) and an estimate of the hours of labor required to do the work under the Change Order. The Contractor must break down the hours of labor by employee position, and provide the actual hourly pay rate for each employee involved in the change. The total amount of the equitable adjustment for the Change Order then will be made based on the actual cost of materials (or estimated materials) and actual rate for each person doing the labor (based on the estimated hours of work required to do the change). Labor rates will be increased by 25% to cover benefits and taxes. The equitable adjustment for the Change Order then will be set based on this amount, plus 15% to cover overhead and profit. This amount will be the not-to-exceed amount of the Change Order. If the change involves removing a requirement from the Work or replacing one part of the Work with the change, the State will get a credit for the work no longer required under the original scope of the Work. The credit will be calculated in the same manner as the Contractor's Fee for the change, and the not-to-exceed amount will be reduced by this credit.

The Contractor is responsible for coordinating changes with its subcontractors and adjusting their compensation and performance schedule. The State will not pay any subcontractor for the Change Order. If a subcontractor will perform any work under a Change Order, that work must be included in the Contractor's not-to-exceed amount and calculated in the same manner as the Contractor's equitable

adjustment for the portion of the work the Contractor will perform. The Contractor will not receive an overhead percentage for any work a subcontractor will do under a Change Order.

If the RFP Documents provide for the retainage of a portion of the Contractor's Fee, all equitable adjustments for Change Orders also will be subject to the same retainage, which the State will pay only on completion and acceptance of the Work, as provided in the RFP Documents.

**Excusable Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delayed party must notify the other promptly of any material delay in performance and must specify in writing the proposed revised performance date as soon as practicable after notice of delay. In the event of any such excusable delay, the date of performance or of delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party also must describe the cause of the delay and what steps it is taking to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the delayed party has not taken commercially reasonable steps to mitigate or avoid the delay. Things that are controllable by the Contractor's subcontractors will be considered controllable by the Contractor, except for third-party manufacturers supplying commercial items and over whom the Contractor has no legal control.

**Independent Status of the Contractor.** The parties are independent of one another, and the Contractor's Personnel may act only in the capacity of representatives of the Contractor and not as representatives of the State. Further, the Contractor's Personnel will not be deemed for any purpose to be employees, representatives, or agents of the State. The Contractor assumes full responsibility for the actions of the Contractor's Personnel while they are performing under this Contract and will be solely responsible for paying the Contractor's Personnel (including withholding, and paying income taxes and social security, workers' compensation, disability benefits and the like). The Contractor may not commit, and is not authorized to commit, the State in any manner. The Contractor's subcontractors will be considered the agents of the Contractor for purposes of this Contract.

**Publicity.** The Contractor may not advertise or publicize that it is doing business with the State or use this Contract or the Contractor's relationship with the State as a marketing or sales tool, unless the State agrees otherwise in writing.

### **PART THREE: OWNERSHIP AND HANDLING OF INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION**

**Confidentiality.** The State may disclose to the Contractor written material or oral or other information that the State treats as confidential ("Confidential Information"). Title to the Confidential Information and all related materials and documentation the State delivers to the Contractor will remain with the State. The Contractor must treat such Confidential Information as secret, if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interest of the public, other contractors, potential contractors with the State, or individuals or organizations about whom the State keeps information. By way of example, information must be treated as confidential if it includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, trade secrets, data, business records, or marketing information. By way of further example, the Contractor also must treat as confidential materials such as police and investigative records, files containing personal information about individuals or employees of the State, such as personnel records, tax records, and so on, court and administrative records related to pending actions, any material to which an attorney-client, physician-patient, or similar privilege may apply, and any documents or records excluded by Ohio law from public records disclosure requirements.

The Contractor may not disclose any Confidential Information to third parties and must use it solely to do the Work. The Contractor must restrict circulation of Confidential Information within its organization and then only to people in the Contractor's organization that have a need to know the Confidential Information to do the Work. The Contractor will be liable for the disclosure of such information, whether the disclosure is intentional, negligent, or accidental, unless otherwise provided below.

The Contractor will not incorporate any portion of any Confidential Information into any work or product, other than a Deliverable, and will have no proprietary interest in any of the Confidential Information. Furthermore, the Contractor must cause all of its Personnel who have access to any Confidential Information to execute a confidentiality agreement incorporating the obligations in this section.

The Contractor's obligation to maintain the confidentiality of the Confidential Information will not apply where such: (1) was already in the Contractor's possession before disclosure by the State, and such was received by the Contractor without obligation of confidence; (2) is independently developed by the Contractor; (3) except as provided in the next paragraph, is or becomes publicly available without breach of this Contract; (4) is rightfully received by the Contractor from a third party without an obligation of confidence; (5) is disclosed by the Contractor with the written consent of the State; or (6) is released in accordance with a valid order of a court or governmental agency, provided that the Contractor (a) notifies the State of such order immediately upon receipt of the order and (b) makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production. The Contractor must return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Contract.

Information that may be available publicly through other sources about people that is personal in nature, such as medical records, addresses, phone numbers, social security numbers, and similar things are nevertheless sensitive in nature and may not be disclosed or used in any manner except as expressly authorized in this Contract. Therefore, item (3) in the preceding paragraph does not apply, and the Contractor must treat such information as Confidential Information whether it is available elsewhere or not.

The Contractor may disclose Confidential Information to its subcontractors on a need-to-know basis, but the Contractor first must obligate them to the requirements of this section.

**Ownership of Deliverables.** The State owns all Deliverables that the Contractor produces under this Contract, with all rights, title, and interest in all intellectual property that come into existence through the Contractor's custom work being assigned to the State. Additionally, the Contractor waives any author rights and similar retained interests in custom-developed material. The Contractor must provide the State with all assistance reasonably needed to vest such rights of ownership in the State. The Contractor will retain ownership of all tools, methods, techniques, standards, and other development procedures, as well as generic and preexisting shells, subroutines, and similar material incorporated into any custom Deliverable ("Pre-existing Materials"), if the Contractor provides the non-exclusive license described in the next paragraph.

The Contractor may grant the State a worldwide, non-exclusive, royalty-free, perpetual license to use, modify, and distribute all Pre-existing Materials that are incorporated into any custom-developed Deliverable rather than grant the State ownership of the Pre-existing Materials. The State may distribute such Pre-existing materials to third parties only to the extent required by governmental funding mandates. The Contractor may not include in any custom Deliverable any intellectual property unless such has been created under this Contract or qualifies as Pre-existing Material. If the Contractor wants to incorporate any Pre-existing Materials into a custom Deliverable, the Contractor must first disclose that desire to the State in writing and seek the State's approval for doing so in advance. The State will not be obligated to provide that approval, unless the Contractor disclosed its intention to do so in the RFP Documents. On the Contractor's request, the State will incorporate into any copies of a custom Deliverable any proprietary notice that the Contractor included with the original copy, if that notice is reasonably necessary to protect the Contractor's interest in any Pre-existing Materials contained in the custom Deliverable.

Subject to the limitations and obligations of the State with respect to Pre-existing Materials, the State may make all custom Deliverables available to the general public without any proprietary notices of any kind.

**License in Commercial Material.** As used in this section, "Commercial Material" means anything that the Contractor or a third party has developed at private expense, is commercially available in the marketplace, subject to intellectual property rights, and readily copied through duplication on magnetic media, paper, or other media. Examples include written reports, books, pictures, videos, movies, computer programs, and computer source code and documentation.

Any Commercial Material that the Contractor intends to deliver as a Deliverable must have the scope of the license granted in such material disclosed in the RFP Documents or as an attachment referenced in the RFP Documents, if that scope of license is different from the scope of license contained in this section for Commercial Materials.

Except for Commercial Material that is software ("Commercial Software"), if the Commercial Material is copyrighted and published material, then the State will have the rights permitted under the federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material is patented, then the State will have the rights permitted under the federal patent laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material consists of trade secrets, then the State will treat the material as confidential. In this regard, the State will assume all obligations with respect to the Commercial Material that the Contractor assumes under the Confidentiality section of this Contract with respect to the State's Confidential Information. Otherwise, the State will have the same rights and duties permitted under the federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor, whether or not the material is copyrighted when delivered to the State.

For Commercial Software, the State will have the rights in items (1) through (6) of this section with respect to the software. The State will not use any Commercial Software except as provided in the six items below or as expressly stated otherwise in this Contract. The Commercial Software may be:

- (1) Used or copied for use in or with the computer or computers for which it was acquired, including use at any State installation to which such computer or computers may be transferred;
- (2) Used or copied for use in or with a backup computer for disaster recovery and disaster recovery testing purposes or if any computer for which it was acquired is inoperative;
- (3) Reproduced for safekeeping (archives) or backup purposes;
- (4) Modified, adapted, or combined with other computer software, but the modified, combined, or adapted portions of the derivative software incorporating any of the Commercial Software will be subject to same restrictions set forth in this Contract;
- (5) Disclosed to and reproduced for use on behalf of the State by support service contractors or their subcontractors, subject to the same restrictions set forth in this Contract; and
- (6) Used or copied for use in or transferred to a replacement computer.

Commercial Software delivered under this Contract is licensed to the State without disclosure restrictions unless it is clearly marked as confidential or secret. The State will treat any Commercial Software that is marked as confidential or secret as Confidential Information to the extent that such is actually the case.

#### **PART FOUR: REPRESENTATIONS, WARRANTIES, AND LIABILITIES**

**General Warranties.** The Contractor warrants that the recommendations, guidance, and performance of the Contractor under this Contract will: (1) be in accordance with sound professional standards and the requirements of this Contract and without any material defects; and (2) unless otherwise provided in the RFP Documents, be the work solely of the Contractor. The Contractor also warrants that: (1) no Deliverable will infringe on the intellectual property rights of any third party; and (2) the Contractor's work and the Deliverables resulting from that work will be merchantable and fit for the particular purposes described in the RFP Documents.

Additionally, with respect to the Contractor's activities under this Contract, the Contractor warrants that: (1) the Contractor has the right to enter into this Contract; (2) the Contractor has not entered into any other contracts or employment relationships that restrict the Contractor's ability to perform the contemplated services; (3) the Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control; (4) the Contractor has good and marketable title to any goods delivered under this Contract and in which title passes to the State; (5) the Contractor has the right and ability to grant the license granted in any Deliverable in which title does not pass to the State; and (6) the Contractor is not subject to any unresolved findings of the Auditor of State under Revised Code Section 9.24 and will not become subject to an unresolved finding that prevents the extension or renewal of this Contract.

The warranties regarding material defects, merchantability, and fitness are one-year warranties. All other warranties will be continuing warranties. If any portion of the Work fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor must correct such failure with all due speed or must refund the amount of the compensation paid for such portion of the Work. The Contractor also must indemnify the State for any direct damages and claims by third parties based on a breach of these warranties. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim is based on the modification or misuse. The State will give the Contractor notice of any such claim as soon as reasonably practicable. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor must do one of the following things: (1) modify the Deliverable so that it is no longer infringing; (2) replace the Deliverable with an equivalent or better item; (3) acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract; or (4) remove the Deliverable and refund the amount the State paid for the Deliverable and the amount of any other Deliverable or item that requires the availability of the infringing Deliverable for it to be useful to the State.

**GENERAL EXCLUSION OF WARRANTIES. THE CONTRACTOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OTHER THAN THOSE EXPRESS WARRANTIES CONTAINED IN THIS CONTRACT.**

**Indemnity for Property Damage and Bodily Injury.** The Contractor must indemnify the State for all liability and expense resulting from bodily injury to any person (including injury resulting in death) and damage to tangible or real property arising out of the performance of this Contract, provided that such bodily injury or property damage is due to the negligence or other tortious conduct of the Contractor, its employees, agents, or subcontractors. The Contractor will not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of the State, its employees, other contractors, or agents.

**Limitation of Liability.** Neither party will be liable for any indirect, incidental, or consequential loss or damage of the other party, including but not limited to lost profits, even if the parties have been advised, knew, or should have known of the possibility of such damages. Additionally, neither party will be liable to the other for direct or other damages in excess of two times the total evaluation price of this Contract. The limitations in this paragraph do not apply to any obligation of the Contractor to indemnify the State against claims made against it or for damages to the State caused by the Contractor's negligence or other tortious conduct.

## **PART FIVE: ACCEPTANCE AND MAINTENANCE**

**Acceptance.** There will be no formal acceptance procedure unless the RFP Documents expressly provide otherwise. If the RFP Documents do not provide otherwise, the acceptance procedure will be an informal review by the Work Representative to ensure that each Deliverable and the Work as a whole comply with the requirements of this Contract. The Work Representative will have up to 30 calendar days to do this. No formal letter of acceptance will be issued, and passage of the 30 calendar days will imply acceptance, though the State will issue a notice of noncompliance if a Deliverable or the Work as a whole does not meet the requirements of this Contract. If the Work Representative issues a letter of noncompliance, then the Contractor will have 30 calendar days to correct the problems listed in the

noncompliance letter. If the Contractor fails to do so, the Contractor will be in default without a cure period. If the Work Representative has issued a noncompliance letter, the Deliverables or the Work as a whole will not be accepted until the Work Representative issues a letter of acceptance indicating that each problem noted in the noncompliance letter has been cured. If the problems have been fixed during the 30 day period, the Work Representative will issue the acceptance letter within 15 calendar days.

If the Work fails to meet the standard of performance after 90 calendar days from the start of the performance period, the Contractor will be in default and will not have a cure period. In addition to all other remedies the State may have under this Contract, the State will have the right to request correction or replacement of the relevant portion of the Work.

**Passage of Title.** Title to any Deliverable will pass to the State only on acceptance of the Deliverable. All risk of loss, regardless of the cause, will remain with the Contractor until title to the Deliverable passes to the State.

## **PART SIX: CONSTRUCTION**

**Entire Document.** This Contract is the entire agreement between the parties with respect to its subject matter and supersedes any previous statements or agreements, whether oral or written.

**Binding Effect.** This Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.

**Amendments – Waiver.** No change to any provision of this Contract will be effective unless it is in writing and signed by both parties. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective, and either party may at any later time demand strict performance.

**Severability.** If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity.

**Construction.** This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

**Headings.** The headings used herein are for the sole sake of convenience and may not be used to interpret any section.

**Notices.** For any notice under this Contract to be effective, it must be made in writing and sent to the address of the appropriate contact provided elsewhere in the Contract, unless such party has notified the other party, in accordance with the provisions of this section, of a new mailing address. This notice requirement will not apply to any notices that this Contract expressly authorized to be made orally.

**Continuing Obligations.** The terms of this Contract will survive the termination or expiration of the time for completion of Work and the time for meeting any final payment of compensation, except where such creates an absurdity.

**Time.** Unless otherwise expressly provided, any reference in this document to a number of days for an action or event to occur means calendar days, and any reference to a time of the day, such as 5:00 p.m., is a reference to the local time in Columbus, Ohio.

## **PART SEVEN: LAW AND COURTS**

**Compliance with Law.** The Contractor must comply with all applicable federal, state, and local laws while performing under this Contract.

**Drug-Free Workplace.** The Contractor must comply with all applicable state and federal laws regarding keeping a drug-free workplace. The Contractor must make a good faith effort to ensure that all the Contractor's Personnel, while working on state property, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

**Conflicts of Interest.** None of the Contractor's Personnel may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor may not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the Work to acquire an interest in anything or any entity under the Contractor's control, if such an interest would conflict with that official's or employee's duties. The Contractor must disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. And the Contractor must take steps to ensure that such a person does not participate in any action affecting the work under this Contract. But this will not apply when the State has determined, in light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

**Ohio Ethics Law and Limits on Political Contributions.** The Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio ethics laws. In accordance with Executive Order 2007-01S, the Contractor, by signature on the Contract, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflicts of interest laws, and (3) will take no action inconsistent with those laws and this order. The Contractor understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of the Contract and may result in the loss of other contracts or grants with the State. The Contractor also certifies that all applicable parties listed in Division (I)(3) or (J)(3) of Ohio Revised Code Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of Ohio Revised Code Section 3517.13.

**Security & Safety Rules.** When using or possessing State data or accessing State networks and systems, the Contractor must comply with all applicable State rules, policies, and regulations regarding data security and integrity. And when on any property owned or controlled by the State, the Contractor must comply with all security and safety rules, regulations, and policies applicable to people on those premises.

**Declaration Regarding Terrorism.** Pursuant to Ohio Revised Code Section 2909.33, unless Contractor has been pre-certified, the Contractor must complete a Declaration Regarding Material Assistance/non-assistance to Terrorist Organizations ("Declaration") in its entirety to enter into this Contract and to renew it. If the State discovers that the Contractor submitted a false Declaration to obtain this Contract or any renewal of it, this Contract will terminate for cause, and the State will be entitled to the damages specified in this Contract for such a termination. Should this Contract require renewal for completion of any services the Contractor performs under it or for the State to obtain maintenance for any Deliverable acquired during the term of this Contract, the Contractor must submit a new Declaration as part of that process. The Contractor's failure to submit an acceptable Declaration in such a situation will entitle the State to damages as in the case of a termination of this Contract for cause.

**Unresolved Finding for Recovery.** If the Contractor was subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on the date the parties sign this Contract, the Contract is void. Further, if the Contractor is subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on any date on which the parties renew or extend this Contract, the renewal or extension will be void.

**Equal Employment Opportunity.** During the Work, the Contractor must not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, or Vietnam-era veteran status ("Protected Status"). The Contractor must ensure that applicants for employment and employees are treated without regard to their Protected Status.

The Contractor must post notices with the provisions of this section in conspicuous places that are available to employees and applicants and must state in all solicitations and advertisements for employees that it is an equal opportunity employer.

**Injunctive Relief.** Nothing in this Contract is intended to limit the State's right to injunctive relief, if such is necessary to protect its interests or to keep it whole.

**Assignment.** The Contractor may not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of the State. The State is not obligated to provide its consent to any proposed assignment.

**Governing Law.** This Contract will be governed by the laws of Ohio, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

**ATTACHMENT FIVE  
SAMPLE CONTRACT**

**A CONTRACT BETWEEN  
THE OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES  
ON BEHALF OF THE  
THE OHIO DEPARTMENT OF NATURAL RESOURCES  
AND**

\_\_\_\_\_  
(CONTRACTOR)

**THIS CONTRACT**, which results from RFP 0A1045, entitled \_\_\_\_\_, is between the State of Ohio, the Ohio Department of Administrative Services, on behalf of the Ohio Department of Natural Resources, and \_\_\_\_\_ (the "Contractor").

This Contract consists of the referenced RFP, including all its attachments and supplements, written amendments to the RFP, the Contractor's Proposal, and written, authorized amendments to the Contractor's Proposal. It also includes any materials incorporated by reference in the above documents and any purchase orders and Change Orders issued under the Contract. The form of the Contract is this one page document, which incorporates by reference all the documents identified above. The General Terms and Conditions for the Contract are contained in an attachment to the RFP. If there are conflicting provisions among the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This document;
2. The RFP, as amended;
3. The documents and materials incorporated by reference in the RFP;
4. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
5. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, Change Orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

This Contract has an effective date of the later of \_\_\_\_\_, 2008, or the occurrence of all conditions precedent specified in the General Terms and Conditions.

**TO SHOW THEIR AGREEMENT**, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES

**SAMPLE – DO NOT FILL OUT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT SIX**

**OFFEROR CERTIFICATION FORM**

1. The offeror is not currently subject to an “unresolved” finding for recovery under Revised Code Section 9.24, and the offeror will notify the Procurement Representative any time it becomes subject to such a finding before the award of a Contract arising out of this RFP.
2. The offeror certifies that it will not and will not allow others to perform work for the State of Ohio outside the geographic limitations contained in Attachment Two or take data that belongs to the State of Ohio outside the geographic limitations contained in Attachment Two without express written authorization from the State.
3. The offeror certifies that its responses to the following statements are true and accurate. The offeror’s answers apply to the last seven years. Please indicate yes or no in each column.

Yes/No	Description
	The offeror has had a contract terminated for default or cause.
	The offeror has been assessed any penalties in excess of \$10,000.00, including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity).
	The offeror was the subject of any governmental action limiting the right of the offeror to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The offeror, any officer of the offeror, or any owner of a 20% interest or greater in the offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The offeror, any officer of the offeror, or any owner with a 20% interest or greater in the offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is affirmative, the offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter’s possible impact on the offeror’s performance under the Contract, and the best interest of the State.

4. The offeror certifies that neither it nor any of its people that may work on or benefit from the Contract through the offeror has a possible conflict of interest (e.g., employed by the State of Ohio, etc.) other than the conflicts identified immediately below:

<b>Potential Conflicts (by person or entity affected)</b>

(Attach an additional sheet if more space is need.)

The State may reject a Proposal in which an actual or apparent conflict is disclosed. And the State may cancel or terminate the Contract for cause if it discovers any actual or apparent conflict of interest that the offeror did not disclose in its Proposal.

5. The offeror certifies that all its and its subcontractors' personnel provided for the Work will have a valid I-9 form on file with the offeror or subcontractor, as appropriate, and will have presented valid employment authorization documents, if they are not United States citizens.
6. The offeror certifies that its regular, fulltime employees will perform at least 30% of the Work.
7. The following is a complete list of all subcontractors, if any, that the offeror will use on the Work, if the State selects the offeror to do the Work:


The offeror certifies that it has obtained and submitted a subcontractor letter, as required by Attachment Three, for each subcontractor it plans to use to do the Work.

8. The offeror certifies that that any EDGE program participants will provide necessary data to ensure program reporting and compliance.

Please provide the following information for a contact person who has authority to answer questions regarding the offeror's Proposal:

Name:	
Title:	
Mailing Address:	
Office Phone Number:	
Cell Phone Number:	
Fax Number:	
Email Address:	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company D-U-N-S Number

























**ATTACHMENT EIGHT  
PERSONNEL PROFILE SUMMARY  
(Experience and Qualifications)**

**CANDIDATE EDUCATION AND TRAINING**

<b>Candidate's Name:</b>
--------------------------

**Education and Training.** This section must be completed to list the education and training of each key candidate and must demonstrate in detail the key candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFP.

EDUCATION AND TRAINING	MONTHS/ YEARS	WHERE OBTAINED	DEGREE/MAJOR YEAR EARNED
<b>College</b>			
<b>Technical School</b>			
<b>Other Training</b>			

**ATTACHMENT EIGHT  
PERSONNEL PROFILE SUMMARY**

**CANDIDATE REQUIREMENTS  
(Experience and Qualifications)  
Project Manager**

<b>Candidate's Name:</b>
--------------------------

**Requirement:** Candidate must be PMP certified with a minimum of 60 months Project Management experience. 36 months of the 60 months experience may include working as an Assistant or Deputy Project Manager.

<b>Company Name:</b>	<b>Contact Name:</b> Primary or Alternate	<b>Contact Title:</b>	
<b>Address:</b>		<b>Contact Phone Number:</b>	
		<b>Email Address:</b>	
<b>Work Name:</b>	<b>Beginning Date of Experience:</b> Month/Year	<b>Ending Date of Experience:</b> Month/Year	
<b>Description of technical experience, capacity performed, and role that is related to services to be provided for the Work:</b>			

**ATTACHMENT EIGHT  
PERSONNEL PROFILE SUMMARY  
(Experience and Qualifications)**

**CANDIDATE REQUIREMENTS  
Project Manager**

<b>Candidate's Name:</b>
--------------------------

**Requirement:** Candidate must have managed a minimum of 3 software development and/or implementation projects from inception through completion. At least 1 of the referenced projects must have been for a federal, state, or local government entity. At least 1 of the referenced projects must be similar in size and scope to this project.

<b>Company Name:</b>	<b>Contact Name:</b> Primary or Alternate	<b>Contact Title:</b>	
<b>Address:</b>		<b>Contact Phone Number:</b>	
		<b>Email Address:</b>	
<b>Work Name:</b>	<b>Beginning Date of Experience:</b> Month/Year	<b>Ending Date of Experience:</b> Month/Year	
<b>Description of technical experience, capacity performed, and role that is related to services to be provided for the Work:</b>			

**ATTACHMENT EIGHT  
PERSONNEL PROFILE SUMMARY**

**CANDIDATE REQUIREMENTS  
(Experience and Qualifications)  
Project Manager**

<b>Candidate's Name:</b>
--------------------------

**Requirement:** Candidate must have managed at least 1 project where software documentation was developed and delivered.

<b>Company Name:</b>	<b>Contact Name:</b> <small>Primary or Alternate</small>	<b>Contact Title:</b>	
<b>Address:</b>		<b>Contact Phone Number:</b>	
		<b>Email Address:</b>	
<b>Work Name:</b>		<b>Beginning Date of Experience:</b> <small>Month/Year</small>	<b>Ending Date of Experience:</b> <small>Month/Year</small>
<b>Description of technical experience, capacity performed, and role that is related to services to be provided for the Work:</b>			

**ATTACHMENT EIGHT  
PERSONNEL PROFILE SUMMARY  
(Experience and Qualifications)**

**CANDIDATE REQUIREMENTS  
Operations Manager**

<b>Candidate's Name:</b>
--------------------------

**Requirement:** Candidate must have a minimum of 36 months experience in operations management of systems similar in size and scope to this project.

<b>Company Name:</b>	<b>Contact Name:</b> <small>Primary or Alternate</small>	<b>Contact Title:</b>	
<b>Address:</b>		<b>Contact Phone Number:</b>	
		<b>Email Address:</b>	
<b>Work Name:</b>		<b>Beginning Date of Experience:</b> <small>Month/Year</small>	<b>Ending Date of Experience:</b> <small>Month/Year</small>
<b>Description of technical experience, capacity performed, and role that is related to services to be provided for the Work:</b>			

**ATTACHMENT EIGHT  
PERSONNEL PROFILE SUMMARY  
(Experience and Qualifications)**

**CANDIDATE REQUIREMENTS  
Operations Manager**

<b>Candidate's Name:</b>
--------------------------

**Requirement:** Candidate must have a minimum of 3 projects where the candidate was responsible for managing a team of 5 people or more.

<b>Company Name:</b>	<b>Contact Name:</b> <small>Primary or Alternate</small>	<b>Contact Title:</b>	
<b>Address:</b>		<b>Contact Phone Number:</b>	
		<b>Email Address:</b>	
<b>Work Name:</b>		<b>Beginning Date of Experience:</b> <small>Month/Year</small>	<b>Ending Date of Experience:</b> <small>Month/Year</small>
<b>Description of technical experience, capacity performed, and role that is related to services to be provided for the Work:</b>			

## Attachment Nine: Cost Summary

### Cost breakdown and payment schedule by Task:

Each offeror must complete a cost summary form. All costs are fixed and not to exceed.

**Task 1: Automated Sportsmen Licensing, Permitting, and Survey Module.**

1.1 Module analysis, design, development, and unit test (minus the License and Paper Stock costs) \$ \_\_\_\_\_

**Task 2: Deer and Turkey Game Check Module.**

2.1 Module analysis, design, development, and unit test \$ \_\_\_\_\_

**Task 3: Hunter Safety Education and Certification Module**

3.1 Module analysis, design, development, and unit test \$ \_\_\_\_\_

**Task 4: Special Event Lottery Drawing and Distribution Module.**

4.1 Module analysis, design, development, and unit test \$ \_\_\_\_\_

**Task 5: Magazine and Publication Tracking Module.**

5.1 Module analysis, design, development, and unit test \$ \_\_\_\_\_

**Task 6: Law Enforcement Integration Module.**

6.1 Module analysis, design, development and unit test \$ \_\_\_\_\_

**Task 7: Specialty Permits Tracking and Status Module.**

7.1 Module analysis, design, development, and unit test \$ \_\_\_\_\_

**Task 8: WOCRMS Administrative Management Module**

8.1 Module analysis, design, development, and unit test \$ \_\_\_\_\_

**Task 9: WOCRMS Data Conversion and Master File Development**

\$ \_\_\_\_\_

**Task 10: Supply IT Hosting and Infrastructure (Replicated Server Equipment, Infrastructure and Installation)**

\$ \_\_\_\_\_

**Task 11: WOCRMS Help Desk and Support Requirements**

**(Intentionally omitted)**

**Task 12: WOCRMS Training**

\$ \_\_\_\_\_

**Task 13: WOCRMS Testing and Pilot**

\$ \_\_\_\_\_

**Task 14: WOCRMS System Implementation**

\$ \_\_\_\_\_

1. Subtotal for Tasks 1-10, 12-14

\$ \_\_\_\_\_

**Interface Contingency Pool:**

The staff for the contingency pool must include IT staff with an appropriate mix of skills and experience to meet the State's interface needs. Firm, fixed pricing based on a blended rate (provided on the Contractor's Cost Summary) for the IT staff must be used for the contingency pool changes. The proposed blended rate will be used for all changes to the Contract following the process described in the Changes provision described in the RFP.

1000 hours at \_\_\_\_\_ per hour = \_\_\_\_\_ total  
Where the hourly rate is a blended rate of IT resources

2. Subtotal for Interface Contingency Pool

\$ \_\_\_\_\_

**Operations, Support and Maintenance (monthly and annual costs): Task 10 Supply IT hosting and infrastructure (minus costs for replicated server equipment, infrastructure and installation), Task 11 Help desk and support requirements and Task 1 License and Paper stock only.**

<u>Dates</u>	<u>Monthly</u>	<u>Annual</u>
March 1, 2010 - June 30, 2010	_____	X12 = _____
July 1, 2010 – June 30, 2011	_____	X12 = _____
July 1, 2011 – June 30, 2012	_____	X12 = _____
July 1, 2012 – June 30, 2013	_____	X12 = _____
July 1, 2013 – June 30, 2014	_____	X12 = _____
July 1, 2014 – June 30, 2015	_____	X12 = _____
July 1, 2015 – June 30, 2016	_____	X12 = _____
July 1, 2016 – June 30, 2017	_____	X12 = _____

3. Subtotal for Operations, Support and Maintenance

\$ \_\_\_\_\_

**Total Not to Exceed Fixed Price (Subtotals 1- 3)**

\$ \_\_\_\_\_

The offeror must provide pricing for the following optional modules.

**Optional Modules:**

**Task 15: Internet Site for PDA Queries of WOCRMS by Law Enforcement Officers**

15.1 Systems analysis, design, development and unit test \$ \_\_\_\_\_

15.2 Module implementation \$ \_\_\_\_\_

**Task 16: Specialty Permit Processing and Management Module.**

16.1 Systems analysis, design development and unit test \$ \_\_\_\_\_

16.2 Module implementation \$ \_\_\_\_\_

**Task 17: Online store** No Cost

**Total Cost for optional modules** \$ \_\_\_\_\_

The chart below provides only an estimate of the State's requirements for additional technical services if needed. No guarantee is made of any specific amount to be purchased. Offerors must complete the required pricing information below. This pricing will be used if additional programming is needed after the Wild Ohio Customer Relationship Management System is accepted.

Technical Staffing Costs	
Position	Proposed Hourly Rate
Systems Analyst	\$
Developer	\$
Database Analyst	\$

Insert additional rows as necessary.

# Supplemental Information Header

The following pages contain supplemental information for this competitive document. The supplemental information is contained between this header and trailer page. If you receive the trailer page, all supplemental information has been received.

If you do not receive the trailer page of this supplemental, use the inquiry process described in the document to notify the Procurement Representative.

Note: portions of the supplemental information provided may or may not contain page numbers. The total number of pages indicated on the cover page does not include pages contained in these supplements.

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# Supplement 1

W-9 Form

# W-9 Form

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....	<input type="checkbox"/> Exempt payee
<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number : : :
or
Employer identification number : : :

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# W-9 Form

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

# W-9 Form

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

# W-9 Form

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>3</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

# **Supplement 2**

**Current License Offerings  
Includes:**

**List of License and Permits  
(2 pages)**

## Current License Offerings

CODE	SHORT DESCRIPTION	LONG DESCRIPTION	FEE
00	GIFT CERT	Gift Certificate	\$0.00
005	RSR ANN FISH	Reduced Price Senior Fishing License	\$10.00
010	RSR ANN HUNT	Reduced Price Senior Hunting License	\$10.00
020	RSR DEER PMT	Reduced Price Senior Special Deer Permit - Either Sex	\$12.00
035	RSR URB DEER PM	Reduced Price Senior Urban Deer Permit - Antlerless Only	\$15.00
040	RSR SPR TUR PM	Reduced Price Senior Spring Wild Turkey Permit	\$12.00
060	RSR FALL TUR PM	Reduced Price Senior Fall Wild Turkey	\$12.00
070	RSR FUR TKR HNT	Reduced Price Senior Fur Taker Hunting	\$8.00
080	RSR WET HAB STP	Reduced Price Senior Wetland Habitat Stamp	\$15.00
100	RES ANN FISH	Resident Fishing License	\$19.00
110	NR ANN FISH	Nonresident Fishing License	\$40.00
120	NR 3DAY FISH	3-Day Tourist Fishing License	\$19.00
140	1DAY FISH	1-Day Fishing License	\$11.00
200	RES ANN HUNT	Resident Hunting License	\$19.00
202	APP RES ANN HNT	Apprentice Resident Ann Hunting License	\$19.00
210	YTH ANN HUNT	Youth Hunting License	\$10.00
212	APP YTH ANN HNT	Apprentice Youth Ann Hunting License	\$10.00
220	NR ANN HUNT	Nonresident Hunting License	\$125.00
222	APP NR ANN HUNT	Apprentice Nonresident Ann Hunting License	\$125.00
230	NR 3DAY HUNT	Tourist Small Game Hunting License	\$40.00
300	SPL DEER PMT	Special Deer Permit - Either Sex	\$24.00
315	YTH DEER PMT	Youth Special Deer Permit - Either Sex	\$12.00
320	URBAN DEER PMT	Urban Deer Permit - Antlerless Only	\$15.00
400	SPR TUR PMT	Spring Wild Turkey Permit	\$24.00
415	YTH SPR TUR	Youth Spring Wild Turkey Permit	\$12.00
420	FALL TUR PMT	Fall Turkey Valid in Counties in Digest	\$24.00
425	YTH FALL TUR	Youth Fall Turkey Valid in Counties in Digest	\$12.00
500	FUR TKR HUNT	Fur Taker Hunting	\$15.00
502	APP RES FUR HNT	Apprentice Resident Fur Taker Hunt/Trap	\$15.00
510	YTH FUR TKR HNT	Youth Fur Taker Hunting	\$8.00
512	APP YTH FUR HNT	Apprentice Youth Fur Taker Hunt/Trap	\$8.00
520	NR FUR TKR HNT	NR Fur Taker Hunting	\$15.00
522	APP NR FUR HUNT	Apprentice Non-Resident Fur Taker Hunt/Trap	\$15.00
600	OH WET HAB STMP	Wetland Habitat Stamp	\$15.00
700	ANN RANGE PMT	Annual Shooting Range Permit	\$24.00
720	1 DAY RANGE PMT	1-Day Shooting Range Permit	\$5.00
730	HIP SURVEY	HIP Survey	\$0.00
800	SR ANN FISH	Senior Fishing License	\$0.00
810	SR ANN HUNT	Senior Hunting License	\$0.00
820	SR DEER PMT	Senior Special Deer Permit - Either Sex	\$0.00
835	SR URB DEER PMT	SR Urban Deer Permit - Antlerless Only	\$0.00
840	SR SPR TUR PMT	Senior Spring Wild Turkey Permit	\$0.00
860	SR FALL TUR PMT	Senior Fall Turk Valid in Counties in Digest	\$0.00
870	SR FUR TKR HUNT	Senior Fur Taker Hunting	\$0.00
880	SR WET HAB STMP	Senior Wetland Habitat Stamp	\$0.00
CODE	SHORT DESCRIPTION	LONG DESCRIPTION	FEE
000	GIFT CERT	Gift Certificate	\$0.00
005	RSR ANN FISH	Reduced Price Senior Fishing License	\$10.00
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720	1 DAY RANGE PMT	1-Day Shooting Range Permit	\$5.00
730	HIP SURVEY	HIP Survey	\$0.00
800	SR ANN FISH	Senior Fishing License	\$0.00
810	SR ANN HUNT	Senior Hunting License	\$0.00
820	SR DEER PMT	Senior Special Deer Permit - Either Sex	\$0.00
835	SR URB DEER PMT	SR Urban Deer Permit - Antlerless Only	\$0.00
840	SR SPR TUR PMT	Senior Spring Wild Turkey Permit	\$0.00
860	SR FALL TUR PMT	Senior Fall Turk Valid in Counties in Digest	\$0.00
870	SR FUR TKR HUNT	Senior Fur Taker Hunting	\$0.00
880	SR WET HAB STMP	Senior Wetland Habitat Stamp	\$0.00

# **Supplement 3**

**Examples of sport license and permit**

**Hunting and Fishing Licenses  
Deer permit**

# Hunting and Fishing Licenses - Deer Permit

2010

## Ohio Division of Wildlife

Customer ID 0123456

Carol B. Deer

DOB: 2-6-1968

2045 Morse Road

Height: 5'9"

Weight: 125

Columbus, Ohio 43229

Hair: Red

EYES: Green

Issued March 1, 2010 at 16:40

I certify that the information provided is true and correct.

Providing fraudulent or incorrect information is illegal.

*Do not detach*

Resident Hunt	1010123456	\$19.00
Resident Fish	2010123456	\$19.00
Resident Fur Taker	3010123456	\$15.00
Wetland stamp	4010123456	\$15.00

This license is a an affidavit. Not valid unless signed.

Signature \_\_\_\_\_

Expires February 28, 2011

123456789123456

2010

This is a reference sheet and may be removed from the license on the left.

The printed licenses can be folded to credit card size for easy storage

### Questions

1-800-wildlife (1-800-945-3543)

Internet [www.wildohio.com](http://www.wildohio.com)

You can laminate this license as long as it is readable.

# Hunting and Fishing Licenses - Deer Permit

2010 2010

Ohio Division of Wildlife

Customer ID 0123456  
 Carol B. Deer DOB: 2-6-1968  
 2045 Morse Road  
 Columbus, Ohio 43229

Issued March 1, 2010 at 16:40  
 Height: 5'9" Weight: 125  
 Hair: Red Eyes: Green

*Do not detach*

Deer Permit **9010123456** \$24.00

I certify that the information provided is true and correct.  
 Providing fraudulent or incorrect information is illegal.  
 This license is an affidavit. Not valid unless signed.

Signature \_\_\_\_\_  
 Expires February 28, 2011

12345678912345622

2010 Ohio Either Sex Deer Permit  
 Permanent Tag attach to antlers if present.

Carol B. Deer Customer ID 0123456  
 Deer Permit **9010123456**  
 County of Kill: \_\_\_\_\_  
 Date of Kill: \_\_\_\_\_  
 Time of Kill: \_\_\_\_\_  
 Permanent Tag# 2010 \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Expires February 28, 2011

12345678912345622

2010 Ohio Either Sex Deer Permit  
 Permanent Tag attach to carcass or hide

Carol B. Deer Customer ID 0123456  
 Deer Permit **9010123456**  
 County of Kill \_\_\_\_\_  
 Date of Kill: \_\_\_\_\_  
 Time of Kill: \_\_\_\_\_  
 Permanent Tag# 2010 \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Expires February 28, 2010

12345678912345622

2010 Ohio Temporary Deer Permit  
 Detach & tie to carcass immediately upon harvest

Carol B. Deer Customer ID 0123456  
 2045 Morse Road  
 Columbus, Ohio 43229  
 Deer Permit **9010123456**  
 County of Kill: \_\_\_\_\_  
 Date of Kill: \_\_\_\_\_  
 Time of Kill: \_\_\_\_\_  
 Expires February 28, 2011

12345678912345622

This is a reference sheet and can be removed from the license on the left.

The deer permit number identifies the individual permit  
 Once you check a deer with this permit number it can not be used again

The paper tags below will replace the metal tag issued at check stations.  
 You may check your deer at a check station, on the Internet, or by phone.  
 You will be issued a number that you must copy on these tags.  
 This will verify that the animal has been legally tagged to your possession.

**Internet checking [www.buck-i-check.com](http://www.buck-i-check.com)**

Tags for hides and carcass must stay attached to animal until processed  
 Tags for antlered animals must stay with the antlers forever  
 For antlers that are not to be mounted it is acceptable to also write the tag  
 number on the skull plate.  
 For animals that are mounted it is acceptable to attach the tag to the back  
 of the mount.

The temporary tag must stay attached to the carcass until  
 the animal is permanently tagged

**Questions**

1-800-wildlife (1-800-945-3543)

Internet [www.wildohio.com](http://www.wildohio.com)

Report all fish and game violations by calling

1-800-poacher (1-800-762-2437)

# **Supplement 4**

**Point of Sale System Information  
Includes:**

**Table Index  
(3 pages)  
Data Dictionary  
(73 Pages)**

## Point of Sale System Information

Database	Size	Platform
Oracle 10g	32gb	Windows 2003 Server

Note: The Type column includes the maximum size for character fields and the precision/scale (if they have been set) for Number fields.

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# Point of Sale System Information

## Point of Sale (Tables)

### **AGENT**

License selling agent or game check station

**Primary Key(s): AG\_COUNTY\_ID, AG\_AGENT\_WITHIN\_COUNTY**

Total Records: 2,702				
Field	Type	Default	Nulls?	Comments
AG_COUNTY_ID	VARCHAR2 (3)		No	Agent county ID
AG_AGENT_WITHIN_COUNTY	VARCHAR2 (3)		No	Agent within county
AG_NAME	VARCHAR2 (40)		No	Agent business name
AG_BUS_STREET	VARCHAR2 (40)		No	Business address street
AG_BUS_CITY	VARCHAR2 (15)		No	Business address city
AG_BUS_STATE	VARCHAR2 (2)		No	Business address state
AG_BUS_ZIPCODE	VARCHAR2 (9)		Yes	Business address zipcode
AG_MAIL_STREET	VARCHAR2 (40)		Yes	Mailing address street
AG_MAIL_CITY	VARCHAR2 (15)		Yes	Mailing address city
AG_MAIL_STATE	VARCHAR2 (2)		Yes	Mailing address state
AG_MAIL_ZIPCODE	VARCHAR2 (9)		Yes	Mailing address zipcode
AG_CONTACT_NAME_LAST	VARCHAR2 (25)		No	Last name of agent contact person
AG_CONTACT_NAME_FIRST	VARCHAR2 (15)		No	First name of agent contact person
AG_CONTACT_NAME_MIDDLE	VARCHAR2 (10)		Yes	Middle name of agent contact person
AG_PHONE_NUMBER	VARCHAR2 (15)		No	Primary phone number
AG_ALTER_PHONE_NUMBER	VARCHAR2 (15)		Yes	Alternate phone number
AG_AGENT_TYPE_ID	NUMBER (3)		No	Code for agent type
AG_AGENT_FUNDS_TRANSFER_TYPE_ID	NUMBER (3)		Yes	Code for agent funds transfer type
AG_AGENT_HOURS_OF_BUSINESS	VARCHAR2 (70)		Yes	Free form text field for hours agent is open for business
AG_AGENT_MONTHS_OF_BUSINESS	VARCHAR2 (30)		Yes	Free form text field for months agent is open for business
AG_AGENT_TYPE_OF_BUSINESS	VARCHAR2 (40)		Yes	Free form text field for agent business type
AG_AGENT_STATUS_ID	NUMBER (3)		No	Code for agent status
AG_AGENT_START_DATE	DATE	sysdate	Yes	Date agent record created

## Point of Sale System Information

<b>Total Records: 2,702</b>				
<b>Field</b>	<b>Type</b>	<b>Default</b>	<b>Nulls?</b>	<b>Comments</b>
AG_AGENT_TERMINATION_DATE	DATE		Yes	Date agent status changed to resigned or terminated
AG_INV_COUNTY_ID	VARCHAR2 (3)		Yes	If sub-agent, conservation club county ID
AG_INV_AGENT_WITHIN_COUNTY	VARCHAR2 (3)		Yes	If sub-agent, conservation club agent within county
AG_INVENTORY_AGENT_FLAG	VARCHAR2 (1)	'N'	Yes	Agent/Club Type code: I = Direct, Y = Sub, Q = Club, D = Department, N =Not Assigned
AG_INVAGT_START_DATE	DATE		Yes	Date agent became a sub-agent
AG_INVAGT_TERM_DATE	DATE		Yes	Date agent changed from sub- to direct agent
AG_FEDERAL_ID	VARCHAR2 (20)		Yes	Federal taxpayer ID
AG_SALES_TAX_ID	VARCHAR2 (20)		Yes	Ohio sales tax ID number
AG_BANK_ACCOUNT_ID	NUMBER (7)		No	Bank account used by this agent
AG_LATITUDE	VARCHAR2 (6)		Yes	Agent location latitude (not used in OH)
AG_LONGITUDE	VARCHAR2 (6)		Yes	Agent location longitude (not used in OH)
AG_SECURITY_DEPOSIT	NUMBER (7, 2)		Yes	Original security deposit amount (KY), not used in OH
AG_LAKE_ERIE_FLAG	VARCHAR2 (1)	'N'	Yes	
AG_EMAIL	VARCHAR2 (100)		Yes	

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
I_INVENTORY_AGENT_ID	NORMAL	No	AG_INV_COUNTY_ID, AG_INV_AGENT_WITHIN_COUNTY
I_AGENT_CLUB_FLAG	NORMAL	No	AG_INVENTORY_AGENT_FLAG
I_AGENT_BANK_ACCOUNT_ID	NORMAL	No	AG_BANK_ACCOUNT_ID
I_CONTACT_NAME	NORMAL	No	AG_CONTACT_NAME_LAST, AG_CONTACT_NAME_FIRST, AG_CONTACT_NAME_MIDDLE
I_AGENT_NAME	NORMAL	No	AG_NAME
I_AGENT_STATUS	NORMAL	No	AG_AGENT_STATUS_ID
I_AGENT_TYPE	NORMAL	No	AG_AGENT_TYPE_ID
PK_AGENT	NORMAL	Yes	AG_COUNTY_ID, AG_AGENT_WITHIN_COUNTY

<b>Internal Foreign Key Constraint</b>	<b>Affected Field</b>	<b>Source Schema</b>	<b>Source Table</b>
FK_AGENT_BUS_STATE	AG_BUS_STATE	DPLS	STATE_CODE
FK_AGENT_FUND_TRANSFER_CODE	AG_AGENT_FUNDS_TRANSFERS_TYPE_ID	DPLS	AGENT_FUND_TRANSFER_CODE

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_STATUS_CODE	AG_AGENT_STATUS_ID	DPLS	AGENT_STATUS_CODE
FK_AGENT_TYPE_CODE	AG_AGENT_TYPE_ID	DPLS	AGENT_TYPE_CODE
FK_AG_INV_AG	AG_INV_COUNTY_ID	DPLS	AGENT
FK_AG_INV_AG	AG_INV_AGENT_WITHIN_COUNTY	DPLS	AGENT
FK_BANK_ACCOUNT	AG_BANK_ACCOUNT_ID	DPLS	BANK_ACCOUNT
FK_COUNTY	AG_COUNTY_ID	DPLS	COUNTY
FK_INV_AGENT_FLAG	AG_INVENTORY_AGENT_FLAG	DPLS	CONS_CLUB_TYPE_CODE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_AGENT_TRAN	DPLS	AGENT_TRANSACTION	AG_TR_COUNTY_ID
FK_AGENT_AGENT_TRAN	DPLS	AGENT_TRANSACTION	AG_TR_AGENT_WITHIN_COUNTY
FK_AGENT_EFT_NOTIFICATION	DPLS	EFT_NOTIFICATION	AGENTCOUNTY
FK_AGENT_EFT_NOTIFICATION	DPLS	EFT_NOTIFICATION	AGENTCODE
FK_AGENT_EVENT	DPLS	EVENT	EV_AGENT_COUNTY_ID
FK_AGENT_EVENT	DPLS	EVENT	EV_AGENT_WITHIN_COUNTY
FK_AGENT_HELP_DESK	DPLS	AGENT_HELP_DESK	AG_HE_COUNTY_ID
FK_AGENT_HELP_DESK	DPLS	AGENT_HELP_DESK	AG_HE_AGENT_WITHIN_COUNTY
FK_AGENT_ID_AGENT_HW_MAINT	DPLS	AGENT_HW_MAINTENANCE	AG_HW_COUNTY_ID
FK_AGENT_ID_AGENT_HW_MAINT	DPLS	AGENT_HW_MAINTENANCE	AG_HW_AGENT_WITHIN_COUNTY
FK_AGENT_INV_WITHOUT_NUM	DPLS	INV_WITHOUT_NUM	INV_COUNTY_ID
FK_AGENT_INV_WITHOUT_NUM	DPLS	INV_WITHOUT_NUM	INV_AG_WITHIN_COUNTY
FK_AGENT_INV_WITH_NUM	DPLS	INV_WITH_NUM	INV_COUNTY_ID
FK_AGENT_INV_WITH_NUM	DPLS	INV_WITH_NUM	INV_AGENT_WITHIN_COUNTY
FK_AGENT_NOTES_ID	DPLS	AGENT_NOTES	AG_NO_COUNTY_ID
FK_AGENT_NOTES_ID	DPLS	AGENT_NOTES	AG_NO_AGENT_WITHIN_COUNTY
FK_AGENT_PREVEN_MAINT	DPLS	PREVENTIVE_MAINTENANCE	PR_MA_COUNTY_ID
FK_AGENT_PREVEN_MAINT	DPLS	PREVENTIVE_MAINTENANCE	PR_MA_AGENT_WITHIN_COUNTY
FK_AGENT_TRAIN	DPLS	TRAINING	TR_COUNTY_ID

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_TRAIN	DPLS	TRAINING	TR_AGENT_WITHIN_COUNTY
FK_AG_AGENT_COMMISSION_TRANS	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_COUNTY_ID
FK_AG_AGENT_COMMISSION_TRANS	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_AGENT_WITHIN_COUNTY
FK_AG_TERMINAL_LEASE	DPLS	AGENT_TERMINAL_LEASE	AG_TER_COUNTY_ID
FK_AG_TERMINAL_LEASE	DPLS	AGENT_TERMINAL_LEASE	AG_TER_AGENT_WITHIN_COUNTY
FK_INVENTORY_AGENT_AGENT	DPLS	INVENTORY_AGENT_TRANSACTION	INV_AG_COUNTY_ID
FK_INVENTORY_AGENT_AGENT	DPLS	INVENTORY_AGENT_TRANSACTION	INV_AG_AGENT_WITHIN_COUNTY
FK_LI_AGENT_ID	DPLS	AGENT_LICENSE_TABLE	AG_LI_COUNTY_ID
FK_LI_AGENT_ID	DPLS	AGENT_LICENSE_TABLE	AG_LI_AGENT_WITHIN_COUNTY
F_REDEEM_GC_AGENT	DPLS	REDEEM_GC_LETTERS_TEMP_DATA	RE_GC_COUNTY_ID
F_REDEEM_GC_AGENT	DPLS	REDEEM_GC_LETTERS_TEMP_DATA	RE_GC_AGENT_WITHIN_COUNTY
F_VOID_LETTERS_AGENT	DPLS	VOID_LETTERS_TEMP_DATA	VO_LE_COUNTY_ID
F_VOID_LETTERS_AGENT	DPLS	VOID_LETTERS_TEMP_DATA	VO_LE_AGENT_WITHIN_COUNTY

### ***AGENT\_COMMISSION\_TRANSACTION***

Collect (or adjust) fees from agent to be paid to conservation club

**Primary Key(s): AG\_COM\_TRANSACTION\_ID**

Total Records: 619,544			
Field	Type	Nulls?	Comments
AG_COM_TRANSACTION_ID	NUMBER (9)	No	Transaction ID
AG_COM_COUNTY_ID	VARCHAR2 (3)	No	County ID
AG_COM_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county
AG_COM_AGENT_TRANSACTION_ID	NUMBER (9)	Yes	Agent transaction ID
AG_COM_TRANSACTION_DATE	DATE	No	Fee transaction date
AG_COM_AMOUNT	NUMBER (7, 2)	No	Fee amount
AG_COM_TRANS_TYPE	NUMBER (3)	No	Transaction type
AG_COM_STATUS	NUMBER (3)	No	Transaction status
AG_COM_BANK_REFERENCE	NUMBER (9)	Yes	Bank Reference ID

## Point of Sale System Information

<b>Total Records: 619,544</b>			
Field	Type	Nulls?	Comments
AG_COM_TR_REASON	NUMBER (3)	Yes	Transaction Reason
AG_COM_USER_ID	VARCHAR2 (16)	No	Created by user name

Index Name	Type	Unique	Fields
XIF93AGENT_COMMISSION_TRAN SACT	NORMAL	No	AG_COM_COUNTY_ID, AG_COM_AGENT_WITHIN_COUNTY
I_AG_COM_TRANS_BANK_REFER ENCE	NORMAL	No	AG_COM_BANK_REFERENCE
XIF117AGENT_COMMISSION_TRA NSAC	NORMAL	No	AG_COM_TR_REASON
XIF119AGENT_COMMISSION_TRA NSAC	NORMAL	No	AG_COM_USER_ID
XIF94AGENT_COMMISSION_TRAN SACT	NORMAL	No	AG_COM_AGENT_TRANSACTION_ID
XIF95AGENT_COMMISSION_TRAN SACT	NORMAL	No	AG_COM_TRANS_TYPE
XIF96AGENT_COMMISSION_TRAN SACT	NORMAL	No	AG_COM_STATUS
XPKAGENT_COMMISSION_TRANS ACTIO	NORMAL	Yes	AG_COM_TRANSACTION_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_TRAN_AGENT_COMM_ TRAN	AG_COM_AGENT_TR ANSACTION_ID	DPLS	AGENT_TRANSACTION
FK_AG_AGENT_COMMISSION_TRA NS	AG_COM_COUNTY_ID	DPLS	AGENT
FK_AG_AGENT_COMMISSION_TRA NS	AG_COM_AGENT_WIT HIN_COUNTY	DPLS	AGENT
FK_AG_TRANS_ST_CODE_AG_CO MM_TR	AG_COM_STATUS	DPLS	AGENT_TRANS_STATUS_CO DE
FK_AG_TRAN_CODE_AG_COMM_T RAN	AG_COM_TRANS_TYP E	DPLS	AGENT_TRANSACTION_COD E
FK_BANK_TRAN_AGENT_COMM_T RAN	AG_COM_BANK_REF ERENCE	DPLS	BANK_TRANSACTION
FK_DPLS_USER_AG_COMM_TRAN	AG_COM_USER_ID	DPLS	DPLS_USER
FK_TR_REA_CODE_AG_COMM_TR AN	AG_COM_TR_REASO N	DPLS	TRANSACTION_REASON_C ODE

**No External Foreign Keys**

### ***AGENT\_FUND\_TRANSFER\_CODE***

Type of funds transfer to be used for an agent

**Primary Key(s): AG\_FU\_TRANS\_ID**

## Point of Sale System Information

Total Records: 6			
Field	Type	Nulls?	Comments
AG_FU_TRANS_ID	NUMBER (3)	No	Code number of funds transfer type
AG_FU_TRANS_CODE	VARCHAR2 (32)	Yes	Name of funds transfer type
AG_FU_TRANS_DESC	VARCHAR2 (256)	Yes	Free form text description

Index Name	Type	Unique	Fields
PK_AGENT_FUND_TRANSFER_CODE	NORMAL	Yes	AG_FU_TRANS_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_FUND_TRANSFER_CODE	DPLS	AGENT	AG_AGENT_FUNDS_TRANS_TYPE_ID
FK_AG_FUND_TRAN_CODE_EFT_NOTI	DPLS	EFT_NOTIFICATION	NOTIFIEDTYPE

### ***AGENT\_HELP\_DESK***

Help desk call log

**Primary Key(s): AG\_HE\_NUMBER**

Total Records: 25,087			
Field	Type	Nulls?	Comments
AG_HE_NUMBER	NUMBER (14)	No	ID number for this help desk record
AG_HE_COUNTY_ID	VARCHAR2 (3)	No	Agent county
AG_HE_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county
AG_HE_REQUESTOR_NAME	VARCHAR2 (30)	Yes	Name of the person placing the call
AG_HE_REQ_DATE_TIME	DATE	No	Date initial request was placed
AG_HE_RESP_DATE_TIME	DATE	Yes	Date response was provided
AG_HE_RESP_NAME	VARCHAR2 (30)	No	Name of person providing response
AG_HE_PROB_AREA	NUMBER (3)	No	Problem area
AG_HE_PROB_DESC	VARCHAR2 (2000)	No	Problem description
AG_HE_DIAGNOSIS	VARCHAR2 (2000)	Yes	Problem diagnosis
AG_HE_PROB_STATUS_ID	NUMBER (3)	No	Problem status
AG_HE_FIX_DATE_TIME	DATE	Yes	Date the problem was fixed or closed out
AG_HE_INV_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Serial number of hardware item
AG_HE_INV_ITEM_ID	NUMBER (3)	Yes	Hardware item type code

Index Name	Type	Unique	Fields
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## Point of Sale System Information

Index Name	Type	Unique	Fields
XIF57AGENT_HELP_DESK	NORMAL	No	AG_HE_COUNTY_ID, AG_HE_AGENT_WITHIN_COUNTY
XIF60AGENT_HELP_DESK	NORMAL	No	AG_HE_PROB_AREA
XIF62AGENT_HELP_DESK	NORMAL	No	AG_HE_PROB_STATUS_ID
PK_AGENT_HELP_DESK	NORMAL	Yes	AG_HE_NUMBER

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_HELP_DESK	AG_HE_COUNTY_ID	DPLS	AGENT
FK_AGENT_HELP_DESK	AG_HE_AGENT_WITHI N_COUNTY	DPLS	AGENT
FK_INV_WITH_NUM_HELP_DESK	AG_HE_INV_SERIAL_ NUMBER	DPLS	INV_WITH_NUM
FK_INV_WITH_NUM_HELP_DESK	AG_HE_INV_ITEM_ID	DPLS	INV_WITH_NUM
FK_PR_AREA_AG_HELP_DESK	AG_HE_PROB_AREA	DPLS	PROBLEM_AREA_CODE
FK_PR_ST_AG_HELP_DESK	AG_HE_PROB_STATU S_ID	DPLS	PROBLEM_STATUS_CODE

**No External Foreign Keys**

### ***AGENT\_HW\_MAINTENANCE***

Hardware maintenance log

**Primary Key(s): AG\_HW\_NUMBER**

<b>Total Records: 2,333</b>			
Field	Type	Nulls?	Comments
AG_HW_NUMBER	NUMBER (14)	No	Identification number of this record
AG_HW_COUNTY_ID	VARCHAR2 (3)	Yes	County ID
AG_HW_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	Yes	Agent within county
AG_HW_TERMINAL_NUMBER	NUMBER (1)	Yes	Agent terminal number
AG_HW_FAILURE_DATE_TIME	DATE	Yes	Failure date and time
AG_HW_REQUESTOR_NAME	VARCHAR2 (30)	Yes	Person requesting service
AG_HW_RESPONDER_NAME	VARCHAR2 (30)	Yes	Person responding to the call
AG_HW_EQUIP_RECEIVED_DATE_TIME	DATE	Yes	Date hw received from agent
AG_HW_EQUIP_SENT_DATE_TIME	DATE	Yes	Date repaired hw returned to agent
AG_HW_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Serial number of the hardware item
AG_HW_PROB_AREA	NUMBER (3)	No	Problem area
AG_HW_PROB_DESC	VARCHAR2 (256)	No	Problem description
AG_HW_DIAGNOSIS	VARCHAR2 (256)	Yes	Problem diagnosis
AG_HW_PROB_STATUS	NUMBER (3)	No	Problem status

## Point of Sale System Information

Total Records: 2,333			
Field	Type	Nulls?	Comments
AG_HW_INV_ITEM	NUMBER (3)	Yes	Hardware item type code
AGENT_HW_RETURNED_FLAG	VARCHAR2 (1)	Yes	
AG_HW_RETURNED_FLAG	VARCHAR2 (1)	Yes	

Index Name	Type	Unique	Fields
I_AGENT_HW_MAINT_AGENT_ID	NORMAL	No	AG_HW_COUNTY_ID, AG_HW_AGENT_WITHIN_COUNTY
I_AGENT_HW_MAINT_PROB_AREA	NORMAL	No	AG_HW_PROB_AREA
I_AGENT_HW_MAINT_INVENTORY	NORMAL	No	AG_HW_SERIAL_NUMBER, AG_HW_INV_ITEM
XIF155AGENT_HW_MAINTENANCE	NORMAL	No	AG_HW_PROB_STATUS
PK_AGENT_HW_MAINTENANCE	NORMAL	Yes	AG_HW_NUMBER

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_ID_AGENT_HW_MAINT	AG_HW_COUNTY_ID	DPLS	AGENT
FK_AGENT_ID_AGENT_HW_MAINT	AG_HW_AGENT_WITHIN_COUNTY	DPLS	AGENT
FK_AG_HW_MAINT_INVENTORY	AG_HW_SERIAL_NUMBER	DPLS	INV_WITH_NUM
FK_AG_HW_MAINT_INVENTORY	AG_HW_INV_ITEM	DPLS	INV_WITH_NUM
FK_AG_HW_MAINT_PROBLEM_STATUS	AG_HW_PROB_STATUS	DPLS	PROBLEM_STATUS_CODE
FK_PR_AREA_CODE_AG_HW_MAINT	AG_HW_PROB_AREA	DPLS	PROBLEM_AREA_CODE

**No External Foreign Keys**

### ***AGENT\_LICENSE\_TABLE***

License table used by an agent

**Primary Key(s): AG\_LI\_COUNTY\_ID, AG\_LI\_AGENT\_WITHIN\_COUNTY, AG\_LI\_LICENSE\_FEE\_TABLE\_NAME**

Total Records: 5,598			
Field	Type	Nulls?	Comments
AG_LI_COUNTY_ID	VARCHAR2 (3)	No	County ID
AG_LI_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county
AG_LI_LICENSE_FEE_TABLE_NAME	VARCHAR2 (14)	No	License/fee table name
AG_LI_CREATED_DATE	DATE	Yes	Created date and time
AG_LI_DOWNLOAD_FILE	VARCHAR2 (100)	Yes	Name of the download file

## Point of Sale System Information

Index Name	Type	Unique	Fields
XIF51AGENT_LICENSE_TABLE	NORMAL	No	AG_LI_LICENSE_FEE_TABLE_NAME
XIF52AGENT_LICENSE_TABLE	NORMAL	No	AG_LI_COUNTY_ID, AG_LI_AGENT_WITHIN_COUNTY
PK_LICENSE_EXCEPTION	NORMAL	Yes	AG_LI_COUNTY_ID, AG_LI_AGENT_WITHIN_COUNTY, AG_LI_LICENSE_FEE_TABLE_NAME

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LI_AGENT_ID	AG_LI_COUNTY_ID	DPLS	AGENT
FK_LI_AGENT_ID	AG_LI_AGENT_WITHI N_COUNTY	DPLS	AGENT
FK_LI_FE_EXCEPTION	AG_LI_LICENSE_FEE_ TABLE_NAME	DPLS	LICENSE_AND_FEE

**No External Foreign Keys**

### ***AGENT\_NOTES***

**Primary Key(s): AG\_NO\_NUMBER**

Total Records:14			
Field	Type	Nulls?	
AG_NO_NUMBER	NUMBER (14)	No	
AG_NO_COUNTY_ID	VARCHAR2 (3)	No	
AG_NO_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	
AG_NO_NOTE	VARCHAR2 (4000)	Yes	
AG_NO_CREATED_BY	VARCHAR2 (16)	Yes	
AG_NO_LAST_UPDATE	DATE	Yes	

Index Name	Type	Unique	Fields
PK_AGENT_NOTES	NORMAL	Yes	AG_NO_NUMBER
XAGENT_NOTES	NORMAL	No	AG_NO_COUNTY_ID, AG_NO_AGENT_WITHIN_COUNTY

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_NOTES_ID	AG_NO_COUNTY_ID	DPLS	AGENT
FK_AGENT_NOTES_ID	AG_NO_AGENT_WITH IN_COUNTY	DPLS	AGENT
FK_AGENT_NOTES_USER	AG_NO_CREATED_BY	DPLS	DPLS_USER

**No External Foreign Keys**

## Point of Sale System Information

### ***AGENT\_STATUS\_CODE***

Status of an agent

**Primary Key(s): AG\_ST\_ID**

Total Records: 6			
Field	Type	Nulls?	Comments
AG_ST_ID	NUMBER (3)	No	Code number of agent status
AG_ST_CODE	VARCHAR2 (32)	No	Name of agent status
AG_ST_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_AGENT_STATUS_CODE	NORMAL	Yes	AG_ST_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_STATUS_CODE	DPLS	AGENT	AG_AGENT_STATUS_ID

### ***AGENT\_TERMINAL\_LEASE***

Lease info for an agent terminal

**Primary Key(s): AG\_TER\_COUNTY\_ID,  
AG\_TER\_AGENT\_WITHIN\_COUNTY,  
AG\_TER\_AGENT\_TERMINAL\_NUMBER**

Total Records: 2,125			
Field	Type	Nulls?	Comments
AG_TER_COUNTY_ID	VARCHAR2 (3)	No	County ID
AG_TER_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county
AG_TER_AGENT_TERMINAL_NUMBER	NUMBER (1)	No	Terminal number
AG_TER_INITIAL_AMOUNT	NUMBER (5)	No	Initial amount paid
AG_TER_TOTAL_AMOUNT_PAID	NUMBER (5)	Yes	Total paid
AG_TER_NEXT_DUE_DATE	DATE	Yes	Next due date
AG_TER_PERIODIC_AMT	NUMBER (5)	Yes	Periodic amount
AG_TER_FREQUENCY	NUMBER (3)	Yes	Payment frequency in days

Index Name	Type	Unique	Fields
XIF55AGENT_TERMINAL_LEASE	NORMAL	No	AG_TER_COUNTY_ID, AG_TER_AGENT_WITHIN_COUNTY
PK_AGENT_TERMINAL_LEASE	NORMAL	Yes	AG_TER_COUNTY_ID, AG_TER_AGENT_WITHIN_COUNTY, AG_TER_AGENT_TERMINAL_NUMBER

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AG_TERMINAL_LEASE	AG_TER_COUNTY_ID	DPLS	AGENT
FK_AG_TERMINAL_LEASE	AG_TER_AGENT_WIT HIN_COUNTY	DPLS	AGENT

**No External Foreign Keys**

### ***AGENT\_TRANSACTION***

Collect (or adjust) license sales revenue from agent

**Primary Key(s): AG\_TR\_AGENT\_TRANSACTION\_ID**

Total Records: 1,003,005				
Field	Type	Default	Nulls?	Comments
AG_TR_AGENT_TRANSACTION_ID	NUMBER (9)		No	ID number of this transaction
AG_TR_TRANSACTION_DATE	DATE	sysdate	No	Date and time transaction was created
AG_TR_TRANSACTION_TYPE	NUMBER (3)		No	Transaction type code (1=sale batch,2=credit,3=debit,4=lease fee,5=game check batch)
AG_TR_TRANSACTION_STATUS	NUMBER (3)		No	Code number for transaction status
AG_TR_TOTAL_NET_AMOUNT	NUMBER (7, 2)		Yes	Total net amount of batch or adjustment
AG_TR_TOTAL_SALE_AMOUNT	NUMBER (7, 2)		Yes	Total amount of sales in batch
AG_TR_TOTAL_AGENT_COMM_AMOUNT	NUMBER (7, 2)		Yes	Total amount of agent fees in batch or adjustment
AG_TR_TOTAL_CLUB_COMM_AMOUNT	NUMBER (7, 2)		Yes	Total amount of club fees in batch or adjustment
AG_TR_RECORD_COUNT	NUMBER (4)		Yes	Number of detail records in batch
AG_TR_TOTAL_VOID_COUNT	NUMBER (3)		Yes	Number of voided sales in batch
AG_TR_TOTAL_VOID_AMOUNT	NUMBER (7, 2)		Yes	Total amount of voided sales in batch
AG_TR_TOTAL_REDEEM_CERT_COUNT	NUMBER (3)		Yes	Number of redeemed gift certificates in batch
AG_TR_TOTAL_REDEEM_CERT_AMOUNT	NUMBER (7, 2)		Yes	Total amount of redeemed gift certificates in batch
AG_TR_TOTAL_LICENSE_FORMS	NUMBER (3)		Yes	Number of license forms used in batch
AG_TR_TOTAL_RECEIPT_FORMS	NUMBER (3)		Yes	Number of receipt forms used in batch
AG_TR_BATCHNO	NUMBER (3)		Yes	Batch number from POS

## Point of Sale System Information

Total Records: 1,003,005				
Field	Type	Default	Nulls?	Comments
AG_TR_SOURCE_REFERENCE	VARCHAR2 (8)		Yes	Batch ID of upload batch
AG_TR_BANK_REFERENCE	NUMBER (9)		Yes	Reference to bank transaction that includes this transaction
AG_TR_INV_CALCULATION_STATUS	VARCHAR2 (1)		Yes	Not used in OH
AG_TR_REASON	NUMBER (3)		Yes	Code for transaction reason
AG_TR_USER_ID	VARCHAR2 (16)		No	Login name of user who created adjustment
AG_TR_COUNTY_ID	VARCHAR2 (3)		No	County ID part of agent this transaction belongs to
AG_TR_AGENT_WITHIN_COUNTY	VARCHAR2 (3)		No	Agent within county part of agent this transaction belongs to
AG_TR_DESCRIPTION	VARCHAR2 (256)		Yes	Free form comment for adjustments
AG_TR_LICENSE_SALES	NUMBER (4)		Yes	Number of license sales in batch
AG_TR_TERMINAL_NO	VARCHAR2 (1)		Yes	Terminal number
AG_TR_LICENSE_ID	NUMBER (9)		Yes	Reference to license ID if his is an adjustment
AG_TR_TOTAL_TRANSACTION_FEE_AMOUNT	NUMBER (7, 2)		Yes	

Index Name	Type	Unique	Fields
I_USER_ID	NORMAL	No	AG_TR_USER_ID
I_LICENSE_PERMIT_ID	NORMAL	No	AG_TR_LICENSE_ID
I_BANK_TRANSACTION_ID	NORMAL	No	AG_TR_BANK_REFERENCE
I_TRANSACTION_REASON	NORMAL	No	AG_TR_REASON
I_TRANSACTION_STATUS	NORMAL	No	AG_TR_TRANSACTION_STATUS
I_TRANSACTION_TYPE	NORMAL	No	AG_TR_TRANSACTION_TYPE
I_AGENT_TERMINAL	NORMAL	No	AG_TR_COUNTY_ID, AG_TR_AGENT_WITHIN_COUNTY, AG_TR_TERMINAL_NO
I_AG_TR_SOURCE_REFERENCE	NORMAL	No	AG_TR_SOURCE_REFERENCE
I_AG_TR_UPLOAD_DATE	NORMAL	No	AG_TR_TRANSACTION_DATE
PK_AGENT_TRANSACTION	NORMAL	Yes	AG_TR_AGENT_TRANSACTION_ID
I_AG_TRAN_AGENT_ID	NORMAL	No	AG_TR_COUNTY_ID, AG_TR_AGENT_WITHIN_COUNTY

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_AGENT_TRAN	AG_TR_COUNTY_ID	DPLS	AGENT
FK_AGENT_AGENT_TRAN	AG_TR_AGENT_WITHI	DPLS	AGENT

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
	N_COUNTY		
FK_AGENT_TRANS_STATUS_CODE	AG_TR_TRANSACTION_STATUS	DPLS	AGENT_TRANS_STATUS_CODE
FK_AGENT_TRANS_TYPE_CODE	AG_TR_TRANSACTION_TYPE	DPLS	AGENT_TRANSACTION_CODE
FK_BANK_TRAN_AGENT_TRAN	AG_TR_BANK_REFERENCE	DPLS	BANK_TRANSACTION
FK_DPLS_USER_AGENT_TRAN	AG_TR_USER_ID	DPLS	DPLS_USER
FK_LIC_PERMIT_AGENT_TRAN	AG_TR_LICENSE_ID	DPLS	LICENSE_PERMIT
FK_TRANS_REASON_CODE	AG_TR_REASON	DPLS	TRANSACTION_REASON_CODE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_TRAN_AGENT_COMM_TRANSACTION	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_AGENT_TRANSACTION_ID
FK_AGENT_TRAN_INV_AGENT_TRAN	DPLS	INVENTORY_AGENT_TRANSACTION	INV_AG_AGENT_TRANSACTION_ID
FK_AGENT_TRAN_SALE_TRAN	DPLS	SALE_TRANSACTION	SA_TR_AGENT_TRANSACTION_ID
FK_AG_TRAN_BIG_GAME_STATS	DPLS	BIG_GAME_STATS	BI_AGENT_TRANSACTION_ID

### ***AGENT\_TRANSACTION\_CODE***

Type of an agent transaction

**Primary Key(s): AG\_TRANS\_ID**

Total Records: 6			
Field	Type	Nulls?	Comments
AG_TRANS_ID	NUMBER (3)	No	Name of agent transaction type
AG_TRANS_CODE	VARCHAR2 (32)	No	Code number of agent transaction type
AG_TRANS_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_AGENT_TRANSACTION_CODE	NORMAL	Yes	AG_TRANS_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_TRANS_TYPE_CODE	DPLS	AGENT_TRANSACTION	AG_TR_TRANSACTION_TYPE
FK_AG_TRAN_CODE_AG_COMM_TRA	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_TRANSACTION_ID

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
N		NSACTION	YPE
FK_AG_TRAN_CODE_INV_AG_TRAN	DPLS	INVENTORY_AGENT_TRAN SACTION	INV_AG_COMMISSI ON_TYPE

### ***AGENT\_TRANS\_STATUS\_CODE***

Status of an agent transaction

**Primary Key(s): AG\_TR\_STATUS\_ID**

Total Records: 3			
Field	Type	Nulls?	Comments
AG_TR_STATUS_ID	NUMBER (3)	No	Code number of agent transaction status
AG_TR_STATUS_CODE	VARCHAR2 (32)	No	Name of agent transaction status
AG_TR_STATUS_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_AGENT_TRANS_STATUS_CODE	NORMAL	Yes	AG_TR_STATUS_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_TRANS_STATUS_CODE	DPLS	AGENT_TRANSACTION	AG_TR_TRANSACTION_STATUS
FK_AG_TRANS_ST_CODE_AG_COMM_TR	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_STATUS
TRANS_STATUS_INV_AGENT_TRAN	DPLS	INVENTORY_AGENT_TRANSACTION	INV_AG_COMMISSI ON_STATUS

### ***AGENT\_TYPE\_CODE***

Type of an agent

**Primary Key(s): AG\_TY\_ID**

Total Records: 6			
Field	Type	Nulls?	Comments
AG_TY_ID	NUMBER (3)	No	Name of agent type
AG_TY_CODE	VARCHAR2 (32)	No	Code number of agent type
AG_TY_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
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## Point of Sale System Information

Index Name	Type	Unique	Fields
PK_AGENT_TYPE_CODE	NORMAL	Yes	AG_TY_ID

### No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_TYPE_CODE	DPLS	AGENT	AG_AGENT_TYPE_ID

## ***BANK\_ACCOUNT***

Agent or conservation club bank account

**Primary Key(s): BA\_AC\_BANK\_ACCOUNT\_ID**

Total Records: 1,794			
Field	Type	Nulls?	Comments
BA_AC_BANK_ACCOUNT_ID	NUMBER (7)	No	Bank account ID (system assigned)
BA_AC_BANK_ACCOUNT_NUMBER	VARCHAR2 (20)	No	Bank account number
BA_AC_BANK_ROUTING	VARCHAR2 (20)	No	Bank routing number
BA_AC_BANK_NAME	VARCHAR2 (60)	No	Bank name
BA_AC_ACCOUNT_TYPE	VARCHAR2 (10)	No	Type of account, determines EFT transaction code
BA_AC_ACCOUNT_STATUS	VARCHAR2 (6)	No	Status of bank account
BA_AC_OWNER_NAME	VARCHAR2 (40)	No	Bank account owner name
BA_AC_STREET	VARCHAR2 (40)	Yes	Bank account address street
BA_AC_CITY	VARCHAR2 (15)	Yes	Bank account address city
BA_AC_STATE	VARCHAR2 (2)	Yes	Bank account address state
BA_AC_ZIPCODE	VARCHAR2 (9)	Yes	Bank account address zipcode
BA_AC_CONTACT_NAME_LAST	VARCHAR2 (25)	No	Last name of bank account contact person
BA_AC_CONTACT_NAME_FIRST	VARCHAR2 (15)	No	First name of bank account contact person
BA_AC_CONTACT_NAME_MIDDLE	VARCHAR2 (10)	Yes	Middle name of bank account contact person
BA_AC_PHONE_NUMBER	VARCHAR2 (15)	No	Bank account contact phone number
BA_AC_SECURITY_DEPOSIT_AMOUNT	NUMBER (7, 2)	Yes	Not used in OH
BA_AC_NORMAL_EFT_START	DATE	Yes	Not used
BA_AC_EXCEPTION_EFT_START	DATE	Yes	Not used
BA_AC_NORMAL_SCHEDULE_FRQ	VARCHAR2 (3)	Yes	Not used
BA_AC_EXCEPTION_SCHEDULE_FRQ	VARCHAR2 (3)	Yes	Not used
BA_AC_AMT_EXCEEDED	NUMBER (5)	Yes	Minimum amount for an EFT to this account

## Point of Sale System Information

Total Records: 1,794			
Field	Type	Nulls?	Comments
BA_AC_EFT_NOTIFY_INTERVAL	NUMBER (2)	Yes	Minimum number of days between EFT notification to agent terminal and EFT transmission to bank
BA_AC_SCHEDULE_NAME	VARCHAR2 (32)	Yes	Name of EFT schedule - reference to table bank_eft_schedule
BA_AC_SCHEDULE_DATE	DATE	Yes	Next EFT schedule date

Index Name	Type	Unique	Fields
XIF133BANK_ACCOUNT	NORMAL	No	BA_AC_SCHEDULE_NAME, BA_AC_SCHEDULE_DATE
U_BANK_ACCOUNT	NORMAL	Yes	BA_AC_BANK_ACCOUNT_NUMBER, BA_AC_BANK_ROUTING
PK_BANK_ACCOUNT	NORMAL	Yes	BA_AC_BANK_ACCOUNT_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_BANK_EFT_SCHEDULE	BA_AC_SCHEDULE_NAME	DPLS	BANK_EFT_SCHEDULE
FK_BANK_EFT_SCHEDULE	BA_AC_SCHEDULE_DATE	DPLS	BANK_EFT_SCHEDULE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_BANK_ACCOUNT	DPLS	AGENT	AG_BANK_ACCOUNT_ID
FK_BANK_ACCOUNT_EVENT	DPLS	EVENT	EV_BANK_ACCOUNT_ID
FK_BA_ACCOUNT	DPLS	BANK_TRANSACTION	BA_TR_BANK_ACCOUNT_ID

### ***BANK\_EFT\_SCHEDULE***

Schedule for collecting funds from an agent

**Primary Key(s): BA\_SH\_SCHEDULE\_NAME, BA\_SH\_SCHEDULE\_DATE**

Total Records: 2,010			
Field	Type	Nulls?	Comments
BA_SH_SCHEDULE_NAME	VARCHAR2 (32)	No	Name of EFT schedule
BA_SH_SCHEDULE_DATE	DATE	No	Date in the schedule

Index Name	Type	Unique	Fields
XPKBANK_EFT_SCHEDULE	NORMAL	Yes	BA_SH_SCHEDULE_NAME, BA_SH_SCHEDULE_DATE

# Point of Sale System Information

## No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_BANK_EFT_SCHEDULE	DPLS	BANK_ACCOUNT	BA_AC_SCHEDULE_NAME
FK_BANK_EFT_SCHEDULE	DPLS	BANK_ACCOUNT	BA_AC_SCHEDULE_DATE

## ***BANK\_EFT\_TRANSACTION***

Link table between bank\_transaction and eft\_notification

**Primary Key(s): EFTNOTIFICATIONID, BANKTRANSACTIONID**

Total Records: 166,905			
Field	Type	Nulls?	Comments
EFTNOTIFICATIONID	NUMBER (9)	No	Reference to EFT notification
BANKTRANSACTIONID	NUMBER (9)	No	Reference to bank transaction

Index Name	Type	Unique	Fields
XIF107BANK_EFT_TRANSACTION	NORMAL	No	BANKTRANSACTIONID
PK_BANK_EFT_TRANSACTION	NORMAL	Yes	EFTNOTIFICATIONID, BANKTRANSACTIONID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_BA_TR_BA_EFT_TR	BANKTRANSACTIONID	DPLS	BANK_TRANSACTION

## No External Foreign Keys

## ***BANK\_TRANSACTION***

Debit or credit to a bank account

**Primary Key(s): BA\_TR\_BANK\_TRANSACTION\_ID**

Total Records: 176,970				
Field	Type	Default	Nulls?	Comments
BA_TR_BANK_TRANSACTION_ID	NUMBER (9)		No	ID number of this transaction (system generated)
BA_TR_CREATION_DATE	DATE	sysdate	No	Creation date of this transaction
BA_TR_TRANSACTION_TYPE	NUMBER (3)		No	Transaction type code
BA_TR_TRANSACTION_AMOUNT	NUMBER (9, 2)		No	Amount of this transaction
BA_TR_TRANSACTION_STATUS	NUMBER (3)		No	Code number for transaction status

## Point of Sale System Information

<b>Total Records: 176,970</b>				
<b>Field</b>	<b>Type</b>	<b>Default</b>	<b>Nulls?</b>	<b>Comments</b>
BA_TR_BATCH_NUMBER	NUMBER (9)		No	Batch number used when creating EFTs for agent notification
BA_TR_EFT_NUMBER	NUMBER (9)		Yes	Batch number used when sending EFTs to bank
BA_TR_PIV_NUMBER	VARCHAR2 (14)		Yes	Not used in OH
BA_TR_REASON	NUMBER (3)		Yes	Transaction reason code
BA_TR_USER_ID	VARCHAR2 (16)		No	User login name if adjustment
BA_TR_BANK_ACCOUNT_ID	NUMBER (7)		No	Reference to bank account
BA_TR_STAR_ACCOUNT_NUMBER	VARCHAR2 (30)		Yes	Not used in OH
BA_TR_JV_ACCOUNT_NUMBER	VARCHAR2 (30)		Yes	Not used in OH

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
I_BANK_TRAN_EFT_NUMBER	NORMAL	No	BA_TR_EFT_NUMBER
XIF111BANK_TRANSACTION	NORMAL	No	BA_TR_USER_ID
XIF27BANK_TRANSACTION	NORMAL	No	BA_TR_BANK_ACCOUNT_ID
I_BA_TR_BA_ACC_BATCH_NO	NORMAL	No	BA_TR_BANK_ACCOUNT_ID, BA_TR_BATCH_NUMBER
PK_BANK_TRANSACTION	NORMAL	Yes	BA_TR_BANK_TRANSACTION_ID

<b>Internal Foreign Key Constraint</b>	<b>Affected Field</b>	<b>Source Schema</b>	<b>Source Table</b>
FK_BANK_TRANS_CODE	BA_TR_TRANSACTION_TYPE	DPLS	BANK_TRANS_CODE
FK_BANK_TRANS_STATUS_CODE	BA_TR_TRANSACTION_STATUS	DPLS	BANK_TRANS_STATUS_CODE
FK_BA_ACCOUNT	BA_TR_BANK_ACCOUNT_ID	DPLS	BANK_ACCOUNT
FK_DPLS_USER_BA_TR	BA_TR_USER_ID	DPLS	DPLS_USER
FK_TRANSACTION_REASON_CODE	BA_TR_REASON	DPLS	TRANSACTION_REASON_CODE

<b>Primary Key as Foreign Key Constraint</b>	<b>Affected Schema</b>	<b>Affected Table</b>	<b>Affected Field</b>
FK_BANK_TRANSACTION_INFO	DPLS	BANK_TRANSACTION_INFO	INFO_BANK_TRANSACTION_ID
FK_BANK_TRANSACTION_REVENUE	DPLS	REVENUE_BY_TRANSACTION	RE_BANK_TRANSACTION_ID
FK_BANK_TRAN_AGENT_COMM_TRANSACTION	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_BANK_REFERENCE
FK_BANK_TRAN_AGENT_TRAN	DPLS	AGENT_TRANSACTION	AG_TR_BANK_REFERENCE

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_BANK_TRAN_INV_AGENT_TRAN	DPLS	INVENTORY_AGENT_TRANSACTION	INV_AG_BANK_REFERENCE
FK_BA_TR_BA_EFT_TR	DPLS	BANK_EFT_TRANSACTION	BANKTRANSACTIONID

### ***BANK\_TRANSACTION\_HISTORY***

Debit or credit to a bank account

**Primary Key(s): BA\_TR\_HI\_BANK\_TRANSACTION\_ID,  
BA\_TR\_HI\_CREATION\_DATE**

Total Records: 301,870				
Field	Type	Default	Nulls?	Comments
BA_TR_HI_BANK_TRANSACTION_ID	NUMBER (9)		No	ID number of this transaction (system generated)
BA_TR_HI_CREATION_DATE	DATE	sysdate	No	Creation date of this transaction
BA_TR_HI_TRANSACTION_TYPE	NUMBER (3)		No	Transaction type code
BA_TR_HI_TRANSACTION_AMOUNT	NUMBER (9, 2)		No	Amount of this transaction
BA_TR_HI_TRANSACTION_STATUS	NUMBER (3)		No	Code number for transaction status
BA_TR_HI_BATCH_NUMBER	NUMBER (9)		No	Batch number used when creating EFTs for agent notification
BA_TR_HI_EFT_NUMBER	NUMBER (9)		Yes	Batch number used when sending EFTs to bank
BA_TR_HI_PIV_NUMBER	VARCHAR2 (14)		Yes	Not used in OH
BA_TR_HI_REASON	NUMBER (3)		Yes	Transaction reason code
BA_TR_HI_USER_ID	VARCHAR2 (16)		No	User login name if adjustment
BA_TR_HI_BANK_ACCOUNT_ID	NUMBER (7)		No	Reference to bank account
BA_TR_HI_STAR_ACCOUNT_NUMBER	VARCHAR2 (30)		Yes	Not used in OH
BA_TR_HI_JV_ACCOUNT_NUMBER	VARCHAR2 (30)		Yes	Not used in OH

Index Name	Type	Unique	Fields
PK_BANK_TRANSACTION_HISTORY	NORMAL	Yes	BA_TR_HI_BANK_TRANSACTION_ID, BA_TR_HI_CREATION_DATE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_BANK_TRANS_HIS_CODE	BA_TR_HI_TRANSACTION_TYPE	DPLS	BANK_TRANS_CODE

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_BANK_TRANS_STATUS_HIS_CODE	BA_TR_HI_TRANSACTION_STATUS	DPLS	BANK_TRANS_STATUS_CODE

No External Foreign Keys

### ***BANK\_TRANSACTION\_INFO***

<not used>

**Primary Key(s): INFO\_BANK\_TRANSACTION\_ID**

Total Records: 0			
Field	Type	Nulls?	Comments
INFO_BANK_TRANSACTION_ID	NUMBER (9)	No	Not used
INFO_LINE1	VARCHAR2 (60)	Yes	Not used
INFO_LINE2	VARCHAR2 (60)	Yes	Not used
INFO_LINE3	VARCHAR2 (60)	Yes	Not used
INFO_LINE4	VARCHAR2 (60)	Yes	Not used

Index Name	Type	Unique	Fields
BK_INFO_KEY	NORMAL	Yes	INFO_BANK_TRANSACTION_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_BANK_TRANSACTION_INFO	INFO_BANK_TRANSACTION_ID	DPLS	BANK_TRANSACTION

No External Foreign Keys

### ***BANK\_TRANS\_CODE***

Type of a bank transaction

**Primary Key(s): BA\_TR\_ID**

Total Records: 15			
Field	Type	Nulls?	Comments
BA_TR_ID	NUMBER (3)	No	Code number of bank transaction type
BA_TR_CODE	VARCHAR2 (32)	No	Name of bank transaction type
BA_TR_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_BANK_TRANS_CODE	NORMAL	Yes	BA_TR_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
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## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_BANK_TRANS_CODE	DPLS	BANK_TRANSACTION	BA_TR_TRANSACTION_TYPE
FK_BANK_TRANS_HIS_CODE	DPLS	BANK_TRANSACTION_HIS_TORY	BA_TR_HI_TRANSACTION_TYPE

### ***BANK\_TRANS\_STATUS\_CODE***

Status of a bank transaction

**Primary Key(s): BA\_TR\_STATUS\_ID**

Total Records: 15			
Field	Type	Nulls?	Comments
BA_TR_STATUS_ID	NUMBER (3)	No	Name of banktransaction status
BA_TR_STATUS_CODE	VARCHAR2 (32)	No	Code number of bank transaction status
BA_TR_STATUS_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_BANK_TRANS_STATUS_CODE	NORMAL	Yes	BA_TR_STATUS_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_BANK_TRANS_STATUS_CODE	DPLS	BANK_TRANSACTION	BA_TR_TRANSACTION_STATUS
FK_BANK_TRANS_STATUS_HIS_CODE	DPLS	BANK_TRANSACTION_HIS_TORY	BA_TR_HI_TRANSACTION_STATUS

### ***BIG\_GAME\_STATS***

Upload transaction data from a game check station

**Primary Key(s): BI\_GAME\_ID**

Total Records: 6,573			
Field	Type	Nulls?	Comments
BI_GAME_ID	NUMBER (9)	No	Record ID
BI_AGENT_TRANSACTION_ID	NUMBER (9)	Yes	Agent transaction ID
BI_TRANSACTION_NO	VARCHAR2 (21)	No	Game Check transaction ID
BI_CHECK_DATE	DATE	No	Date of Game Check transaction
BI_PERM_TAG_NUMBER	VARCHAR2 (21)	No	Permanent Tag Number
BI_PERMIT_NUMBER	VARCHAR2 (21)	Yes	Permit Number
BI_SPECIES	VARCHAR2 (1)	Yes	Game species code

## Point of Sale System Information

<b>Total Records: 6,573</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
BI_LANDOWNER_TENANT	VARCHAR2 (1)	Yes	Landowner or tenant (Y or N)
BI_HARVEST_DATE	DATE	Yes	Harvest Date
BI_HARVEST_TIME	VARCHAR2 (4)	Yes	Harvest Time
BI_HARVEST_AM_PM	VARCHAR2 (2)	Yes	am or pm
BI_HARVEST_COUNTY	VARCHAR2 (3)	Yes	Harvest county
BI_WEAPON_USED_ID	NUMBER (3)	Yes	Weapon
BI_NUMBER_KILLED	NUMBER (2)	Yes	Number killed
BI_SEX	NUMBER (2)	Yes	Species sex
BI_WEIGHT	VARCHAR2 (4)	Yes	Weight
BI_USED_CALLER	VARCHAR2 (1)	Yes	Was caller used (Y or N)
BI_HARVEST_LAND_TYPE	VARCHAR2 (1)	Yes	Harvest Land Type
BI_SPUR_LENGTH	VARCHAR2 (1)	Yes	Length of spur in inches
BI_LEG_BAND_NUMBER	VARCHAR2 (21)	Yes	Leg Band Number
BI_TEMP_TAG_TYPE	VARCHAR2 (1)	Yes	Temporary Tag Type
BI_LANDOWNER_ID	NUMBER (9)	Yes	Landowner ID

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
XIF130BIG_GAME_STATS	NORMAL	No	BI_SEX
XIF73BIG_GAME_STATS	NORMAL	No	BI_WEAPON_USED_ID
XIF81BIG_GAME_STATS	NORMAL	No	BI_AGENT_TRANSACTION_ID
XIF89BIG_GAME_STATS	NORMAL	No	BI_LANDOWNER_ID
PK_BIG_GAME_STATS	NORMAL	Yes	BI_GAME_ID

<b>Internal Foreign Key Constraint</b>	<b>Affected Field</b>	<b>Source Schema</b>	<b>Source Table</b>
FK_AG_TRAN_BIG_GAME_STATS	BI_AGENT_TRANSACTION_ID	DPLS	AGENT_TRANSACTION
FK_LAND_OWNER_BIG_GAME_STATS	BI_LANDOWNER_ID	DPLS	LANDOWNER
FK_SPECIES_SEX_BIG_GAME_STATS	BI_SEX	DPLS	SPECIES_SEX_CODE
FK_WEA_USED_CODE_BIG_GAME	BI_WEAPON_USED_ID	DPLS	WEAPON_USED_CODE

<b>Primary Key as Foreign Key Constraint</b>	<b>Affected Schema</b>	<b>Affected Table</b>	<b>Affected Field</b>
FK_SUR_RESP_BIG_GAME_STATS	DPLS	SURVEY_RESPONSES	SU_GAME_ID

## Point of Sale System Information

### ***BMV\_RECORD***

Temp storage for data going to bureau of motor vehicles

**Primary Key(s):**

Total Records: 1,430,575				
Field	Type	Default	Nulls?	Comments
BMV_CUSTOMER_ID	NUMBER (9)		Yes	License holder ID number
BMV_DRIVER_LICENSE	VARCHAR2 (20)		Yes	Drivers license number
BMV_SSN	VARCHAR2 (9)		Yes	Social security number
BMV_BIRTH_DATE	DATE		Yes	Date of birth
BMV_TIMESTAMP	DATE	sysdate	Yes	Time and date
BMV_STATUS	VARCHAR2 (1)		Yes	P = already processed (sent to BMV)

Index Name	Type	Unique	Fields
XIF100BMV_RECORD	NORMAL	No	BMV_CUSTOMER_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LIC HOLDER_BMV_RECORD	BMV_CUSTOMER_ID	DPLS	LICENSE HOLDER

No External Foreign Keys

### ***CONS\_CLUB\_TYPE\_CODE***

Codes for conservation club types

**Primary Key(s): CO\_CL\_TYPE\_ID**

Total Records: 6			
Field	Type	Nulls?	Comments
CO_CL_TYPE_ID	VARCHAR2 (1)	No	ID of conservation club type
CO_CL_TYPE_CODE	VARCHAR2 (32)	No	Name of conservation club type
CO_CL_TYPE_DESC	VARCHAR2 (256)	Yes	Freeform description

Index Name	Type	Unique	Fields
PK_CONS_CLUB_TYPE_CODE	NORMAL	Yes	CO_CL_TYPE_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_INV_AGENT_FLAG	DPLS	AGENT	AG_INVENTORY_AGENT_FLAG

# Point of Sale System Information

## **COUNTY**

County name

**Primary Key(s): CO\_COUNTY\_ID**

Total Records: 95			
Field	Type	Nulls?	Comments
CO_COUNTY_ID	VARCHAR2 (3)	No	Internal ID number
CO_COUNTY_NAME	VARCHAR2 (40)	No	Name of county
CO_COUNTY_TIMEZONE	VARCHAR2 (8)	Yes	Not used in OH
CO_DISTRICT	VARCHAR2 (40)	Yes	District county is in
CO_EXTRA1	VARCHAR2 (40)	Yes	Text field, available for ad-hoc reports
CO_EXTRA2	VARCHAR2 (40)	Yes	Text field, available for ad-hoc reports
CO_EXTRA3	VARCHAR2 (40)	Yes	Text field, available for ad-hoc reports
CO_EXTRA4	VARCHAR2 (40)	Yes	Text field, available for ad-hoc reports

Index Name	Type	Unique	Fields
PK_COUNTY	NORMAL	Yes	CO_COUNTY_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_COUNTY	DPLS	AGENT	AG_COUNTY_ID

## **DOWNLOAD\_STATUS\_CODE**

Download Status Codes

**Primary Key(s): DL\_STATUS\_ID**

Total Records: 3			
Field	Type	Nulls?	Comments
DL_STATUS_ID	VARCHAR2 (1)	No	Download Status ID
DL_STATUS_CODE	VARCHAR2 (32)	No	Type of Download Status
DL_STATUS_DESC	VARCHAR2 (256)	Yes	Download Status description

Index Name	Type	Unique	Fields
PK_DOWNLOAD_STATUS_CODE	NORMAL	Yes	DL_STATUS_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_DL_ST_LI_FEE	DPLS	LICENSE_AND_FEE	LI_FE_TABLE_STAT US

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_DL_ST_SU_QU	DPLS	SURVEY_NAME	SU_SURVEY_STATU S

### ***DPLS\_USER***

User that can be allowed to use DPLS function

**Primary Key(s): DP\_USER\_NAME**

Total Records: 97			
Field	Type	Nulls?	Comments
DP_USER_NAME	VARCHAR2 (16)	No	User name, used as reference in auth_function table
DP_USER_TITLE	VARCHAR2 (32)	Yes	Free form text
DP_USER_EMAIL	VARCHAR2 (32)	Yes	

Index Name	Type	Unique	Fields
PK_KDSS_USER	NORMAL	Yes	DP_USER_NAME

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_NOTES_USER	DPLS	AGENT_NOTES	AG_NO_CREATED_ BY
FK_DPLS_USER_AGENT_TRAN	DPLS	AGENT_TRANSACTION	AG_TR_USER_ID
FK_DPLS_USER_AG_COMM_TRAN	DPLS	AGENT_COMMISSION_TRA NSACTION	AG_COM_USER_ID
FK_DPLS_USER_BA_TR	DPLS	BANK_TRANSACTION	BA_TR_USER_ID
FK_DPLS_USER_INV_AG_TR	DPLS	INVENTORY_AGENT_TRAN SACTION	INV_AG_USER_ID
FK_US_AU_FU	DPLS	AUTH_FUNCTION	AU_FU_USER_ID
SYS_C0014192	DPLS	EVENT	EV_CREATED_BY

### ***EFT\_NOTIFICATION***

Notification to agent of pending EFT amounts

**Primary Key(s): EFTNOTIFICATIONID, AGENTCOUNTY, AGENTCODE**

Total Records: 245,232			
Field	Type	Nulls?	Comments
EFTNOTIFICATIONID	NUMBER (9)	No	Internal ID, used as reference by COMM_EFT_NOTIFICATION
AGENTCOUNTY	VARCHAR2 (3)	No	County ID

## Point of Sale System Information

<b>Total Records: 245,232</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
AGENTCODE	VARCHAR2 (3)	No	Agent within county
NOTIFIEDTYPE	NUMBER (3)	Yes	Type of notification
EFTDATE	DATE	No	Date EFT was created
SALESSTARTDATE	DATE	Yes	First sale date included
SALESENDDATE	DATE	Yes	Last sale date included
LICENSESALES	NUMBER (9, 2)	Yes	Amount of sales included in EFTTOTAL
COMMISSIONS	NUMBER (7, 2)	Yes	Amount of club commissions
LEASINGFEES	NUMBER (7, 2)	Yes	Amount of leasing fees included in EFTTOTAL
OTHERDEBITS	NUMBER (7, 2)	Yes	Amount of debits included in EFTTOTAL
OTHERCREDITS	NUMBER (7, 2)	Yes	Amount of credits included in EFTTOTAL
EFTTOTAL	NUMBER (9, 2)	Yes	Actual EFT amount
STATUS	VARCHAR2 (1)	Yes	Notification status
NOTIFIEDDATE	DATE	Yes	Date terminal was notified
GROSSAMOUNT	NUMBER (9, 2)	Yes	Gross sale amount
VOIDAMOUNT	NUMBER (7, 2)	Yes	Total void amount for EFT by reports
AGENTCOMMISSION	NUMBER (7, 2)	Yes	Total agent commission amount for EFT by reports
TOTALCREDITS	NUMBER (7, 2)	Yes	Total credit amount for EFT by reports
TOTALDEBITS	NUMBER (7, 2)	Yes	Total debit amount for EFT by reports
TOTALREDEEMAMOUNT	NUMBER (7, 2)	Yes	

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
XIF104EFT_NOTIFICATION	NORMAL	No	NOTIFIEDTYPE
XIF108EFT_NOTIFICATION	NORMAL	No	EFTNOTIFICATIONID
XIF92EFT_NOTIFICATION	NORMAL	No	AGENTCOUNTY, AGENTCODE
XPKEFT_NOTIFICATION	NORMAL	Yes	EFTNOTIFICATIONID, AGENTCOUNTY, AGENTCODE

<b>Internal Foreign Key Constraint</b>	<b>Affected Field</b>	<b>Source Schema</b>	<b>Source Table</b>
FK_AGENT_EFT_NOTIFICATION	AGENTCOUNTY	DPLS	AGENT
FK_AGENT_EFT_NOTIFICATION	AGENTCODE	DPLS	AGENT
FK_AG_FUND_TRAN_CODE_EFT_NOTI	NOTIFIEDTYPE	DPLS	AGENT_FUND_TRANSFER_CODE

**No External Foreign Keys**

# Point of Sale System Information

## **ERRORS**

Batch processing error

### **Primary Key(s):**

<b>Total Records: 0</b>				
<b>Field</b>	<b>Type</b>	<b>Default</b>	<b>Nulls?</b>	<b>Comments</b>
BATCHID	VARCHAR2 (8)		Yes	ID of batch in error
CODE	NUMBER (5)		Yes	Error code
ER_DESC	VARCHAR2 (200)		Yes	Description
TIMESTAMP	DATE	sysdate	Yes	Data and time error was found

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

## **EVENT**

Record of system or manually entered event

### **Primary Key(s):**

<b>Total Records: 663,167</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
EV_EVENT_TYPE	VARCHAR2 (8)	No	Type of event
EV_AGENT_COUNTY_ID	VARCHAR2 (3)	Yes	County ID
EV_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	Yes	Agent within county
EV_TERMINAL_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Not used in OH
EV_PRINTER_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Not used in OH
EV_BANK_ACCOUNT_ID	NUMBER (7)	Yes	Bank account ID
EV_CUSTOMER_ID	NUMBER (9)	Yes	License holder ID
EV_COMMENT	VARCHAR2 (2000)	Yes	Free form text
EV_DATE_TIME	DATE	No	Date and time event was created
EV_CREATED_BY	VARCHAR2 (16)	No	Login name of user who created event
EV_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Inventory item serial number
EV_INV_IT_ID	NUMBER (3)	Yes	Inventory item type

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
XIF113EVENT	NORMAL	No	EV_CREATED_BY
XIF114EVENT	NORMAL	No	EV_AGENT_COUNTY_ID, EV_AGENT_WITHIN_COUNTY
XIF115EVENT	NORMAL	No	EV_BANK_ACCOUNT_ID
I_EV_TYPE	NORMAL	No	EV_EVENT_TYPE

## Point of Sale System Information

Index Name	Type	Unique	Fields
XEV_CUSTOMER_ID	NORMAL	No	EV_CUSTOMER_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_EVENT	EV_AGENT_COUNTY_ID	DPLS	AGENT
FK_AGENT_EVENT	EV_AGENT_WITHIN_COUNTY	DPLS	AGENT
FK_BANK_ACCOUNT_EVENT	EV_BANK_ACCOUNT_ID	DPLS	BANK_ACCOUNT
F_EVENT_TYPE_EVENT	EV_EVENT_TYPE	DPLS	EVENT_TYPE_CODE
SYS_C0014192	EV_CREATED_BY	DPLS	DPLS_USER

**No External Foreign Keys**

### ***EVENT\_BACK***

Backup of manually entered FILE event as they created in EVENT table

**Primary Key(s):**

Total Records: 895			
Field	Type	Nulls?	Comments
EV_EVENT_TYPE	VARCHAR2 (8)	No	Type of event
EV_AGENT_COUNTY_ID	VARCHAR2 (3)	Yes	County ID
EV_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	Yes	Agent within county
EV_TERMINAL_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Not used in OH
EV_PRINTER_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Not used in OH
EV_BANK_ACCOUNT_ID	NUMBER (7)	Yes	Bank account ID
EV_CUSTOMER_ID	NUMBER (9)	Yes	License holder ID
EV_COMMENT	VARCHAR2 (2000)	Yes	Free form text
EV_DATE_TIME	DATE	No	Date and time event was created
EV_CREATED_BY	VARCHAR2 (16)	No	Login name of user who created event
EV_SERIAL_NUMBER	VARCHAR2 (20)	Yes	Inventory item serial number
EV_INV_IT_ID	NUMBER (3)	Yes	Inventory item type

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVENT\_TYPE\_CODE***

Type codes for events

# Point of Sale System Information

## Primary Key(s): EV\_TYPE\_ID

Total Records: 56			
Field	Type	Nulls?	Comments
EV_TYPE_ID	VARCHAR2 (8)	No	an event type id
EV_TYPE_CODE	VARCHAR2 (32)	Yes	an event type code
EV_TYPE_DESC	VARCHAR2 (256)	Yes	Free form description
EV_TYPE_TYPE	VARCHAR2 (1)	Yes	Type of event. S-- system defined event, U -- user defined event

Index Name	Type	Unique	Fields
XPKEVENT_TYPE_CODE	NORMAL	Yes	EV_TYPE_ID

### No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
F_EVENT_TYPE_EVENT	DPLS	EVENT	EV_EVENT_TYPE

## ***EVENT\_WRONG***

### Primary Key(s):

Total Records: 1,062			
Field	Type	Nulls?	
EV_EVENT_TYPE	VARCHAR2 (8)	No	
EV_AGENT_COUNTY_ID	VARCHAR2 (3)	Yes	
EV_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	Yes	
EV_TERMINAL_SERIAL_NUMBER	VARCHAR2 (20)	Yes	
EV_PRINTER_SERIAL_NUMBER	VARCHAR2 (20)	Yes	
EV_BANK_ACCOUNT_ID	NUMBER (7)	Yes	
EV_CUSTOMER_ID	NUMBER (9)	Yes	
EV_COMMENT	VARCHAR2 (2000)	Yes	
EV_DATE_TIME	DATE	No	
EV_CREATED_BY	VARCHAR2 (16)	No	
EV_SERIAL_NUMBER	VARCHAR2 (20)	Yes	
EV_INV_IT_ID	NUMBER (3)	Yes	

### No Indexes

### No Internal Foreign Keys

### No External Foreign Keys

# Point of Sale System Information

## ***EVT\_CARRIER\_CONFIGURATION***

**Primary Key(s): NAME**

Total Records: 0		
Field	Type	Nulls?
NAME	VARCHAR2 (40)	No
AREA_CODE	VARCHAR2 (256)	Yes
PHONE	VARCHAR2 (256)	No
PAGER_TYPE	NUMBER	Yes
PROTOCOL	NUMBER	Yes
CONNECT_DELAY	NUMBER	Yes
TIMEOUT_PERIOD	NUMBER	Yes
COUNTRY_ID	NUMBER	Yes

Index Name	Type	Unique	Fields
SYS_C0013776	NORMAL	Yes	NAME

**No Internal Foreign Keys**

**No External Foreign Keys**

## ***EVT\_DEST\_PROFILE***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
DESTINATION_NAME	VARCHAR2 (80)	Yes
NOTIFY_OPER_ON_DUTY	NUMBER	Yes
PROFILE_ID	NUMBER (7)	Yes
SEND_SNMP_TRAP	NUMBER	Yes

**No Indexes**

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
SYS_C0014199	PROFILE_ID	DPLS	EVT_PROFILE

**No External Foreign Keys**

## ***EVT\_HISTORY***

## Point of Sale System Information

### Primary Key(s):

Total Records: 0		
Field	Type	Nulls?
NODE_NAME	VARCHAR2 (32)	Yes
AGENT_ID	NUMBER (7)	Yes
SEVERITY	NUMBER (2)	Yes
OBJECT_NAME	VARCHAR2 (80)	Yes
OCCUR_DATE	DATE	Yes
EVENT_NAME	VARCHAR2 (50)	Yes
MESSAGE	VARCHAR2 (2000)	Yes
ACK_DATE	DATE	Yes
ACK_BY	NUMBER (2)	Yes
ACK_COMMENTS	VARCHAR2 (512)	Yes
NOTIFY_ID	NUMBER (7)	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_INSTANCE***

### Primary Key(s):

Total Records: 0		
Field	Type	Nulls?
PROFILE_ID	NUMBER (7)	Yes
EVENT_ID	NUMBER (7)	Yes
NODE_NAME	VARCHAR2 (32)	Yes
DESTINATION_NAME	VARCHAR2 (80)	Yes
DAEMON_ID	NUMBER (7)	Yes
AGENT_ID	NUMBER (7)	Yes
STATUS	NUMBER (7)	Yes
ERROR_CODE	NUMBER (7)	Yes
ERROR_TEXT	VARCHAR2 (2000)	Yes

**No Indexes**

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
SYS_C0014200	PROFILE_ID	DPLS	EVT_PROFILE

# Point of Sale System Information

No External Foreign Keys

## ***EVT\_MAIL\_CONFIGURATION***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
CURRENT_SELECTION	VARCHAR2 (10)	Yes
SMTP_USER	VARCHAR2 (80)	Yes
SMTP_SERVER	VARCHAR2 (80)	Yes
MAPI_USER	VARCHAR2 (80)	Yes
MAPI_PASSWORD	VARCHAR2 (80)	Yes

No Indexes

No Internal Foreign Keys

No External Foreign Keys

## ***EVT\_MONITOR\_NODE***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
NODE_NAME	VARCHAR2 (32)	Yes
COUNT	NUMBER	Yes

Index Name	Type	Unique	Fields
SYS_C0013777	NORMAL	Yes	NODE_NAME

No Internal Foreign Keys

No External Foreign Keys

## ***EVT\_NOTIFY\_STATUS***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
NOTIFY_ID	NUMBER (7)	Yes
SUB_NOTIFY_ID	NUMBER (7)	Yes

## Point of Sale System Information

Total Records: 0		
Field	Type	Nulls?
ADMIN_ID	NUMBER (7)	Yes
NOTIFY_METHOD	NUMBER	Yes
STATUS	NUMBER	Yes
MESSAGE	VARCHAR2 (80)	Yes
NOTIFY_TIME	DATE	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_OPERATORS***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
OPER_ID	NUMBER (7)	Yes
NAME	VARCHAR2 (80)	Yes
COMMENTS	VARCHAR2 (80)	Yes
EMAIL_SERVICE	VARCHAR2 (80)	Yes
EMAIL_ADDRESS	VARCHAR2 (80)	Yes
PAGING_SERVICE	VARCHAR2 (80)	Yes
PAGING_PIN	VARCHAR2 (20)	Yes
MAPI_NAME	VARCHAR2 (80)	Yes
SMTP_NAME	VARCHAR2 (80)	Yes
PAGING_PREFIX	VARCHAR2 (80)	Yes
EMAIL_SUBJECT	VARCHAR2 (200)	Yes

Index Name	Type	Unique	Fields
SYS_C0013778	NORMAL	Yes	OPER_ID

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_OPERATORS\_ADDITIONAL***

**Primary Key(s):**

## Point of Sale System Information

Total Records: 0		
Field	Type	Nulls?
DESTINATION_NAME	VARCHAR2 (80)	Yes
PROFILE_ID	NUMBER (7)	Yes
OPER_ID	NUMBER (7)	Yes
EMAIL	NUMBER	Yes
PAGING	NUMBER	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_OPERATORS\_SYSTEMS***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
OPER_ID	NUMBER (7)	Yes
SERVICE_TYPE	VARCHAR2 (32)	Yes
SYSTEM_NAME	VARCHAR2 (32)	Yes
EMAIL_SCHEDULE	RAW	Yes
PAGING_SCHEDULE	RAW	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_OUTSTANDING***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
NODE_NAME	VARCHAR2 (32)	Yes
AGENT_ID	NUMBER (7)	Yes
SEVERITY	NUMBER (2)	Yes
OBJECT_NAME	VARCHAR2 (80)	Yes
OCCUR_DATE	DATE	Yes

## Point of Sale System Information

Total Records: 0		
Field	Type	Nulls?
EVENT_NAME	VARCHAR2 (50)	Yes
MESSAGE	VARCHAR2 (2000)	Yes
ACKNOWLEDGED	NUMBER (2)	Yes
ACK_COMMENTS	VARCHAR2 (512)	Yes
NOTIFY_ID	NUMBER (7)	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_PROFILE***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
PROFILE_ID	NUMBER (7)	Yes
PROFILE_NAME	VARCHAR2 (80)	Yes
PROFILE_DESCRIPTION	VARCHAR2 (2000)	Yes
SERVICE_NAME	VARCHAR2 (80)	Yes

Index Name	Type	Unique	Fields
SYS_C0013779	NORMAL	Yes	PROFILE_ID
SYS_C0013780	NORMAL	Yes	PROFILE_NAME

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EVT\_PROFILE\_EVENTS***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
PROFILE_ID	NUMBER (7)	Yes
EVENT_ID	NUMBER	Yes
EVENT_NAME	VARCHAR2 (80)	Yes
FREQUENCY	NUMBER	Yes

## Point of Sale System Information

Total Records: 0		
Field	Type	Nulls?
FREQUENCY_UNITS	VARCHAR2 (12)	Yes
NUM_ARGS	NUMBER	Yes
ARGS	VARCHAR2 (256)	Yes
FIXIT_JOB_ID	NUMBER	Yes

Index Name	Type	Unique	Fields
SYS_C0013781	NORMAL	Yes	PROFILE_ID, EVENT_ID

No Internal Foreign Keys

No External Foreign Keys

### ***EVT\_REGISTRY***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
APPID	VARCHAR2 (80)	Yes
EVENT_NAME	VARCHAR2 (80)	Yes
SYSTEM_NAME	VARCHAR2 (80)	Yes

Index Name	Type	Unique	Fields
EVT_REGISTRY_CONSTRAINT	NORMAL	Yes	APPID, EVENT_NAME, SYSTEM_NAME

No Internal Foreign Keys

No External Foreign Keys

### ***EVT\_REGISTRY\_BACKLOG***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
APPID	VARCHAR2 (80)	Yes
EVENT_NAME	VARCHAR2 (80)	Yes
SYSTEM_NAME	VARCHAR2 (80)	Yes
NODE_NAME	VARCHAR2 (80)	Yes
OCCUR_DATE	DATE	Yes

## Point of Sale System Information

<b>Total Records: 0</b>		
Field	Type	Nulls?
SEVERITY	NUMBER (2)	Yes
CHUNK_SEQ_NUMBER	NUMBER (4)	Yes
MESSAGE	VARCHAR2 (2000)	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***EYE\_COLOR\_CODE***

Standard code for eye color

**Primary Key(s): EY\_EYE\_COLOR\_ID**

<b>Total Records: 10</b>			
Field	Type	Nulls?	Comments
EY_EYE_COLOR_ID	NUMBER (1)	No	Number of eye color
EY_EYE_COLOR_CODE	VARCHAR2 (32)	No	Name of eye color
EY_EYE_COLOR_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
XPKEYE_COLOR_CODE	NORMAL	Yes	EY_EYE_COLOR_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_EYE_COLOR_CODE_LIC HOLDER	DPLS	LICENSE HOLDER	LI_EYE_COLOR
FK_EYE_COL_CODE_FR_LIC_HOL	DPLS	FREE_LICENSE HOLDER	FR_LI_EYE_COLOR

### ***FEDERAL\_REPORT\_CODE***

**Primary Key(s): FE\_RE\_ID**

<b>Total Records: 49</b>			
Field	Type	Nulls?	Comments
FE_RE_ID	NUMBER (3)	No	Number of federal report
FE_RE_CODE	VARCHAR2 (32)	Yes	Code of federal report
FE_RE_DESC	VARCHAR2 (256)	Yes	Freeform text
FE_RE_TYPE	VARCHAR2 (3)	No	Type of federal report
FE_RE_OFFSET	NUMBER (10)	Yes	

## Point of Sale System Information

Index Name	Type	Unique	Fields
PK_FEDERAL_CODE	NORMAL	Yes	FE_RE_ID

No Internal Foreign Keys

No External Foreign Keys

### ***FISCAL\_YEAR\_CODE***

Fiscal year information

**Primary Key(s): FI\_YE\_NAME**

Total Records: 13			
Field	Type	Nulls?	Comments
FI_YE_NAME	VARCHAR2 (10)	No	Name of fiscal year
FI_YE_BEGIN_DATE	DATE	No	Fiscal year start date
FI_YE_END_DATE	DATE	No	Fiscal year end date
FI_YE_DESC	VARCHAR2 (256)	Yes	Freeform description

Index Name	Type	Unique	Fields
PK_FISCAL_YEAR_CODE	NORMAL	Yes	FI_YE_NAME

No Internal Foreign Keys

No External Foreign Keys

### ***FORM\_CODE***

Code for POS form

**Primary Key(s): FO\_FORM\_NO**

Total Records: 9			
Field	Type	Nulls?	Comments
FO_FORM_NO	VARCHAR2 (2)	No	Number of form
FO_FORM_CODE	VARCHAR2 (40)	Yes	Name of form
FO_FORM_DESCRIPTION	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
XPKFORM_CODE	NORMAL	Yes	FO_FORM_NO

No Internal Foreign Keys

No External Foreign Keys

## Point of Sale System Information

### ***GC\_FUND\_TRANSFERS***

Temporary table to store redeemed gift certificate fund information before transferring to licenses funds

**Primary Key(s): GC\_LICENSE\_PERMIT\_ID, GC\_LICENSE\_CODE, GC\_TRANSFER\_CODE, GC\_TRANSFER\_TYPE**

Total Records: 364			
Field	Type	Nulls?	Comments
GC_LICENSE_PERMIT_ID	NUMBER (9)	No	
GC_LICENSE_CODE	VARCHAR2 (3)	No	
GC_LICENSE_PRICE	NUMBER (7, 2)	No	
GC_LIC_LONG_DESCRIPTION	VARCHAR2 (40)	Yes	
GC_LICENSE_NO	VARCHAR2 (21)	Yes	
GC_CERT_DETAIL_ID	VARCHAR2 (21)	Yes	
GC_LICENSE_TYPE	VARCHAR2 (10)	Yes	
GC_TRANSFER_CODE	VARCHAR2 (3)	No	3 digit code
GC_TRANSFER_TYPE	NUMBER (3)	No	
GC_PRICE	NUMBER (7, 2)	No	
GC_TRANSFER_DATE	DATE	Yes	
GC_TRANSFER_STATUS	VARCHAR2 (1)	Yes	

Index Name	Type	Unique	Fields
I_GC_TRANSFER_DATE	NORMAL	No	GC_TRANSFER_DATE
I_GC_TRANSFER_STATUS	NORMAL	No	GC_TRANSFER_STATUS
SYS_C0013803	NORMAL	Yes	GC_LICENSE_PERMIT_ID, GC_LICENSE_CODE, GC_TRANSFER_CODE, GC_TRANSFER_TYPE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LIC_PERMIT_GC_FUND	GC_LICENSE_PERMIT_ID	DPLS	LICENSE_PERMIT

**No External Foreign Keys**

### ***GIFT\_CERTIFICATES***

Record of the sale of a gift certificate

**Primary Key(s): GI\_GIFT\_CERT\_ID**

Total Records: 8,901			
Field	Type	Nulls?	Comments
GI_GIFT_CERT_ID	NUMBER (9)	No	Gift Certificate ID
GI_LICENSE_PERMIT_ID	NUMBER (9)	No	Record of sale of this gift certificate

## Point of Sale System Information

Total Records: 8,901			
Field	Type	Nulls?	Comments
GI_GIFT_CERTIFICATE_NO	VARCHAR2 (21)	No	Gift certificate number
GI_FIRST_NAME	VARCHAR2 (23)	No	First name
GI_MIDDLE_NAME	VARCHAR2 (1)	Yes	Middle Initial
GI_LAST_NAME	VARCHAR2 (25)	No	Last Name
GI_REDEEM_STATUS	VARCHAR2 (1)	Yes	R = redeemed, M = redeemed multiple times
GI_LICENSE_DETAIL_ID	NUMBER (6)	Yes	License type gift cert is for (lic fee detail ID)
GI_TRANSFER_STATUS	VARCHAR2 (1)	Yes	
GI_EXPIRED_FLAG	VARCHAR2 (1)	Yes	
GI_VOID_FLAG	VARCHAR2 (1)	Yes	
OLD_REDEEM_STATUS	VARCHAR2 (1)	Yes	

Index Name	Type	Unique	Fields
I_GIFT_CERTIFICATE_NO	NORMAL	Yes	GI_GIFT_CERTIFICATE_NO
XIF128GIFT_CERTIFICATES	NORMAL	No	GI_LICENSE_DETAIL_ID
XIF136GIFT_CERTIFICATES	NORMAL	No	GI_LICENSE_PERMIT_ID
XPKGIFT_CERTIFICATES	NORMAL	Yes	GI_GIFT_CERT_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LIC_FEE_DET_GIFT_CERT	GI_LICENSE_DETAIL_ID	DPLS	LICENSE_FEE_DETAIL
FK_LIC_PERMIT_GIFT_CERT	GI_LICENSE_PERMIT_ID	DPLS	LICENSE_PERMIT

**No External Foreign Keys**

### ***HAIR\_COLOR\_CODE***

Standard code for hair color

**Primary Key(s): HA\_HAIR\_COLOR\_ID**

Total Records: 10			
Field	Type	Nulls?	Comments
HA_HAIR_COLOR_ID	NUMBER (1)	No	Number of hair color
HA_HAIR_COLOR_CODE	VARCHAR2 (32)	No	Name of hair color
HA_HAIR_COLOR_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
XPKHAIR_COLOR_CODE	NORMAL	Yes	HA_HAIR_COLOR_ID

# Point of Sale System Information

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_HAIR_COLOR_CODE_LIC_HOLDER	DPLS	LICENSE_HOLDER	LI_HAIR_COLOR
FK_HAIR_COL_CODE_FR_LIC_HOL	DPLS	FREE_LICENSE_HOLDER	FR_LI_HAIR_COLOR

## ***HIP\_RECORD\_COUNT***

**Primary Key(s):**

Total Records: 59			
Field		Type	Nulls?
HI_DATE_TIME		DATE	No
HI_REC_COUNT		NUMBER (6)	No

No Indexes

No Internal Foreign Keys

No External Foreign Keys

## ***HUNT\_TRAP\_ELIG\_VERIFY***

**Primary Key(s):** HU\_TR\_HUNT\_TRAP\_ID, HU\_TR\_LICENSE\_FEE\_ID, HU\_TR\_LICENSE\_ID, HU\_TR\_TYPE

Total Records: 39,356			
Field		Type	Nulls?
HU_TR_HUNT_TRAP_ID		NUMBER (9)	No
HU_TR_LICENSE_FEE_ID		VARCHAR2 (6)	No
HU_TR_LICENSE_ID		NUMBER (9)	No
HU_TR_TYPE		VARCHAR2 (1)	No
HU_TR_NUMBER		VARCHAR2 (21)	Yes
HU_TR_STATE		VARCHAR2 (2)	Yes

Index Name	Type	Unique	Fields
XPKHUNT_TRAP_ELIG_VERIFY	NORMAL	Yes	HU_TR_TYPE, HU_TR_HUNT_TRAP_ID, HU_TR_LICENSE_FEE_ID, HU_TR_LICENSE_ID

No Internal Foreign Keys

No External Foreign Keys

## Point of Sale System Information

### ***INVENTORY\_AGENT\_TRANSACTION***

Distribute (or adjust) fees from selling agent to conservation club

**Primary Key(s): INV\_AG\_TRANSACTION\_ID**

<b>Total Records: 619,646</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
INV_AG_TRANSACTION_ID	NUMBER (9)	No	Internal ID number
INV_AG_COUNTY_ID	VARCHAR2 (3)	No	County ID of Club Agent
INV_AG_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county of club agent
INV_AG_AGENT_TRANSACTION_ID	NUMBER (9)	Yes	Reference to agent_transaction
INV_AG_TRANSACTION_DATE	DATE	No	Date transaction was created
INV_AG_COMMISSION_AMOUNT	NUMBER (7, 2)	No	Amount of club fees
INV_AG_COMMISSION_TYPE	NUMBER (3)	No	1 = Club fee for sales, 2 = credit adjustment, 3 = debit adjustment
INV_AG_COMMISSION_STATUS	NUMBER (3)	No	Status of this transaction
INV_AG_BANK_REFERENCE	NUMBER (9)	Yes	Reference to bank_transaction
INV_AG_TR_REASON	NUMBER (3)	Yes	Reason code for adjustment
INV_AG_USER_ID	VARCHAR2 (16)	No	Login name of user who created adjustment

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
I_INVENTORY_AGENT	NORMAL	No	INV_AG_AGENT_TRANSACTION_ID
I_INV_TRANS_AGENT_ID	NORMAL	No	INV_AG_COUNTY_ID, INV_AG_AGENT_WITHIN_COUNTY
XIF116INVENTORY_AGENT_TRAN SACT	NORMAL	No	INV_AG_TR_REASON
XIF118INVENTORY_AGENT_TRAN SACT	NORMAL	No	INV_AG_USER_ID
XIF129INVENTORY_AGENT_TRAN SACT	NORMAL	No	INV_AG_COMMISSION_STATUS
XIF98INVENTORY_AGENT_TRANS ACTI	NORMAL	No	INV_AG_COMMISSION_TYPE
XPKINVENTORY_AGENT_TRANSA CTION	NORMAL	Yes	INV_AG_TRANSACTION_ID

<b>Internal Foreign Key Constraint</b>	<b>Affected Field</b>	<b>Source Schema</b>	<b>Source Table</b>
FK_AGENT_TRAN_INV_AGENT_TRAN AN	INV_AG_AGENT_TRAN SACTION_ID	DPLS	AGENT_TRANSACTION
FK_AG_TRAN_CODE_INV_AG_TRAN N	INV_AG_COMMISSION _TYPE	DPLS	AGENT_TRANSACTION_COD E
FK_BANK_TRAN_INV_AGENT_TRAN N	INV_AG_BANK_REFE RENCE	DPLS	BANK_TRANSACTION
FK_DPLS_USER_INV_AG_TR	INV_AG_USER_ID	DPLS	DPLS_USER

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_INVENTORY_AGENT_AGENT	INV_AG_COUNTY_ID	DPLS	AGENT
FK_INVENTORY_AGENT_AGENT	INV_AG_AGENT_WITH IN_COUNTY	DPLS	AGENT
FK_TR_REA_CODE_INV_AG_TRAN	INV_AG_TR_REASON	DPLS	TRANSACTION_REASON_C ODE
TRANS_STATUS_INV_AGENT_TRA N	INV_AG_COMMISSION _STATUS	DPLS	AGENT_TRANS_STATUS_CO DE

**No External Foreign Keys**

### ***INVENTORY\_ITEM\_CODE***

Type of inventory item

**Primary Key(s): INV\_IT\_ID**

Total Records: 28			
Field	Type	Nulls?	Comments
INV_IT_ID	NUMBER (3)	No	Number of inventory item
INV_IT_CODE	VARCHAR2 (32)	No	Name of inventory item type
INV_IT_DESC	VARCHAR2 (256)	Yes	Free form description
INV_IT_TYPE_FLAG	VARCHAR2 (1)	No	Inventory Item Type (Ex. Serialized, non-serialized, not in the database)
INV_IT_QTY_PER_ITEM	NUMBER (5)	Yes	Quantity of supplies associated with each inventory item

Index Name	Type	Unique	Fields
PK_INVENTORY_ITEM_CODE	NORMAL	Yes	INV_IT_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_INV_IT_CODE_INV_WITHOUT_NUM	DPLS	INV_WITHOUT_NUM	INV_IT_ID
FK_INV_IT_CODE_INV_WITH_NUM	DPLS	INV_WITH_NUM	INV_IT_ID

### ***INVENTORY\_ITEM\_LOCATION\_CODE***

Inventory Item Locaton Codes

**Primary Key(s): INV\_IT\_LO\_ID**

Total Records: 10			
Field	Type	Nulls?	Comments
INV_IT_LO_ID	NUMBER (3)	No	Inventory Location ID
INV_IT_LO_CODE	VARCHAR2 (32)	No	Name of Inventory Item Location

## Point of Sale System Information

<b>Total Records: 10</b>			
Field	Type	Nulls?	Comments
INV_IT_LO_DESC	VARCHAR2 (256)	Yes	Free form Description

Index Name	Type	Unique	Fields
PK_INVENTORY_ITEM_LOCATION	NORMAL	Yes	INV_IT_LO_ID

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***INV\_STATUS\_TABLE***

Status of an inventory item

**Primary Key(s): INV\_STATUS\_ID**

<b>Total Records: 5</b>			
Field	Type	Nulls?	Comments
INV_STATUS_ID	NUMBER (3)	No	Number of inventory item status
INV_STATUS_CODE	VARCHAR2 (32)	No	Name of inventory item status
INV_STATUS_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
XPKINV_STATUS_TABLE	NORMAL	Yes	INV_STATUS_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_INV_ST_TABLE_INV_WITH_NUM	DPLS	INV_WITH_NUM	INV_EQUIP_STATUS_ID

### ***INV\_WITHOUT\_NUM***

Inventory item without serial number

**Primary Key(s): INV\_COUNTY\_ID, INV\_AG\_WITHIN\_COUNTY, INV\_IT\_ID**

<b>Total Records: 5,998</b>			
Field	Type	Nulls?	Comments
INV_COUNTY_ID	VARCHAR2 (3)	No	County ID
INV_AG_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county
INV_IT_ID	NUMBER (3)	No	Item type
INV_QTY_ONHAND	NUMBER (6)	Yes	Quantity of item at this agent
INV_QTY_UNIT	VARCHAR2 (10)	Yes	Quantity units

## Point of Sale System Information

Index Name	Type	Unique	Fields
XIF105INV_WITHOUT_NUM	NORMAL	No	INV_COUNTY_ID, INV_AG_WITHIN_COUNTY
XIF58INV_WITHOUT_NUM	NORMAL	No	INV_IT_ID
PK_INV_WITHOUT_NUM	NORMAL	Yes	INV_COUNTY_ID, INV_AG_WITHIN_COUNTY, INV_IT_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_INV_WITHOUT_NUM	INV_COUNTY_ID	DPLS	AGENT
FK_AGENT_INV_WITHOUT_NUM	INV_AG_WITHIN_COU NTY	DPLS	AGENT
FK_INV_IT_CODE_INV_WITHOUT_N UM	INV_IT_ID	DPLS	INVENTORY_ITEM_CODE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_INV_WITHOUT_NUM_HISTORY	DPLS	INV_WITHOUT_NUM_HIST ORY	INV_COUNTY_ID
FK_INV_WITHOUT_NUM_HISTORY	DPLS	INV_WITHOUT_NUM_HIST ORY	INV_AG_WITHIN_CO UNTY
FK_INV_WITHOUT_NUM_HISTORY	DPLS	INV_WITHOUT_NUM_HIST ORY	INV_IT_ID

### ***INV\_WITHOUT\_NUM\_HISTORY***

Inventory item without serial number history

**Primary Key(s): INV\_COUNTY\_ID, INV\_AG\_WITHIN\_COUNTY, INV\_IT\_ID, INV\_SHIPPED\_DATE**

Total Records: 7,502			
Field	Type	Nulls?	Comments
INV_COUNTY_ID	VARCHAR2 (3)	No	Item type
INV_AG_WITHIN_COUNTY	VARCHAR2 (3)	No	County ID
INV_IT_ID	NUMBER (3)	No	Agent within county
INV_QTY_SHIPPED	NUMBER (6)	No	Quantity of inventory supplies shipped
INV_SHIPPED_DATE	DATE	No	Date inventory supplies shipped

Index Name	Type	Unique	Fields
PK_INV_WITHNUM_HISTORY	NORMAL	Yes	INV_COUNTY_ID, INV_AG_WITHIN_COUNTY, INV_IT_ID, INV_SHIPPED_DATE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_INV_WITHOUT_NUM_HISTORY	INV_COUNTY_ID	DPLS	INV_WITHOUT_NUM
FK_INV_WITHOUT_NUM_HISTORY	INV_AG_WITHIN_COU NTY	DPLS	INV_WITHOUT_NUM

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_INV_WITHOUT_NUM_HISTORY	INV_IT_ID	DPLS	INV_WITHOUT_NUM

**No External Foreign Keys**

### ***INV\_WITH\_NUM***

Inventory item with serial number

**Primary Key(s): INV\_SERIAL\_NUMBER, INV\_IT\_ID**

Total Records: 7,943				
Field	Type	Default	Nulls?	Comments
INV_SERIAL_NUMBER	VARCHAR2 (20)		No	Item serial number
INV_IT_ID	NUMBER (3)		No	Item type
INV_COUNTY_ID	VARCHAR2 (3)		Yes	County ID if item is at agent site
INV_AGENT_WITHIN_COUNTY	VARCHAR2 (3)		Yes	Agent within county if item is at agent site
INV_EQUIP_LOCATION	VARCHAR2 (256)		Yes	Name of current location of item
INV_EQUIP_STATUS_ID	NUMBER (3)		No	Status of item
INV_MRA	VARCHAR2 (50)		Yes	Material return authorization number (from VeriFone)
INV_EFFECTIVE_DATE	DATE	sysdate	No	Date and time item was moved to present location
INV_EQUIPMENT_LOCATION_CODE	NUMBER (3)		Yes	Equipment location code
INV_PICKUP_NOTICE_DATE	DATE	null	Yes	
INV_PICKUP_NOTICE_DATE_TWO	DATE	null	Yes	
INV_PICKUP_NOTICE_DATE_THREE	DATE	null	Yes	

Index Name	Type	Unique	Fields
XIF49INV_WITH_NUM	NORMAL	No	INV_IT_ID
XIF106INV_WITH_NUM	NORMAL	No	INV_COUNTY_ID, INV_AGENT_WITHIN_COUNTY
XIF63INV_WITH_NUM	NORMAL	No	INV_EQUIP_STATUS_ID
PK_INV_WITH_NUM	NORMAL	Yes	INV_SERIAL_NUMBER, INV_IT_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_INV_WITH_NUM	INV_COUNTY_ID	DPLS	AGENT
FK_AGENT_INV_WITH_NUM	INV_AGENT_WITHIN_COUNTY	DPLS	AGENT
FK_INV_IT_CODE_INV_WITH_NUM	INV_IT_ID	DPLS	INVENTORY_ITEM_CODE

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_INV_ST_TABLE_INV_WITH_NUM	INV_EQUIP_STATUS_ID	DPLS	INV_STATUS_TABLE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AG_HW_MAINT_INVENTORY	DPLS	AGENT_HW_MAINTENANCE	AG_HW_SERIAL_NUMBER
FK_AG_HW_MAINT_INVENTORY	DPLS	AGENT_HW_MAINTENANCE	AG_HW_INV_ITEM
FK_INV_WITH_NUM_HELP_DESK	DPLS	AGENT_HELP_DESK	AG_HE_INV_SERIAL_NUMBER
FK_INV_WITH_NUM_HELP_DESK	DPLS	AGENT_HELP_DESK	AG_HE_INV_ITEM_ID

### **LANDOWNER**

Information about landowner collected (on paper) at game check station

**Primary Key(s): LA\_LANDOWNER\_ID**

Total Records: 1,553			
Field	Type	Nulls?	Comments
LA_LANDOWNER_ID	NUMBER (9)	No	System generated ID for this row
LA_LANDOWNER_FORM_NO	VARCHAR2 (21)	Yes	21 character form number (14 character form number assigned at the POS plus 7 character number entered by agent)
LA_RESIDENT_STATE	VARCHAR2 (2)	Yes	State of drivers license
LA_DRIVER_LICENSE_NUMBER	VARCHAR2 (20)	Yes	Landowner driver license number
LA_PREVIOUS_LICENSE_NUMBER	VARCHAR2 (21)	Yes	Previous DPLS license used for ID
LA_SSN	VARCHAR2 (9)	Yes	SSN used for ID
LA_SPORT_CARD_NUMBER	VARCHAR2 (21)	Yes	DPLS ID generated at POS
LA_NAME_LAST	VARCHAR2 (25)	Yes	Landowner last name
LA_NAME_FIRST	VARCHAR2 (23)	Yes	Landowner first name
LA_NAME_MIDDLE	VARCHAR2 (1)	Yes	Landowner middle name
LA_ADDR1	VARCHAR2 (30)	Yes	Landowner address line1
LA_ADDR2	VARCHAR2 (30)	Yes	Landowner address line2
LA_CITY	VARCHAR2 (25)	Yes	Landowner city
LA_STATE	VARCHAR2 (2)	Yes	Landowner state
LA_ZIPCODE	VARCHAR2 (9)	Yes	Landowner zip code
LA_HEIGHT_FT	NUMBER (1)	Yes	height - feet
LA_HEIGHT_IN	NUMBER (2)	Yes	Height - inches

## Point of Sale System Information

Total Records: 1,553			
Field	Type	Nulls?	Comments
LA_WEIGHT	VARCHAR2 (3)	Yes	Weight - pounds
LA_HAIR_COLOR	NUMBER (1)	Yes	Hair color
LA_EYE_COLOR	NUMBER (1)	Yes	Eye color
LA_DATE_OF_BIRTH	DATE	Yes	Date of birth
LA_SEX	VARCHAR2 (1)	Yes	Sex
LA_PHONE_NUMBER	VARCHAR2 (15)	Yes	Telephone number

Index Name	Type	Unique	Fields
XPKLANDOWNER	NORMAL	Yes	LA_LANDOWNER_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LAND_OWNER_BIG_GAME_STATS	DPLS	BIG_GAME_STATS	BI_LANDOWNER_ID

### ***LICENSE\_AND\_FEE***

License and fee table header

**Primary Key(s): LI\_FE\_LICENSE\_FEE\_TABLE\_NAME**

Total Records: 134			
Field	Type	Nulls?	Comments
LI_FE_LICENSE_FEE_TABLE_NAME	VARCHAR2 (14)	No	License and fee table name, used as reference by license_fee_detail
LI_FE_DESCRIPTION	VARCHAR2 (80)	No	Free form description
LI_FE_TABLE_STATUS	VARCHAR2 (1)	No	Table status
LI_FE_EFFECTIVE_DATE	DATE	Yes	Effective date of this license and fee table
LI_FE_DOWNLOAD_FILE	VARCHAR2 (100)	Yes	Not used in OH

Index Name	Type	Unique	Fields
PK_LICENSE_FEE	NORMAL	Yes	LI_FE_LICENSE_FEE_TABLE_NAME

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_DL_ST_LI_FEE	LI_FE_TABLE_STATU S	DPLS	DOWNLOAD_STATUS_CODE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LI_FE_EXCEPTION	DPLS	AGENT_LICENSE_TABLE	AG_LI_LICENSE_FE E_TABLE_NAME

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LI_FE_TABLE_NAME	DPLS	LICENSE_FEE_DETAIL	LI_FE_DE_LIC_FEE_TABLE_NAME

### ***LICENSE\_CATEGORY***

Static information about a license type

**Primary Key(s): LI\_CA\_LICENSE\_FEE\_CODE**

Total Records: 171			
Field	Type	Nulls?	Comments
LI_CA_LICENSE_FEE_CODE	VARCHAR2 (3)	No	3 digit code
LI_CA_LIC_LONG_DESCRIPTION	VARCHAR2 (40)	No	Free form description
LI_CA_LIC_SHORT_DESCRIPTION	VARCHAR2 (15)	Yes	Short name of license
LI_CA_LICENSE_TYPE	VARCHAR2 (10)	Yes	General type of license (e.g. hunting, fishing,...)
LI_CA_REVENUE_SRC_CODE	VARCHAR2 (4)	Yes	Ohio revenue transmittal report column value
LI_CA_AGENCY_CODE	VARCHAR2 (3)	Yes	Ohio revenue transmittal report column value
LI_CA_FUND_CODE	VARCHAR2 (3)	Yes	Ohio revenue transmittal report column value
LI_CA_RC	VARCHAR2 (4)	Yes	Ohio revenue transmittal report column value
LI_CA_SUB_REV_CODE	VARCHAR2 (2)	Yes	Ohio revenue transmittal report column value
LI_CA_LOC	VARCHAR2 (10)	Yes	Ohio revenue transmittal report column value
LI_CA_DESC_CODE	VARCHAR2 (50)	Yes	Ohio revenue transmittal report column value

Index Name	Type	Unique	Fields
PK_LICENSE_CATEGORY	NORMAL	Yes	LI_CA_LICENSE_FEE_CODE

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LICENSE_CAT_REVOCATIONS	DPLS	REVOCATIONS	REV_LICENSE_CODE
FK_LICENSE_FEE_CODE_REVENUE	DPLS	REVENUE_BY_TRANSACTION	RE_LICENSE_FEE_CODE
FK_LIC_CAT_LIC_FEE_DETAIL	DPLS	LICENSE_FEE_DETAIL	LI_FE_DE_LICENSE_CODE

## Point of Sale System Information

### ***LICENSE\_EXCEPTION***

License type that an agent is not allowed to sell

**Primary Key(s): LI\_COUNTY\_ID, LI\_AGENT\_WITHIN\_COUNTY,  
LI\_LICENSE\_FEE\_TABLE\_NAME, LI\_EXCEP\_LICENSE\_FEE\_ID**

Total Records: 0			
Field	Type	Nulls?	Comments
LI_COUNTY_ID	VARCHAR2 (3)	No	County ID of agent not allowed to sell license
LI_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county of agent not allowed to sell license
LI_LICENSE_FEE_TABLE_NAME	VARCHAR2 (14)	No	Name of table containing license to be omitted
LI_EXCEP_LICENSE_FEE_ID	NUMBER (6)	No	Reference to license_fee_detail of license to be omitted

Index Name	Type	Unique	Fields
XIF121LICENSE_EXCEPTION	NORMAL	No	LI_EXCEP_LICENSE_FEE_ID
XIF91LICENSE_EXCEPTION	NORMAL	No	LI_COUNTY_ID, LI_AGENT_WITHIN_COUNTY, LI_LICENSE_FEE_TABLE_NAME
XPKLICENSE_EXCEPTION	NORMAL	Yes	LI_COUNTY_ID, LI_AGENT_WITHIN_COUNTY, LI_LICENSE_FEE_TABLE_NAME, LI_EXCEP_LICENSE_FEE_ID

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***LICENSE\_FEE\_DETAIL***

License and fee table detail

**Primary Key(s): LI\_FE\_DE\_LICENSE\_FEE\_ID**

Total Records: 5,169				
Field	Type	Default	Nulls?	Comments
LI_FE_DE_LICENSE_FEE_ID	NUMBER (6)		No	Internal ID of this license
LI_FE_DE_LICENSE_CODE	VARCHAR2 (3)		No	3 digit code, reference to license_category
LI_FE_DE_LICENSE_PRICE	NUMBER (7, 2)		No	Price for a new license
LI_FE_DE_AGENT_COMMISSION	NUMBER (7, 2)		No	Amount of LICENSE_PRICE that goes to selling agent
LI_FE_DE_CLUB_COMMISSION	NUMBER (7, 2)		No	Amount of LICENSE_PRICE that goes to club
LI_FE_DE_DUPL_LICENSE_PRICE	NUMBER (7, 2)		No	Price for a replacement license

## Point of Sale System Information

Total Records: 5,169				
Field	Type	Default	Nulls?	Comments
LI_FE_DE_LICENSE_RESIDENT	VARCHAR2 (1)		No	Y = Resident only, N = non-resident only, B = both
LI_FE_DE_START_SELL_DATE	DATE		No	First date license can be sold
LI_FE_DE_STOP_SELL_DATE	DATE		No	Last date license can be sold
LI_FE_DE_EFF_START_DATE	DATE		No	First date license is valid
LI_FE_DE_EFF_STOP_DATE	DATE		No	Last date license is valid
LI_FE_DE_LICENSE_ADDINFO	VARCHAR2 (1)		No	Y = request additional info
LI_FE_DE_ADDINFO_TEXT	VARCHAR2 (25)		Yes	Text to use if requesting additional info
LI_FE_DE_SURVEY_FLAG	VARCHAR2 (1)		No	Y = use survey specified in SURVEY_NAME
LI_FE_DE_SURVEY_FREQ_COUNT	NUMBER (3)		No	Count interval between survey instances
LI_FE_DE_SURVEY_FREQ_TIME	NUMBER (3)		No	Time interval between survey instances
LI_FE_DE_PREREQ_FLAG	VARCHAR2 (1)		No	Y = license has prerequisite
LI_FE_DE_LIC_MAX_NUM	NUMBER (5)		No	Maximum quantity if MULT_ALLOWED = Y
LI_FE_DE_LIC_FEE_TABLE_NAME	VARCHAR2 (14)		No	Reference to LICENSE_AND_FEE
LI_FE_DE_LICENSE_YEAR	VARCHAR2 (9)		No	License year
LI_FE_DE_PRINTER	VARCHAR2 (2)		No	Print license on: L = license printer, R = receipt printer
LI_FE_DE_FORM	VARCHAR2 (2)		No	Form number to use when printing this license
LI_FE_DE_PREPRINT_FORM	VARCHAR2 (2)		Yes	Form number to use when pre-printing copies of this license
LI_FE_DE_MIN_AGE	NUMBER (2)		No	Minimum customer age
LI_FE_DE_MAX_AGE	NUMBER (3)		No	Maximum customer age
LI_FE_DE_ONLINE_FLAG	VARCHAR2 (1)		No	License requires an online transaction
LI_FE_DE_COMBINE_FLAG	VARCHAR2 (1)		No	Y = license can be combined with others in one sale
LI_FE_DE_MULT_ALLOWED	VARCHAR2 (1)		No	Y = quantity greater than 1 is allowed
LI_FE_DE_START_DATE_REQUIRED	VARCHAR2 (2)		No	Y = Start date is needed for this license

## Point of Sale System Information

Total Records: 5,169				
Field	Type	Default	Nulls?	Comments
LI_FE_DE_NUMBER_OF_DAYS	NUMBER (3)		Yes	Number of days license is valid if START_DATE_REQUIRED = Y
LI_FE_DE_HUNT_VERIF_REQUIRED	VARCHAR2 (1)		No	Y = Hunter verification required when selling his license
LI_FE_DE_TRAP_VERIF_REQUIRED	VARCHAR2 (1)		No	Y = Trapper verification required when selling his license
LI_FE_DE_WRITING_FEE	NUMBER (7)		No	Amount of writing fee (Used for DOW agents revenue transmittal report)
LI_FE_DE_PRESENTATION_FLAG	VARCHAR2 (1)		No	Y = this license should appear in license list
LI_FE_DE_SURVEY_NAME	VARCHAR2 (6)		Yes	Name of survey to use when selling this license
LI_FE_DE_CERTIFICATE_ALLOWED	VARCHAR2 (1)		Yes	Y = Gift certificate can be used to buy this license
LI_FE_DE_SENIOR_LICENSE_FLAG	VARCHAR2 (1)	'N'	Yes	

Index Name	Type	Unique	Fields
XIF61LICENSE_FEE_DETAIL	NORMAL	No	LI_FE_DE_LICENSE_CODE, LI_FE_DE_LICENSE_FEE_ID
XIF23LICENSE_FEE_DETAIL	NORMAL	No	LI_FE_DE_LIC_FEE_TABLE_NAME
U_LICENSE_TABLE_NAME_CODE	NORMAL	Yes	LI_FE_DE_LIC_FEE_TABLE_NAME, LI_FE_DE_LICENSE_CODE
XPKLICENSE_FEE_DETAIL	NORMAL	Yes	LI_FE_DE_LICENSE_FEE_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LIC_CAT_LIC_FEE_DETAIL	LI_FE_DE_LICENSE_CODE	DPLS	LICENSE_CATEGORY
FK_LI_FE_TABLE_NAME	LI_FE_DE_LIC_FEE_TABLE_NAME	DPLS	LICENSE_AND_FEE
FK_SU_NA_LI_FE_DE	LI_FE_DE_SURVEY_NAME	DPLS	SURVEY_NAME

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LIC_FEE_DET_GIFT_CERT	DPLS	GIFT_CERTIFICATES	GI_LICENSE_DETAIL_ID
FK_LI_PE	DPLS	LICENSE_PERMIT	LI_PE_LICENSE_DETAIL_ID
FK_SUR_RESP_LICENSE_FEE_ID	DPLS	SURVEY_RESPONSES	SU_LICENSE_FEE_ID
SYS_C0014194	DPLS	PREREQUISITE_QUESTION	PR_LICENSE_FEE_ID

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
SYS_C0014195	DPLS	PREREQUISITE_QUESTION	PR_PREREQ_2
SYS_C0014196	DPLS	PREREQUISITE_QUESTION	PR_PREREQ_3
SYS_C0014197	DPLS	PREREQUISITE_QUESTION	PR_PREREQ_4
SYS_C0014198	DPLS	PREREQUISITE_QUESTION	PR_PREREQ_5

### ***LICENSE\_HOLDER***

Demographic information about a license buyer

**Primary Key(s): LI\_CUSTOMER\_ID**

Total Records: 4,659,352			
Field	Type	Nulls?	Comments
LI_CUSTOMER_ID	NUMBER (9)	No	Internal customer ID
LI_RESIDENT_STATE	VARCHAR2 (2)	Yes	State of drivers license
LI_DRIVER_LICENSE_NUMBER	VARCHAR2 (21)	Yes	Drivers license number used as customer ID
LI_PREVIOUS_LICENSE_NUMBER	VARCHAR2 (21)	Yes	Previous license number used as customer ID
LI_SSN	VARCHAR2 (9)	Yes	Social security number used as customer ID
LI_SPORT_CARD_NUMBER	VARCHAR2 (21)	Yes	POS generated number used as customer ID
LI_NAME_LAST	VARCHAR2 (25)	Yes	Customer last name
LI_NAME_FIRST	VARCHAR2 (23)	Yes	Customer first name
LI_NAME_MIDDLE	VARCHAR2 (1)	Yes	Customer middle initial
LI_ADDR1	VARCHAR2 (30)	Yes	Customer address line 1
LI_ADDR2	VARCHAR2 (30)	Yes	Customer address line 2
LI_CITY	VARCHAR2 (25)	Yes	Customer city
LI_STATE	VARCHAR2 (2)	Yes	Customer address state
LI_ZIPCODE	VARCHAR2 (9)	Yes	Customer zipcode
LI_HEIGHT_FT	NUMBER (1)	Yes	Customer height feet
LI_HEIGHT_IN	NUMBER (2)	Yes	Customer height in inches
LI_WEIGHT	VARCHAR2 (3)	Yes	Customer weight in pounds
LI_HAIR_COLOR	NUMBER (1)	Yes	Customer hair color
LI_EYE_COLOR	NUMBER (1)	Yes	Customer eye color
LI_DATE_OF_BIRTH	DATE	Yes	Customer date of birth
LI_SEX	VARCHAR2 (1)	Yes	Customer sex

## Point of Sale System Information

<b>Total Records: 4,659,352</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
LI_PHONE_NUMBER	VARCHAR2 (15)	Yes	Customer phone number
LI_MAIL_LIST	VARCHAR2 (1)	Yes	N = do not include on mailing lists sold outside
LI_SALE_ID_TYPE	VARCHAR2 (1)	Yes	Type of id used at sale time
LI_SALE_ID	VARCHAR2 (21)	Yes	ID used at sale time
LI_EMAIL_ADDR	VARCHAR2 (50)	Yes	
LI_NAME_SUFFIX	VARCHAR2 (50)	Yes	

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
I_LAST_FIRST_MI	NORMAL	No	LI_NAME_LAST, LI_NAME_FIRST, LI_NAME_MIDDLE
I_SALE_ID_LICENSE_HOLDER	NORMAL	No	LI_SALE_ID_TYPE, LI_SALE_ID
I_DRIVER_LICENSE_HOLDER	NORMAL	No	LI_DRIVER_LICENSE_NUMBER, LI_RESIDENT_STATE
XIF85LICENSE_HOLDER	NORMAL	No	LI_HAIR_COLOR
XIF88LICENSE_HOLDER	NORMAL	No	LI_EYE_COLOR
I_SSN	NORMAL	No	LI_SSN
I_SYSID	NORMAL	No	LI_SPORT_CARD_NUMBER
I_PREVIOUS	NORMAL	No	LI_PREVIOUS_LICENSE_NUMBER
I_NAME	NORMAL	No	LI_NAME_FIRST, LI_NAME_LAST, LI_NAME_MIDDLE
XPKLICENSE_HOLDER	NORMAL	Yes	LI_CUSTOMER_ID
U_SALE_ID_INFO	NORMAL	Yes	LI_SALE_ID_TYPE, LI_SALE_ID, LI_RESIDENT_STATE

<b>Internal Foreign Key Constraint</b>	<b>Affected Field</b>	<b>Source Schema</b>	<b>Source Table</b>
FK_EYE_COLOR_CODE_LIC_HOLDER	LI_EYE_COLOR	DPLS	EYE_COLOR_CODE
FK_HAIR_COLOR_CODE_LIC_HOLDER	LI_HAIR_COLOR	DPLS	HAIR_COLOR_CODE

<b>Primary Key as Foreign Key Constraint</b>	<b>Affected Schema</b>	<b>Affected Table</b>	<b>Affected Field</b>
FK_LIC_HOLDER_BMV_RECORD	DPLS	BMV_RECORD	BMV_CUSTOMER_ID
FK_LIC_HOLDER_LIC_PERMIT	DPLS	LICENSE_PERMIT	LI_PE_CUSTOMER_ID
FK_LIC_HOLDER_REVOCATIONS	DPLS	REVOCATIONS	REV_CUSTOMER_ID

## Point of Sale System Information

### ***LICENSE\_PERMIT***

Record of an individual license sale

**Primary Key(s): LI\_PE\_LICENSE\_ID**

<b>Total Records: 17,602,567</b>				
<b>Field</b>	<b>Type</b>	<b>Default</b>	<b>Nulls?</b>	<b>Comments</b>
LI_PE_LICENSE_ID	NUMBER (9)		No	Internal ID of this license
LI_PE_LICENSE_STATUS	VARCHAR2 (1)		Yes	Status of this license
LI_PE_ADDITIONAL_INFORMATION	VARCHAR2 (25)		Yes	Additional information collected at POS
LI_PE_CUSTOMER_ID	NUMBER (9)		No	Reference to license_holder
LI_PE_SALE_TRANS_ID	NUMBER (9)		No	Reference to sale_transaction
LI_PE_AUTH_NO	VARCHAR2 (21)		Yes	
LI_PE_LICENSE_QTY	NUMBER (2)		Yes	Quantity of permits or licenses
LI_PE_LICENSE_DETAIL_ID	NUMBER (6)		No	Reference to license_fee_detail
LI_PE_LICENSE_NO	VARCHAR2 (21)		No	License number created at POS
LI_PE_CERT_DETAIL_ID	VARCHAR2 (21)		Yes	ID of gift certificate redeemed for this license
LI_PE_ORIGINAL_LICENSE_ID	VARCHAR2 (21)		Yes	Original license number if replacement
LI_PE_EFF_START_DATE	DATE		Yes	First date license is valid
LI_PE_EFF_STOP_DATE	DATE		Yes	Last date license is valid
LI_PE_LICENSE_PRICE	NUMBER (7, 2)		No	Face value of license(s)
LI_PE_REDEEM_CERT_AMOUNT	NUMBER (7, 2)		Yes	Amount of gift certificate redeemed for this license
LI_PE_GIFT_CERT_RETURN_STATUS	VARCHAR2 (1)		Yes	Status of Gift Certificate redeemed for this license
LI_PE_LICENSE_TYPE	VARCHAR2 (1)		No	Type of license purchased. U -- upgrade, G -- Gift certificate, R -- Redeemed gift certificate, D -- duplicate, space -- Regular license. Added to license_permit table on 04/04/2000
LI_PE_GC_REDEMPTION_STATUS	VARCHAR2 (1)		Yes	
LI_PE_TRANSFER_STATUS	VARCHAR2 (1)		Yes	
LI_PE_CHARGED_FLAG	VARCHAR2 (1)		Yes	
OLD_RETURN_STATUS	VARCHAR2 (1)		Yes	
LI_PE_VOID_CHARGE_DATE	DATE		Yes	
LI_PE_GC_CHARGE_DATE	DATE		Yes	

## Point of Sale System Information

Total Records: 17,602,567				
Field	Type	Default	Nulls?	Comments
LI_PE_LETTER_SENT_DATE	DATE		Yes	
LI_PE_GC_FUND_TRANSFER_DATE	DATE		Yes	

Index Name	Type	Unique	Fields
I_GC_FUND_TRANSFER_DATE	NORMAL	No	LI_PE_GC_FUND_TRANSFER_DATE
I_GC_REDEMPTION	NORMAL	No	LI_PE_GC_REDEMPTION_STATUS
I_VOID_CHARGE_DATE	NORMAL	No	LI_PE_VOID_CHARGE_DATE
I_GC_CHARGE_DATE	NORMAL	No	LI_PE_GC_CHARGE_DATE
I_LICENSE_NO	NORMAL	No	LI_PE_LICENSE_NO
I_CERT_DETAIL_ID	NORMAL	No	LI_PE_CERT_DETAIL_ID
I_LICENSE_STATUS	NORMAL	No	LI_PE_LICENSE_STATUS, LI_PE_LICENSE_TYPE, LI_PE_LICENSE_DETAIL_ID, LI_PE_SALE_TRANS_ID, LI_PE_LICENSE_QTY, LI_PE_LICENSE_PRICE
I_GIFT_CERT_RETURN_STATUS	NORMAL	No	LI_PE_GIFT_CERT_RETURN_STATUS
I_LICENSE_TYPE	NORMAL	No	LI_PE_LICENSE_TYPE, LI_PE_LICENSE_DETAIL_ID, LI_PE_SALE_TRANS_ID, LI_PE_LICENSE_QTY, LI_PE_LICENSE_PRICE
XIF20LICENSE_PERMIT	NORMAL	No	LI_PE_LICENSE_DETAIL_ID, LI_PE_SALE_TRANS_ID, LI_PE_LICENSE_QTY, LI_PE_LICENSE_PRICE
XIF77LICENSE_PERMIT	NORMAL	No	LI_PE_CUSTOMER_ID
I_LI_PE_SALE	NORMAL	No	LI_PE_SALE_TRANS_ID
PK_LICENSE_PERMIT	NORMAL	Yes	LI_PE_LICENSE_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LIC HOLDER_LIC_PERMIT	LI_PE_CUSTOMER_ID	DPLS	LICENSE_HOLDER
FK_LI_PE	LI_PE_LICENSE_DETAIL_ID	DPLS	LICENSE_FEE_DETAIL
FK_LI_PE_SALE_TRAN	LI_PE_SALE_TRANSACTION_ID	DPLS	SALE_TRANSACTION

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LIC_PERMIT_AGENT_TRAN	DPLS	AGENT_TRANSACTION	AG_TR_LICENSE_ID
FK_LIC_PERMIT_GC_FUND	DPLS	GC_FUND_TRANSFERS	GC_LICENSE_PERMIT_ID
FK_LIC_PERMIT_GIFT_CERT	DPLS	GIFT_CERTIFICATES	GI_LICENSE_PERMIT_ID

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LIC_PERMIT_TMP_GC_FUND	DPLS	TEMP_GC_FUND_TRANSFERS	T_GC_LICENSE_PERMIT_ID
F_REDEEM_GC_LICENSE_PERMIT	DPLS	REDEEM_GC_LETTERS_TEMP_DATA	RE_GC_LICENSE_ID
F_VOID_LETTERS_LICENSE_PERMIT	DPLS	VOID_LETTERS_TEMP_DATA	VO_LE_LICENSE_ID
SYS_C0014193	DPLS	SURVEY_RESPONSES	SU_LICENSE_ID

### ***LICENSE\_PRIVILEGE\_CODE***

**Primary Key(s): LI\_PR\_ID**

Total Records: 3			
Field	Type	Nulls?	
LI_PR_ID	NUMBER (3)	No	
LI_PR_CODE	VARCHAR2 (10)	No	
LI_PR_DESC	VARCHAR2 (50)	Yes	

Index Name	Type	Unique	Fields
XPKLIC_PRIV_CODE	NORMAL	Yes	LI_PR_ID

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***LICENSE\_PRIVILEGE\_REVOCATIONS***

**Primary Key(s): LI\_PR\_RE\_CUSTOMER\_ID, LI\_PR\_RE\_PRIVILEGE\_CODE, LI\_PR\_RE\_START\_DATE**

Total Records: 328			
Field	Type	Nulls?	
LI_PR_RE_CUSTOMER_ID	NUMBER (9)	No	
LI_PR_RE_PRIVILEGE_CODE	VARCHAR2 (10)	No	
LI_PR_RE_START_DATE	DATE	No	
LI_PR_RE_END_DATE	DATE	Yes	
LI_PR_RE_REASON_CODE	VARCHAR2 (25)	No	
LI_PR_RE_LETTER_DATE	DATE	Yes	
LI_PR_RE_COUNTY	VARCHAR2 (40)	Yes	
LI_PR_RE_REINSTATE_DATE	DATE	Yes	

## Point of Sale System Information

Index Name	Type	Unique	Fields
XPKLIC_PRIV_REVOC	NORMAL	Yes	LI_PR_RE_CUSTOMER_ID, LI_PR_RE_PRIVILEGE_CODE, LI_PR_RE_START_DATE

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***LICENSE\_TRANSLATION***

Temporary table to correct license\_detail ids from Rev B PO

S terminals

**Primary Key(s):**

Total Records: 145			
Field	Type	Nulls?	Comments
LT_POS_LICENSE_ID	VARCHAR2 (6)	No	Obsolete POS license ID
LT_LICENSE_CODE	NUMBER (3)	No	3 digit license code
LT_HOST_LICENSE_ID	VARCHAR2 (6)	No	Correct host license ID (6 digit)

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***MESSAGE\_CODE***

Message for download to POS terminals

**Primary Key(s): MESSAGE\_ID**

Total Records: 2			
Field	Type	Nulls?	Comments
MESSAGE_ID	NUMBER (3)	No	Message ID
MESSAGE_CODE	VARCHAR2 (1)	No	Secure requires Mgr Pswd at POS
MESSAGE_TYPE	VARCHAR2 (1)	No	Urgent - not used at POS
MESSAGE_PERSISTENCE_DATE	DATE	Yes	Display Until Date, null = display once
MESSAGE_DESC	VARCHAR2 (50)	No	Message Text - up to 2 lines, 25 chars each

Index Name	Type	Unique	Fields
PK_MESSAGE_CODE	NORMAL	Yes	MESSAGE_ID

**No Internal Foreign Keys**

**No External Foreign Keys**

# Point of Sale System Information

## ***PLAN\_TABLE***

### **Primary Key(s):**

<b>Total Records: 28</b>		
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>
STATEMENT_ID	VARCHAR2 (30)	Yes
TIMESTAMP	DATE	Yes
REMARKS	VARCHAR2 (80)	Yes
OPERATION	VARCHAR2 (30)	Yes
OPTIONS	VARCHAR2 (30)	Yes
OBJECT_NODE	VARCHAR2 (128)	Yes
OBJECT_OWNER	VARCHAR2 (30)	Yes
OBJECT_NAME	VARCHAR2 (30)	Yes
OBJECT_INSTANCE	NUMBER	Yes
OBJECT_TYPE	VARCHAR2 (30)	Yes
OPTIMIZER	VARCHAR2 (255)	Yes
SEARCH_COLUMNS	NUMBER	Yes
ID	NUMBER	Yes
PARENT_ID	NUMBER	Yes
POSITION	NUMBER	Yes
COST	NUMBER	Yes
CARDINALITY	NUMBER	Yes
BYTES	NUMBER	Yes
OTHER_TAG	VARCHAR2 (255)	Yes
OTHER	LONG	Yes

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

## ***PREREQUISITE\_QUESTION***

Prerequisite information for download to POS terminals

### **Primary Key(s): PR\_LICENSE\_FEE\_ID**

<b>Total Records: 81</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
PR_LICENSE_FEE_ID	NUMBER (6)	No	Reference to license_fee_detail, license that has these prerequisites

## Point of Sale System Information

Total Records: 81			
Field	Type	Nulls?	Comments
PR_PREREQ_3	NUMBER (6)	Yes	License required before purchasing PR_LICENSE_FEE_ID
PR_PREREQ_4	NUMBER (6)	Yes	License required before purchasing PR_LICENSE_FEE_ID
PR_PREREQ_5	NUMBER (6)	Yes	License required before purchasing PR_LICENSE_FEE_ID
PR_PREREQ_1	NUMBER (6)	No	License required before purchasing PR_LICENSE_FEE_ID
PR_PREREQ_2	NUMBER (6)	Yes	License required before purchasing PR_LICENSE_FEE_ID
PR_PREREQ_FLAG_1	VARCHAR2 (1)	Yes	Y = must purchase together
PR_PREREQ_FLAG_2	VARCHAR2 (1)	Yes	Y = must purchase together
PR_PREREQ_FLAG_3	VARCHAR2 (1)	Yes	Y = must purchase together
PR_PREREQ_FLAG_4	VARCHAR2 (1)	Yes	Y = must purchase together
PR_PREREQ_FLAG_5	VARCHAR2 (1)	Yes	Y = must purchase together

Index Name	Type	Unique	Fields
XIF164PREREQUISITE_QUESTION	NORMAL	No	PR_PREREQ_3
XIF165PREREQUISITE_QUESTION	NORMAL	No	PR_PREREQ_4
XIF166PREREQUISITE_QUESTION	NORMAL	No	PR_PREREQ_5
XPKPREREQUISITE_QUESTION	NORMAL	Yes	PR_LICENSE_FEE_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
SYS_C0014194	PR_LICENSE_FEE_ID	DPLS	LICENSE_FEE_DETAIL
SYS_C0014195	PR_PREREQ_2	DPLS	LICENSE_FEE_DETAIL
SYS_C0014196	PR_PREREQ_3	DPLS	LICENSE_FEE_DETAIL
SYS_C0014197	PR_PREREQ_4	DPLS	LICENSE_FEE_DETAIL
SYS_C0014198	PR_PREREQ_5	DPLS	LICENSE_FEE_DETAIL

**No External Foreign Keys**

### ***PREVENTIVE\_MAINTENANCE***

Record of preventive maintenance performed by an agent

**Primary Key(s): PR\_MA\_COUNTY\_ID, PR\_MA\_AGENT\_WITHIN\_COUNTY, PR\_MA\_MAINT\_PERFORMED**

Total Records: 0			
Field	Type	Nulls?	Comments
PR_MA_COUNTY_ID	VARCHAR2 (3)	No	County ID
PR_MA_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county

## Point of Sale System Information

Total Records: 0			
Field	Type	Nulls?	Comments
PR_MA_MAINT_PERFORMED	DATE	No	Date preventive maintenance was performed
PR_MA_FREQUENCY	NUMBER (3)	Yes	Frequency in days
PR_MA_MAINT_DUE	DATE	Yes	Next date due

Index Name	Type	Unique	Fields
XIF53PREVENTIVE_MAINTENANCE	NORMAL	No	PR_MA_COUNTY_ID, PR_MA_AGENT_WITHIN_COUNTY
PK_PREVENTIVE_MAINTENANCE	NORMAL	Yes	PR_MA_COUNTY_ID, PR_MA_AGENT_WITHIN_COUNTY, PR_MA_MAINT_PERFORMED

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_PREVEN_MAINT	PR_MA_COUNTY_ID	DPLS	AGENT
FK_AGENT_PREVEN_MAINT	PR_MA_AGENT_WITHIN_COUNTY	DPLS	AGENT

No External Foreign Keys

### ***PROBLEM\_AREA\_CODE***

Type of problem for help desk or hardware maintenance record

**Primary Key(s): PR\_AREA\_ID**

Total Records: 15			
Field	Type	Nulls?	Comments
PR_AREA_ID	NUMBER (3)	No	Number of this problem area
PR_AREA_CODE	VARCHAR2 (32)	No	Name of this problem area
PR_AREA_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
XPKPROBLEM_AREA_CODE	NORMAL	Yes	PR_AREA_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_PR_AREA_AG_HELP_DESK	DPLS	AGENT_HELP_DESK	AG_HE_PROB_AREA
FK_PR_AREA_CODE_AG_HW_MAINT	DPLS	AGENT_HW_MAINTENANCE	AG_HW_PROB_AREA

## Point of Sale System Information

### ***PROBLEM\_STATUS\_CODE***

Status of problem for help desk or hardware maintenance record

**Primary Key(s): PR\_STATUS\_ID**

Total Records: 3			
Field	Type	Nulls?	Comments
PR_STATUS_ID	NUMBER (3)	No	Number of this problem status type
PR_STATUS_CODE	VARCHAR2 (32)	No	Name of this problem status type
PR_STATUS_DESC	VARCHAR2 (100)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_PROBLEM_STATUS_CODE	NORMAL	Yes	PR_STATUS_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AG_HW_MAINT_PROBLEM_STATU S	DPLS	AGENT_HW_MAINTENANC E	AG_HW_PROB_STA TUS
FK_PR_ST_AG_HELP_DESK	DPLS	AGENT_HELP_DESK	AG_HE_PROB_STAT US_ID

### ***RECEIPT\_TRANSACTION\_CODES***

**Primary Key(s): TRAN\_CODE, TRAN\_DESC**

Total Records: 9			
Field	Type	Nulls?	
TRAN_CODE	CHAR (2)	No	
TRAN_DESC	CHAR (50)	No	
ISVOID	CHAR (1)	Yes	
ISDUP	CHAR (1)	Yes	
SORTBY	CHAR (1)	Yes	
ISPREPRINT	CHAR (1)	Yes	

Index Name	Type	Unique	Fields
PK_COEDDESC	NORMAL	Yes	TRAN_CODE, TRAN_DESC

**No Internal Foreign Keys**

**No External Foreign Keys**

## Point of Sale System Information

### ***REDEEM\_GC\_LETTERS\_TEMP\_DATA***

**Primary Key(s): RE\_GC\_LICENSE\_ID**

Total Records: 0			
Field	Type	Nulls?	Comments
RE_GC_LICENSE_ID	NUMBER (9)	No	Internal ID of this license
RE_GC_COUNTY_ID	VARCHAR2 (3)	Yes	Agent county ID
RE_GC_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	Yes	Agent within county
RE_GC_SALE_DATE	DATE	Yes	
RE_GC_TRANSACTION_NO	VARCHAR2 (21)	Yes	
RE_GC_LICENSE_NO	VARCHAR2 (21)	Yes	
RE_GC_GIFT_CERTIFICATE_NO	VARCHAR2 (21)	Yes	
RE_GC_NET_LICENSE_PRICE	NUMBER (7, 2)	Yes	
RE_GC_AGENT_FEE	NUMBER (7, 2)	Yes	
RE_GC_CLUB_FEE	NUMBER (7, 2)	Yes	
RE_GC_CUSTOMER_ID	NUMBER (9)	Yes	
RE_GC_LICENSE_FEE_CODE	VARCHAR2 (3)	Yes	3 digit code
RE_GC_TRANSACTION_REASON	VARCHAR2 (32)	Yes	
RE_GC_CREATED_DATE	DATE	Yes	
RE_GC_LIST_TYPE	VARCHAR2 (1)	No	

Index Name	Type	Unique	Fields
XIF175REDEEM_GC_LETTERS_TEMP_D	NORMAL	No	RE_GC_COUNTY_ID, RE_GC_AGENT_WITHIN_COUNTY
XIF176REDEEM_GC_LETTERS_TEMP_D	NORMAL	No	RE_GC_LICENSE_FEE_CODE
PK_REDEEM_GC_LETTERS_TEMP_DATA	NORMAL	Yes	RE_GC_LICENSE_ID

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
F_REDEEM_GC_AGENT	RE_GC_COUNTY_ID	DPLS	AGENT
F_REDEEM_GC_AGENT	RE_GC_AGENT_WITHIN_COUNTY	DPLS	AGENT
F_REDEEM_GC_LICENSE_PERMIT	RE_GC_LICENSE_ID	DPLS	LICENSE_PERMIT

**No External Foreign Keys**

### ***REVENUE\_BY\_TRANSACTION***

Revenue transmittal details by bank transaction and license code

## Point of Sale System Information

**Primary Key(s): RE\_FUND\_TRANSFER\_NUMBER,  
RE\_BANK\_TRANSACTION\_ID, RE\_LICENSE\_FEE\_CODE**

Total Records: 557,595			
Field	Type	Nulls?	Comments
RE_FUND_TRANSFER_NUMBER	NUMBER (9)	No	Revenue transfer report reference
RE_BANK_TRANSACTION_ID	NUMBER (9)	No	Reference to bank_transaction
RE_LICENSE_FEE_CODE	VARCHAR2 (3)	No	License type identifier
RE_AMOUNT	NUMBER (9, 2)	Yes	Amount

Index Name	Type	Unique	Fields
XIF134REVENUE_BY_TRANSACTION	NORMAL	No	RE_LICENSE_FEE_CODE
XIF135REVENUE_BY_TRANSACTION	NORMAL	No	RE_BANK_TRANSACTION_ID
PK_REVENUE_BY_TRANSACTION	NORMAL	Yes	RE_FUND_TRANSFER_NUMBER, RE_BANK_TRANSACTION_ID, RE_LICENSE_FEE_CODE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_BANK_TRANSACTION_REVENUE	RE_BANK_TRANSACTION_ID	DPLS	BANK_TRANSACTION
FK_LICENSE_FEE_CODE_REVENUE	RE_LICENSE_FEE_CODE	DPLS	LICENSE_CATEGORY

**No External Foreign Keys**

### ***REVENUE\_BY\_TRAN\_COPY***

**Primary Key(s):**

Total Records: 2,957			
Field	Type	Nulls?	
RE_FUND_TRANSFER_NUMBER	NUMBER (16)	Yes	
RE_BANK_TRANSACTION_ID	NUMBER (16)	Yes	
RE_LICENSE_FEE_CODE	CHAR (3)	Yes	
RE_AMOUNT	NUMBER (16, 2)	Yes	

**No Indexes**

**No Internal Foreign Keys**

**No External Foreign Keys**

## Point of Sale System Information

### **REVOCATIONS**

License or privilege revocation for a license holder

**Primary Key(s):** REV\_CUSTOMER\_ID, REV\_LICENSE\_CODE,  
REV\_START\_DATE

Total Records: 2			
Field	Type	Nulls?	Comments
REV_CUSTOMER_ID	NUMBER (9)	No	Reference to license_holder
REV_LICENSE_CODE	VARCHAR2 (3)	No	License type revoked
REV_START_DATE	DATE	No	First day revocation is in effect
REV_END_DATE	DATE	Yes	Last day revocation is in effect
REV_REASON	VARCHAR2 (250)	Yes	Reason for revocation

Index Name	Type	Unique	Fields
XIF109REVOCATIONS	NORMAL	No	REV_LICENSE_CODE
XIF90REVOCATIONS	NORMAL	No	REV_CUSTOMER_ID
SYS_C0013951	NORMAL	Yes	REV_CUSTOMER_ID, REV_LICENSE_CODE, REV_START_DATE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_LICENSE_CAT_REVOCATIONS	REV_LICENSE_CODE	DPLS	LICENSE_CATEGORY
FK_LIC HOLDER_REVOCATIONS	REV_CUSTOMER_ID	DPLS	LICENSE HOLDER

No External Foreign Keys

### **REVOCATION\_REASON\_CODE**

**Primary Key(s):** REV\_RE\_ID

Total Records: 3			
Field	Type	Nulls?	
REV_RE_ID	NUMBER (3)	No	
REV_RE_CODE	VARCHAR2 (25)	No	
REV_RE_DESC	VARCHAR2 (50)	Yes	

Index Name	Type	Unique	Fields
XPk_REVOC_REASON_CODE	NORMAL	Yes	REV_RE_ID

No Internal Foreign Keys

No External Foreign Keys

## Point of Sale System Information

### **SALE\_TRANSACTION**

Record of a sale of one or more licenses

**Primary Key(s): SA\_TR\_ID**

<b>Total Records: 13,196,261</b>			
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>	<b>Comments</b>
SA_TR_ID	NUMBER (9)	No	Internal ID number
SA_TR_COUNTY_ID	VARCHAR2 (3)	No	County ID where sale was made
SA_TR_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county where sale was made
SA_TR_AGENT_TERMINAL_ID	VARCHAR2 (1)	No	Terminal ID where sale was made
SA_TR_SALE_DATE	DATE	No	Date and time of sale
SA_TR_SALE_OR_VOID	VARCHAR2 (1)	Yes	V = sale was voided at POS
SA_TR_REPLACEMENT_FLAG	VARCHAR2 (1)	Yes	D = sale was for replacement (duplicate) license
SA_TR_VOID_STATUS_FLAG	VARCHAR2 (1)	Yes	If sale_or_void = V are R =Return, I=Incomplete Return, C=Charged, P=valid; If sale_or_void <> V are R = Afterfact void Return, I= Afterfact void Incomplete Return, C=Charged, P=valid;
SA_TR_SALE_STATUS_FLAG	VARCHAR2 (1)	Yes	Status of sale
SA_TR_SALE_ID_TYPE	VARCHAR2 (1)	Yes	Code for type of ID customer used for this sale
SA_TR_SALE_ID_NUMBER	VARCHAR2 (21)	Yes	Number of ID customer used for this sale
SA_TR_SALE_TOTAL_AMOUNT	NUMBER (7, 2)	No	Total amount of sale
SA_TR_AGENT_TRANSACTION_ID	NUMBER (9)	No	Reference to agent_transaction (batch sale was in)
SA_TR_SALE_CLERK_ID	VARCHAR2 (3)	Yes	ID number of clerk who made the sale
SA_TR_TRANSACTION_NO	VARCHAR2 (21)	Yes	Transaction number created at POS
SA_TR_TRANS_FEE_AMOUNT	NUMBER (7, 2)	Yes	

<b>Index Name</b>	<b>Type</b>	<b>Unique</b>	<b>Fields</b>
PK_SALE_TRANSACTION	NORMAL	Yes	SA_TR_ID
I_SALE_TRAN_AGENT_ID	NORMAL	No	SA_TR_COUNTY_ID, SA_TR_AGENT_WITHIN_COUNTY, SA_TR_AGENT_TERMINAL_ID
SALE_TRANSACTION_IDX_001	NORMAL	Yes	SA_TR_ID, SA_TR_COUNTY_ID, SA_TR_AGENT_WITHIN_COUNTY, SA_TR_SALE_DATE
SALE_TRANSACTION_IDX_002	NORMAL	No	SA_TR_REPLACEMENT_FLAG, SA_TR_ID, SA_TR_COUNTY_ID, SA_TR_AGENT_WITHIN_COUNTY, SA_TR_SALE_DATE
I_UNIQUE_LICENSE_NO	NORMAL	Yes	SA_TR_TRANSACTION_NO

## Point of Sale System Information

Index Name	Type	Unique	Fields
I_SALE_AGENT_TRANSACTION	NORMAL	No	SA_TR_AGENT_TRANSACTION_ID
I_VOID_STATUS	NORMAL	No	SA_TR_ID, SA_TR_SALE_OR_VOID, SA_TR_VOID_STATUS_FLAG
I_SALE_OR_VOID	NORMAL	No	SA_TR_SALE_OR_VOID
I_SALE_DATE	NORMAL	No	SA_TR_SALE_DATE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_TRAN_SALE_TRAN	SA_TR_AGENT_TRANSACTION_ID	DPLS	AGENT_TRANSACTION

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_LI_PE_SALE_TRAN	DPLS	LICENSE_PERMIT	LI_PE_SALE_TRANSACTION_ID

### ***SPECIES\_SEX\_CODE***

Type and gender of species harvested from game check station

**Primary Key(s): SP\_SEX\_ID**

Total Records: 9			
Field	Type	Nulls?	Comments
SP_SEX_ID	NUMBER (2)	No	Number of species sex code
SP_SEX_CODE	VARCHAR2 (32)	No	Name of species sex code
SP_SEX_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
XPKSPECIES_SEX_CODE	NORMAL	Yes	SP_SEX_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_SPECIES_SEX_BIG_GAME_STATS	DPLS	BIG_GAME_STATS	BI_SEX

### ***STATE\_CODE***

Code for states

**Primary Key(s): ST\_STATE\_ID**

Total Records: 54			
Field	Type	Nulls?	Comments
ST_STATE_ID	VARCHAR2 (2)	No	State id in two letters

## Point of Sale System Information

Total Records: 54			
Field	Type	Nulls?	Comments
ST_STATE_CODE	VARCHAR2 (32)	No	Name os State
ST_STATE_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_STATE_CODE	NORMAL	Yes	ST_STATE_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_AGENT_BUS_STATE	DPLS	AGENT	AG_BUS_STATE

### ***SURVEY\_ANSWER\_FORMAT\_CODE***

Survey Answer Format Codes

**Primary Key(s): SU\_AF\_ID**

Total Records: 6			
Field	Type	Nulls?	Comments
SU_AF_ID	VARCHAR2 (10)	No	Survey Answer Format ID
SU_AF_CODE	VARCHAR2 (32)	No	Survey Answer Format Code
SU_AF_DESC	VARCHAR2 (256)	Yes	Survey Answer Format Description

Index Name	Type	Unique	Fields
PK_SURVEY_ANSWER_FORMAT_CODE	NORMAL	Yes	SU_AF_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_SU_AF_SU_QU	DPLS	SURVEY_QUESTION	SU_ANS_FORMAT

### ***SURVEY\_COMP\_OPERATOR\_CODE***

Survey Comparison Operator Codes

**Primary Key(s): SU\_CO\_ID**

Total Records: 8			
Field	Type	Nulls?	Comments
SU_CO_ID	VARCHAR2 (4)	No	Survey Comparison Operator ID
SU_CO_CODE	VARCHAR2 (32)	No	Survey Comparison Operator Code

## Point of Sale System Information

<b>Total Records: 8</b>			
Field	Type	Nulls?	Comments
SU_CO_DESC	VARCHAR2 (256)	Yes	Survey Comparison Operator Description

Index Name	Type	Unique	Fields
PK_SURVEY_COMP_OPERATOR_CODE	NORMAL	Yes	SU_CO_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_SU_CO_SU_QU	DPLS	SURVEY_QUESTION	SU_COMPARISON_OPERATOR

### ***SURVEY\_NAME***

Names for Surveys

**Primary Key(s): SU\_SURVEY\_NAME**

<b>Total Records: 27</b>				
Field	Type	Default	Nulls?	Comments
SU_SURVEY_NAME	VARCHAR2 (6)		No	Name of survey
SU_SURVEY_DESC	VARCHAR2 (256)		No	Survey Description
SU_DATE_CREATED	DATE	sysdate	No	Date Survey Created
SU_SURVEY_STATUS	VARCHAR2 (1)		No	Download Status

Index Name	Type	Unique	Fields
PK_SURVEY_NAME	NORMAL	Yes	SU_SURVEY_NAME

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_DL_ST_SU_QU	SU_SURVEY_STATUS	DPLS	DOWNLOAD_STATUS_CODE

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_SU_NA_LI_FE_DE	DPLS	LICENSE_FEE_DETAIL	LI_FE_DE_SURVEY_NAME
FK_SU_NA_SU_QU	DPLS	SURVEY_QUESTION	SU_SURVEY_NAME

### ***SURVEY\_QUESTION***

Question to be asked at POS when taking survey

**Primary Key(s): SU\_SURVEY\_NAME, SU\_QUEST\_NO**

## Point of Sale System Information

Total Records: 209			
Field	Type	Nulls?	Comments
SU_SURVEY_NAME	VARCHAR2 (6)	No	Name of survey, used as reference in license_fee_detail
SU_QUEST_NO	NUMBER (2)	No	Question number within survey
SU_BEGIN_DATE	DATE	No	First day to use survey
SU_END_DATE	DATE	No	Last day to use survey
SU_QUEST_DESC	VARCHAR2 (25)	No	Text of question
SU_ANS_FORMAT	VARCHAR2 (10)	No	Format of answer
SU_ANS_LENGTH	NUMBER (2)	No	Length of answer
SU_COMPARISON_OPERATOR	VARCHAR2 (4)	No	Operator to use to test answer
SU_COMPARISON_VALUE	VARCHAR2 (25)	No	Value to use in test
SU_SUCNO	NUMBER (2)	No	Next question number if test succeeds
SU_FAILNO	NUMBER (2)	No	Next question number if test fails
SU_HIP_COMPLETE_FLAG	VARCHAR2 (1)	Yes	
SU_QUESTION_TYPE_FLAG	VARCHAR2 (1)	Yes	

Index Name	Type	Unique	Fields
XIF168SURVEY_QUESTION	NORMAL	No	SU_SURVEY_NAME
PK_SURVEY_QUESTION	NORMAL	Yes	SU_SURVEY_NAME, SU_QUEST_NO

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_SU_AF_SU_QU	SU_ANS_FORMAT	DPLS	SURVEY_ANSWER_FORMAT_CODE
FK_SU_CO_SU_QU	SU_COMPARISON_OPERATOR	DPLS	SURVEY_COMP_OPERATOR_CODE
FK_SU_NA_SU_QU	SU_SURVEY_NAME	DPLS	SURVEY_NAME

**No External Foreign Keys**

### ***SURVEY\_RESPONSES***

Answer given by customer to survey question

**Primary Key(s):**

Total Records: 16,633,992			
Field	Type	Nulls?	Comments
SU_LICENSE_FEE_ID	NUMBER (6)	No	License fee ID the survey question is related to
SU_QUEST_NO	NUMBER (2)	No	Question number
SU_BEGIN_DATE	DATE	No	Begin date for survey question
SU_LICENSE_ID	NUMBER (9)	Yes	License sale related to this response

## Point of Sale System Information

Total Records: 16,633,992			
Field	Type	Nulls?	Comments
SU_GAME_ID	NUMBER (9)	Yes	Game check record related to this response
SU_RESPONSE	VARCHAR2 (25)	No	Content of this response
SU_RESPDATE	DATE	Yes	Date of this response

Index Name	Type	Unique	Fields
XIF101SURVEY_RESPONSES	NORMAL	No	SU_LICENSE_ID
XIF102SURVEY_RESPONSES	NORMAL	No	SU_GAME_ID
XIF69SURVEY_RESPONSES	NORMAL	No	SU_LICENSE_FEE_ID, SU_QUEST_NO, SU_BEGIN_DATE

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_SUR_RESP_BIG_GAME_STATS	SU_GAME_ID	DPLS	BIG_GAME_STATS
FK_SUR_RESP_LICENSE_FEE_ID	SU_LICENSE_FEE_ID	DPLS	LICENSE_FEE_DETAIL
SYS_C0014193	SU_LICENSE_ID	DPLS	LICENSE_PERMIT

No External Foreign Keys

### **TRAINING**

Record of attendance at agent training

**Primary Key(s): TR\_COUNTY\_ID, TR\_AGENT\_WITHIN\_COUNTY, TR\_ID, TR\_DATE, TR\_PERSON\_NAME**

Total Records: 1,411			
Field	Type	Nulls?	Comments
TR_COUNTY_ID	VARCHAR2 (3)	No	County ID portion of agent ID
TR_AGENT_WITHIN_COUNTY	VARCHAR2 (3)	No	Agent within county
TR_ID	NUMBER (3)	No	ID of the training session
TR_DATE	DATE	No	Training session date
TR_PERSON_NAME	VARCHAR2 (30)	No	Name of the attendee

Index Name	Type	Unique	Fields
XIF54TRAINING	NORMAL	No	TR_COUNTY_ID, TR_AGENT_WITHIN_COUNTY
XIF59TRAINING	NORMAL	No	TR_ID
PK_TRAINING	NORMAL	Yes	TR_COUNTY_ID, TR_AGENT_WITHIN_COUNTY, TR_ID, TR_DATE, TR_PERSON_NAME

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_TRAIN	TR_COUNTY_ID	DPLS	AGENT

## Point of Sale System Information

Internal Foreign Key Constraint	Affected Field	Source Schema	Source Table
FK_AGENT_TRAIN	TR_AGENT_WITHIN_C OUNTY	DPLS	AGENT
FK_TRAIN_CODE_TRAINING	TR_ID	DPLS	TRAINING_CODE

No External Foreign Keys

### ***TRAINING\_CODE***

Type of training provided

**Primary Key(s): TR\_ID**

Total Records: 3			
Field	Type	Nulls?	Comments
TR_ID	NUMBER (3)	No	Number of training type
TR_CODE	VARCHAR2 (32)	No	Name of training type
TR_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_TRAINING_CODE	NORMAL	Yes	TR_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_TRAIN_CODE_TRAINING	DPLS	TRAINING	TR_ID

### ***TRANSACTION\_REASON\_CODE***

Reason a transaction was created

**Primary Key(s): TR\_RE\_ID**

Total Records: 27			
Field	Type	Nulls?	Comments
TR_RE_ID	NUMBER (3)	No	Number of transaction reason code
TR_RE_CODE	VARCHAR2 (32)	Yes	Name of transaction reason code
TR_RE_DESC	VARCHAR2 (256)	Yes	Free form description

Index Name	Type	Unique	Fields
PK_TRANSACTION_REASON_COD E	NORMAL	Yes	TR_RE_ID

No Internal Foreign Keys

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
---------------------------------------	-----------------	----------------	----------------

## Point of Sale System Information

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_TRANSACTION_REASON_CODE	DPLS	BANK_TRANSACTION	BA_TR_REASON
FK_TRANS_REASON_CODE	DPLS	AGENT_TRANSACTION	AG_TR_REASON
FK_TR_REA_CODE_AG_COMM_TRAN	DPLS	AGENT_COMMISSION_TRANSACTION	AG_COM_TR_REASON
FK_TR_REA_CODE_INV_AG_TRAN	DPLS	INVENTORY_AGENT_TRANSACTION	INV_AG_TR_REASON

### ***WEAPON\_USED\_CODE***

Type of weapon used from game check station

**Primary Key(s): WE\_USED\_ID**

Total Records: 6			
Field	Type	Nulls?	Comments
WE_USED_ID	NUMBER (3)	No	Number of weapon used code
WE_USED_CODE	VARCHAR2 (32)	No	Name of weapon used code
WE_USED_DESC	VARCHAR2 (256)	Yes	Freeform description

Index Name	Type	Unique	Fields
PK_KILL_METHOD_CODE	NORMAL	Yes	WE_USED_ID

**No Internal Foreign Keys**

Primary Key as Foreign Key Constraint	Affected Schema	Affected Table	Affected Field
FK_WEA_USED_CODE_BIG_GAME	DPLS	BIG_GAME_STATS	BI_WEAPON_USED_ID

# **Supplement 5**

**Point of Sale Reports  
Includes:**

**Sample Report Titles  
(2 pages)  
Sample Reports  
(43 pages)**

## Point of Sale Reports

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# Point of Sale Reports



## Agent Help Desk Activity

Date Range: 02/15/2006 - 02/14/2007

Counties: Ashland

Agents: 003024

Problem Areas: All

Agent Statuses: All

Agent Types: All

County: Ashland

Problem Statuses: All

Club Types: All

Agent: 003024 THE SULLIVAN MARKET  
246 ST RT 58 SULLIVAN OH 44880

Request Date	Requestor	Response Date	Responedor	Status	Type	Date Resolved
01/08/2007	LESLIE	01/08/2007	JONESM	Closed	Missed Upload	01/08/2007

Narration: DESC: TERMINAL READS FILE ERROR, MAIN OUT, I TOLD HER THAT WE'LL SEND A NEW TERMINAL IN THE NEXT 2 WEEKS DIAGNOSIS: Requested new terminal from Korey - ESL 1/8/07

# Point of Sale Reports



## Agent List

**Counties:** Ashland  
**Agents:** 003024  
**Agent Statuses:** All  
**Agent Types:** All  
**Club Types:** All

### County: Ashland

Agent ID, Name, and Location	Phone/Contact	Agent/Club Type	Business Hours	Status	Date Active	Date Inactive
003024 Wildlife District THE SULLIVAN MARKET 246 ST RT 58 SULLIVAN OH 44880	(419)736-3152 LEO J SAYLES	Leasing Indirect	9AM-6PM SUN 8AM-9PM M-SAT All Year	Active	02/20/2003	

**Total number of Agents in Ashland county:** 1  
**Total number of Agents in Report:** 1

# Point of Sale Reports



## Agent Turnover

Date Range: 02/15/2006 - 03/12/2007  
 Counties: Ashland  
 Agents: 003006  
 Agent Statuses: Resigned  
 Agent Types: All  
 Club Types: All

**COUNTY: ASHLAND**

Agent ID, Name, and Location  
 003006 MIFFLIN LAKES TRADING POST

Total number of Agents in Ashland county:

Total number of Agents in Report:

Agent ID	Name	Location	County	District	Agent/Club Type	Status	Start Date	End Date	Lease Fee	Duration (Yrs)
003006	MIFFLIN LAKES TRADING POST		ASHLAND	3	Leasing / Indirect	Resigned	12/07/1998	06/22/2006	\$52	7.5
			<b>1</b>							
			<b>1</b>							

# Point of Sale Reports



## Agent Upload Summary

**Date Range:** 01/01/2007 - 03/12/2007  
**Counties:** Ashland  
**Agents:** 003024  
**Upload Types:** License Sales  
**Agent Statuses:** All  
**Agent Types:** All  
**Club Types:** All  
**Transaction Statuses:** All

### County: Ashland

**Agent:** 003024      THE SULLIVAN MARKET

Upload Date	Term#	Trans. ID	Trans. Status	Licenses	Gross Sales	Fees	Voids	Net Sales
01/11/2007	1	1044611	Posted		\$0.00	\$0.00	\$0.00	\$0.00
01/26/2007	1	1049811	Posted		\$0.00	\$0.00	\$0.00	\$0.00
02/15/2007	1	1058647	Posted		\$0.00	\$0.00	\$0.00	\$0.00
02/21/2007	1	1061632	Posted	1	\$19.00	\$0.50	\$0.00	\$18.00
02/28/2007	1	1064410	Posted		\$0.00	\$0.00	\$0.00	\$0.00
03/01/2007	1	1064948	Posted		\$0.00	\$0.00	\$0.00	\$0.00
03/03/2007	1	1065429	Posted	1	\$3.00	\$0.50	\$0.00	\$2.00
03/09/2007	1	1069469	New	1	\$19.00	\$0.50	\$0.00	\$18.00
<b>Totals for Agent:</b>				3	\$41.00	\$1.50	\$0.00	\$38.00
<b>Totals for County:</b>				3	\$41.00	\$1.50	\$0.00	\$38.00
<b>Totals for Report:</b>				3	\$41.00	\$1.50	\$0.00	\$38.00



## Individual Agent Upload Summary

Date Range: 01/01/2007 - 03/12/2007

Transaction Statuses: All

Agent: 003024 THE SULLIVAN MARKET

Upload Date	Term#	Trans. ID	Tran Status	Sale Start	Sale End	# Trans	Total Amt	Agent Fees	Club Fees	#Voids	Void Amt	#Certs	Cert Amt	Net Amt
1/11/07 14:58	1	1044611	POSTED			0	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00
1/26/07 11:49	1	1049811	POSTED			0	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00
2/15/07 18:35	1	1058847	POSTED			0	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00
2/21/07 4:15	1	1061632	POSTED	2/15/2007	2/15/2007	1	\$19.00	\$0.50	\$0.50	0	\$0.00	0	\$0.00	\$18.00
2/28/07 9:15	1	1064410	POSTED			0	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00
3/1/07 14:53	1	1064948	POSTED			0	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00
3/30/07 0:00	1	1065429	POSTED	3/22/2007	3/22/2007	1	\$3.00	\$0.50	\$0.50	0	\$0.00	0	\$0.00	\$2.00
3/30/07 11:43	1	1069469	NEW	3/9/2007	3/9/2007	1	\$19.00	\$0.50	\$0.50	0	\$0.00	0	\$0.00	\$18.00
<b>Totals for Agent:</b>						<b>3</b>	<b>\$41.00</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$38.00</b>

# Point of Sale Reports



## *Agent Upload Schedule*

Counties: Ashland  
Agents: 003024  
Agent Statuses: All  
Agent Types: All  
Club Types: All

---

**Upload Cycle:**    **Every 3 days**

**County:**    Ashland

Agent ID	Agent Name	Term. ID	Last Upload Date	Agent Status
003024	THE SULLIVAN MARKET	1	03/09/2007	Active

*Total number of Agents in this cycle in Ashland county:*

*1*

---

*Total number of Agents in this cycle:*

*1*

# Point of Sale Reports



## Agent Schedule Upload Times

ScheduleTime	Day1- Mon	Day2- Tue	Day3- Wed	Day4- Thu	Day5- Fri	Day6- Sat	Day7- Sun
0000	0030241	0010021	0020181	0030152	8000261	0030091	
	8000302	0010031	0020191	0030161	1	0880161	
	8000311	0010041	0020201	0030181		2	
	3	0010051	0020211	0030261			
		0010061	0020251	0040081			
		0010062	0020271	0040111			
		0010141	0030031	0040141			
		0020051	0030041	0040151			
		0020071	0030051	0040161			
		0020081	0030101	0880181			
		0020111	0030111	10			
		0020151	0030121				
		0020161	0030131				
		0020171	0880171				
		14	14				

ScheduleTime	Day1- Mon	Day2- Tue	Day3- Wed	Day4- Thu	Day5- Fri	Day6- Sat	Day7- Sun
0010		0040211	0040451	0050281	0030291	0040231	0050032
		0040261	0040521	0050291	1	0040511	1
		0040271	0040531	0060031		0130351	
		0040291	0050011	0060071		3	
		0040321	0050021	0060081			
		0040331	0050022	0060091			
		0040341	0050031	0060111			
		0040351	0050041	0060141			
		0040361	0050061	0060151			
		0040471	0050081	0070031			
		0040501	0050091	0070041			
		11	0050181	0070071			
			0050241	0070081			
			9000021	13			
			14				

ScheduleTime	Day1- Mon	Day2- Tue	Day3- Wed	Day4- Thu	Day5- Fri	Day6- Sat	Day7- Sun
0015				8000221			
				1			

Monday, March 12, 2007

# Point of Sale Reports



As of March 12, 2007

## *Agent Summary by Status by County*

	Active	Inactive	New	Resigned	Suspended	Terminated	Total
Ashland (003)	16	1	0	12	0	0	29
<b>Grand Totals</b>	16	1	0	12	0	0	29

# Point of Sale Reports



## Resigned Agent Summary

Date Range: 02/15/2007 - 03/12/2007

Agents: 070027

Agent Statuses: Resigned

---

Agent: 057035	AMERISTOP FOOD MART #29127	Type: Indirect	Resigned: 02/20/2007	District: 5
	1341 W MARKET ST	GERMANTOWN OH 45327	MARK NEAL	(937)855-6080
Club: 057003	MIAMISBURG SPORTSMENS CLUB, INC.		TERRY SMITH	(937)299-7770

---

### OUTSTANDING EQUIPMENT

Date	Serial Number	Inventory Item	Comment
05/11/2000	201-924-887	License Terminal	Agent resigned; club agent to pick u

---

### OUTSTANDING AGENT TRANSACTIONS

Date	Type	Status	Amount	Description	Trans ID
02/20/2007	Sales	New	\$0.00		1061293
02/23/2007	Sales	New	\$0.00		1062574
02/24/2007	Sales	New	\$0.00		1062902
02/27/2007	Sales	New	\$0.00		1064055
03/02/2007	Sales	New	\$0.00		1065403
03/05/2007	Sales	New	\$0.00		1066421
<b>Total Net Sales</b>			<b>\$0.00</b>		

# Point of Sale Reports



## Agent Events

Event Types: All

Agent: 003024 THE SULLIVAN MARKET 246 ST RT 58 SULLIVAN, OH 44880

Date / Time	Event Type	Comment	Bank Acct ID	Customer ID	Inventory ID	Created By
01/08/2007 13:34	INV RET	File Error			100	DPLUS

# Point of Sale Reports



## Batch Status

Date Range: 01/01/2007 - 03/12/2007

Counties: Ashland

Agents: 003024

Batch Statuses: All

Agent Statuses: All

Agent Types: All

Club Types: All

---

### County: Ashland

Agent: 003024 THE SULLIVAN MARKET LEO SAYLES (419)736-3152  
246 ST RT 58 SULLIVAN OH 44880

Term. ID	Batch No.	Batch ID	Batch Type	Upload Date	Batch Status
1	1	1044611	License Sales	01/11/2007	Posted to Bank Transaction
1	2	1049811	License Sales	01/26/2007	Posted to Bank Transaction
1	3	1058647	License Sales	02/15/2007	Posted to Bank Transaction
1	4	1061632	License Sales	02/21/2007	Posted to Bank Transaction
1	45	1064410	License Sales	02/28/2007	Posted to Bank Transaction
1	1	1064948	License Sales	03/01/2007	Posted to Bank Transaction
1	2	1065429	License Sales	03/03/2007	Posted to Bank Transaction
1	3	1069469	License Sales	03/09/2007	New Agent Transaction Batch

Total number of Batches for this agent: 8

---

Total number of Batches for county: 8

---

Total number of Batches: 8

# Point of Sale Reports



## Missed Uploads

As of 3/12/2007 08:27:30

Counties: Ashland  
Agents: 003024  
Agent Statuses: Active  
Agent Types: All  
Club Types: All

Agent ID, Name, Location, and Contact:	Term. ID	Cycle	Last Actual Upload/ Status	Days Since Last Upload / EFT Amounts Owed
003024 THE SULLIVAN MARKET LEO SAYLES (419)736-3152 Business Hours: 9AM-6PM SUN 8AM-9PM M-SAT All Year CLUB: 003014 N ASHLAND CONS CLUB, RICHARD LOWE, (419) 736-2896	1	3 Day(s)	03/09/2007 Active	3 Sales: Fees:

Report Total Missed Uploads: 1

# Point of Sale Reports



## Customer Purchase History

Date Range: 03/11/2007 - 03/12/2007

Customer: 23643, 32795 3

Location:

Drivers License #: 77666129

Date of Birth: 6/19/1972

SSN:

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	068009120070311095921 / 068009120070311095920		Void	03/11/2007

Total purchases for this customer: 1

Customer: ABBOTT, DOUGLAS J

Location: 3384 LAKECREST DR HAMILTON, OH 45011

Drivers License #: RK753548

Date of Birth: 7/29/1966

SSN:

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	009037120070311165035 / 009037120070311165033			03/11/2007

Total purchases for this customer: 1

Customer: ABROMAVICH, ANTHONY P

Location: 110 N WAYNE ST MENDON, OH 45862

Drivers License #:

Date of Birth: 9/9/1965

SSN:

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	006011120070311082053 / 006011120070311082051			03/11/2007

Total purchases for this customer: 1

Customer: ACKERMAN, MARY M

Location: 15034 S STATE AVE MIDDLEFIELD, OH

Drivers License #: SS666505

Date of Birth: 4/25/1974

SSN:

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	028032120070311192517 / 028032120070311192515			03/11/2007

Total purchases for this customer: 1

Customer: ADAMS JR, WILLIAM H

Location: 166 JACKSON ST LOCKBOURNE, OH 43137

Drivers License #: RT507977

Date of Birth: 1/25/1966

SSN:

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	023023120070311125707 / 023023120070311125705			03/11/2007

Total purchases for this customer: 1

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# Point of Sale Reports



## Demographic Profile

Date Range: 01/01/2007 - 03/12/2007

License Types: \*\*\* Fish Only \*\*\*

Sex: Female

Age: Less Than or Equal To 20

Zipcode: All

State: All

Customer Name	Gender	Age	State	Zipcode	License Type
AMBURGEY, AMBER L	Female	19	OH	43227	100 RES ANN FISH
AMBURGEY, MISTY D	Female	19	OH	43227	100 RES ANN FISH
APPLEGATE, AMANDA S	Female	16	OH	45356	100 RES ANN FISH
ARMEL, JESSICA L	Female	20	OH	43950	100 RES ANN FISH
BAILEY, JESSICA L	Female	18	OH	43128	100 RES ANN FISH
BAY, HEATHER A	Female	20	OH	43015	100 RES ANN FISH
BEDFORD, CRYSTAL M	Female	16	OH	44095	100 RES ANN FISH
BENAVIDEZ, BRITNEY S	Female	17	OH	44883	100 RES ANN FISH
BENNETT, ASHLEY M	Female	19	OH	44446	100 RES ANN FISH
BIANCHI, STEPHANIE N	Female	18	OH	43456	100 RES ANN FISH
BIGGUM, STEPHANIE R	Female	20	OH	43113	100 RES ANN FISH
BRADDOCK, AMBER M	Female	18	OH	43019	100 RES ANN FISH
BRASHEARS, MORGAN R	Female	20	OH	45067	100 RES ANN FISH
BREITIGAM, CYNTHIA L	Female	20	OH	44830	100 RES ANN FISH
BRICKNER, MELISSA A	Female	16	OH	44883	100 RES ANN FISH
BROWNING, SARAH A	Female	18	OH	44125	100 RES ANN FISH
BRUNN, ASHLEY F	Female	19	OH	45424	100 RES ANN FISH
BURTON, JAMEY L	Female	20	OH	45690	100 RES ANN FISH
CANTRELL, KAYLA R	Female	16	OH	45634	100 RES ANN FISH
COLEGROVE, ASHLEY N	Female	18	OH	43035	100 RES ANN FISH
COMER, JENNIFER L	Female	19	OH	45330	100 RES ANN FISH
CONLEY, HATTIE L	Female	19	MI	49310	110 NR ANN FISH
CREIGHTON, MILLICENT D	Female	19	OH	43787	100 RES ANN FISH
DELONG, SIERRA D	Female	16	OH	43701	100 RES ANN FISH
DEVER, KALA N	Female	16	OH	45662	100 RES ANN FISH
DOOLITTLE, ASHLEY N	Female	19	OH	45814	100 RES ANN FISH
DROTAR, LINDSAY N	Female	17	OH	44515	100 RES ANN FISH
DUMMITT, KATHERINE E	Female	19	OH	45648	100 RES ANN FISH
FISCHER, LILA C	Female	17	OH	45251	100 RES ANN FISH
FRAZIER, LINDSEY B	Female	18	OH	44446	100 RES ANN FISH
GALATI, MICHA L	Female	17	OH	44138	100 RES ANN FISH

Monday, March 12, 2007

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# Point of Sale Reports



## *License Purchases By Age*

Date Range: 01/01/2007 - 03/12/2007

License Types: \*\*\* Fish Only \*\*\*

Age: Range Between (Inclusive) 19

Age	License Type(s)	Number of License Holders
19		
	100 RES ANN FISH	309
	110 NR ANN FISH	6
	120 NR 3DAY FISH	4
	140 1DAY FISH	9

*Total number of license holders in this age group: 321*

---

Age	License Type(s)	Number of License Holders
20		
	100 RES ANN FISH	278
	110 NR ANN FISH	6
	120 NR 3DAY FISH	5
	140 1DAY FISH	15

*Total number of license holders in this age group: 293*

---

# Point of Sale Reports



## *License Privilege Revocation*

Revocation Status: Active  
License Privileges: All  
Revocation Reasons: All  
Customer Name: ACUS, DENNIS  
Customer Location: All  
SSN: All  
Driver License #: All

---

**Customer:** ACUS, DENNIS

1827 STERLING AVE  
CINCINNATI

CINCINNATI OH  
OH 45239

License Privilege	Revocation Start	Revocation End	Revocation Reason	County
ALL	07/16/2004		DEADBEAT	Hamilton

---

*Total number of Customers with revoked licenses: 1*

# Point of Sale Reports



## Voided Licenses

Date Range: 01/01/2007 - 03/12/2007

License Types: All

Customer Name: All

Customer Location: All

SSN: All

Driver License #: All

DOW License #: All

Customer: .

License Type	Purchase Date
000 GIFT CERT	03/03/2007
000 GIFT CERT	03/01/2007
000 GIFT CERT	02/20/2007
000 GIFT CERT	01/09/2007
000 GIFT CERT	01/08/2007

Total voided license for this customer: 5

Customer: 23643, 32795 3

License Type	Purchase Date
100 RES ANN FISH	03/11/2007

Total voided license for this customer: 1

Customer: 3326, 846627 3

License Type	Purchase Date
100 RES ANN FISH	03/03/2007

Total voided license for this customer: 1

Customer: 6580, D

OHREYNOLDSBURG OLTEST  
REYNOLDSBURG OLTEST OH

License Type	Purchase Date
700 ANN RANGE PMT	03/02/2007

Total voided license for this customer: 1

Customer: 9, 9 9

License Type	Purchase Date
100 RES ANN FISH	02/15/2007
100 RES ANN FISH	02/15/2007

Total voided license for this customer: 2

Customer: ABBITT, JOHN V

60 SOUTHVIEW DR  
ENON OH 45323

License Type	Purchase Date
800 SR ANN FISH	02/18/2007

Total voided license for this customer: 1

Customer: ACTON, BARRY L

9205 BUCHER RD  
COLUMBUS GROV OH 45830

License Type	Purchase Date
200 RES ANN HUNT	01/21/2007

Total voided license for this customer: 1

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# Point of Sale Reports



## Customer Events

Customer:  
Event Types: CUST REFUND

Customer: BRICKER, RICHARD A. 8953 STATE RT 197 CELINA, OH 45822

Date / Time	Event Type	Comment	Bank Acct ID	Inventory ID	Created By
03/08/2007 7:49	REFUND	approved refund for dual purchase of hunt license and fish license. LICENSE/TRANSACTION#			BROWNKJ
02/23/2007 9:50	REFUND	instructed Greatlodge to void and refund dual purchase of fishing license. Customer had printer			BROWNKJ
01/29/2007 16:05	REFUND	Instructed Janice To issue \$40 gift certificate for dual purchase of 2006 annual non-resident fish			BROWNKJ
01/22/2007 14:33	REFUND	Instructed Greatlodge to void & credit. Customer experienced authorization and printing problem			BROWNKJ

# Point of Sale Reports



## Federal License Holder Certification

State Fiscal Year: LY2007

Fiscal Year: 02/15/2007 -- 02/14/2008

**Licenses Issued:**

**Fishing**

**Resident**

License Type	Number of Licenses	Sale Amount
005 RSR ANN FISH	2,380	\$23,800.00
100 RES ANN FISH	28,595	\$543,305.00
140 1DAY FISH	201	\$2,211.00
800 SR ANN FISH	11,485	\$0.00
UPR RES ANN FISH UPGRADES	1	\$9.00
<b>Fishing Resident Totals:</b>	<b>42,662</b>	<b>\$569,325.00</b>

**Non-Resident**

License Type	Number of Licenses	Sale Amount
110 NR ANN FISH	958	\$38,320.00
120 NR 3DAY FISH	157	\$2,983.00
140 1DAY FISH	86	\$946.00
<b>Fishing Non-Resident Totals:</b>	<b>1,201</b>	<b>\$42,249.00</b>

**Fishing Totals:** 43,863 \$611,574.00

**TOTAL NUMBER OF ANGLERS: 43,650**

**Hunting**

**Resident**

License Type	Number of Licenses	Sale Amount
010 RSR ANN HUNT	641	\$6,410.00
020 RSR DEER PMT	96	\$1,152.00
035 RSR URB DEER PMT	2	\$30.00
040 RSR SPR TUR PM	203	\$2,436.00
060 RSR FALL TUR PM	8	\$96.00
070 RSR FUR TKR HNT	59	\$472.00
080 RSR WET HAB STP	29	\$435.00
200 RES ANN HUNT	6,954	\$132,126.00
202 APP RES ANN HNT	6	\$114.00
210 YTH ANN HUNT	425	\$4,250.00
212 APP YTH ANN HNT	39	\$390.00
300 SPL DEER PMT	487	\$11,688.00
315 YTH DEER PMT	47	\$564.00
320 URBAN DEER PMT	25	\$375.00
400 SPR TUR PMT	1,553	\$37,272.00
415 YTH SPR TUR	135	\$1,620.00
420 FALL TUR PMT	51	\$1,224.00
425 YTH FALL TUR	2	\$24.00
500 FUR TKR HUNT	707	\$10,605.00
502 APP RES FUR HNT	8	\$120.00
510 YTH FUR TKR HNT	41	\$328.00
512 APP YTH FUR HNT	3	\$24.00
600 OH WET HAB STMP	428	\$6,420.00

Monday, March 12, 2007

Page 1 of 2



## Agent Financial Transaction Detail

Date Range: 01/01/2007 - 03/12/2007  
 Counties: Ashland  
 Agents: All  
 Agent Types: All  
 Club Types: All

### County: Ashland

#### Agent: 003003 RABY HARDWARE

Financial Trans. Type	Trans. Date	Trans. Status	Trans. Amount	Agent Trans. Type	Trans. Date	Trans. Status	Trans. Amount
EFT - Sales	03/07/2007	Notified	\$45.00	Sales	03/02/2007	Posted	\$36.00
				Sales	03/05/2007	Posted	\$9.00
<i>Total for Agent transactions making up this EFT:</i>							\$45.00
Financial Trans. Type	Trans. Date	Trans. Status	Trans. Amount	Agent Trans. Type	Trans. Date	Trans. Status	Trans. Amount
EFT - Sales	02/28/2007	Submitted	\$18.00	Sales	02/24/2007	Posted	\$0.00
				Sales	02/27/2007	Posted	\$18.00
<i>Total for Agent transactions making up this EFT:</i>							\$18.00
Financial Trans. Type	Trans. Date	Trans. Status	Trans. Amount	Agent Trans. Type	Trans. Date	Trans. Status	Trans. Amount
EFT - Sales	02/21/2007	Submitted	\$4.00	Sales	02/09/2007	Posted	\$0.00
				Sales	02/12/2007	Posted	\$0.00
				Sales	02/15/2007	Posted	\$0.00
				Sales	02/18/2007	Posted	\$0.00
				Lease Fee	02/19/2007	Posted	\$4.00
				Sales	02/21/2007	Posted	\$0.00
<i>Total for Agent transactions making up this EFT:</i>							\$4.00
Financial Trans. Type	Trans. Date	Trans. Status	Trans. Amount	Agent Trans. Type	Trans. Date	Trans. Status	Trans. Amount
EFT - Sales	02/07/2007	Submitted	\$45.00	Sales	01/15/2007	Posted	\$0.00

# Point of Sale Reports



## Agent Profit Report

Date Range: 01/01/2007 - 03/12/2007

Agent: (001002) OHIO BRUSH CREEK ENT.

Sale Commission	Credits	Debits	Total Commission	Total Lease Fees	Profit
\$3.00	\$0.00	\$0.00	\$3.00	\$8.00	(\$5.00)



## Bank Account Financial Transaction Detail

Date Range:  
Bank Accounts  
Transaction Types: All

Bank Account: 124 EXPRESS

Bank: RIVERVIEW CREDIT UNION

EFT No.	Batch	Financial Trans. Type	Trans. Date	Trans. Status	Trans. Amount	Agent Trans. Number	Trans. Type	Trans. Date	Trans. Status	Trans. Amount
<b>Acct. Number: 124 EXPRESS</b>										
<b>Acct. Type: Bank, EFT</b>										
<b>Acct. Status:</b>										
24285	23351	EFT - Fees	03/07/2007	New	\$7.50	084035	124 EXPRESS	03/07/2007	Posted	\$7.50
<i>Total EFT transactions:</i>										
Agent: 084035 124 EXPRESS										
1064850 Sales \$0.50										
1066163 Sales \$5.50										
1068523 Sales \$1.50										
<b>\$7.50</b>										
<b>Total EFT transactions: \$7.50</b>										
<b>Acct. Number: 124 EXPRESS</b>										
<b>Acct. Type: Bank, EFT</b>										
<b>Acct. Status:</b>										
24285	23351	EFT - Fees	02/28/2007	Submitted	\$6.00	084035	124 EXPRESS	02/23/2007	Posted	\$2.50
<i>Total EFT transactions:</i>										
Agent: 084035 124 EXPRESS										
1062465 Sales \$3.50										
1063563 Sales \$6.00										
<b>\$6.00</b>										
<b>Total EFT transactions: \$6.00</b>										
<b>Acct. Number: 124 EXPRESS</b>										
<b>Acct. Type: Bank, EFT</b>										
<b>Acct. Status:</b>										
24285	23351	EFT - Sales	02/28/2007	Submitted	\$228.00	084035	124 EXPRESS	02/23/2007	Posted	\$77.00
<i>Total EFT transactions:</i>										
Agent: 084035 124 EXPRESS										
1062465 Sales \$77.00										
1062488 Lease Fee \$4.00										
<b>\$81.00</b>										
<b>Total EFT transactions: \$81.00</b>										

# Point of Sale Reports



## Cash Transfer

Date Range: 01/01/2007 - 03/12/2007

Counties: All

Agents: 001002

Transaction Types: All

Agent Statuses: All

Agent Types: All

Club Types: All

County: Adams

Agent ID	Agent Name	Trans. Type	Trans. Date	Trans. Status	Trans. Amount
001002	OHIO BRUSH CREEK ENT.	Sales	03/10/2007	New	\$54.00
		Sales	03/09/2007	New	\$0.00
		Lease Fee	02/19/2007	Posted	\$4.00
		Sales	02/16/2007	Posted	\$0.00
		Sales	01/26/2007	Posted	\$0.00
		Sales	01/26/2007	Posted	\$0.00
		Lease Fee	01/22/2007	Posted	\$4.00
		Sales	01/15/2007	Posted	\$0.00
		Sales	01/11/2007	Posted	\$0.00
		Sales	01/01/2007	Posted	\$0.00
			<i>Total for Agent:</i>		\$62.00

# Point of Sale Reports



## Conservation Club Payment History

Date Range: 01/01/2007 - 03/13/2007  
Conservation Clubs: 003014

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Club ID: 003014 Club Name: N ASHLAND CONS CLUB

Bank Account No.	Trans. Type	Trans. Date	EFT Amount	Trans. Status
107050	Club Payment	01/05/2007	\$5,286.00	Submitted
<i>Total transactions for this Agent:</i>			\$5,286.00	

Totals for Report: Agents: 1 Amount: \$5,286.00

# Point of Sale Reports



## Financial Transaction Summary

Date Range: 01/01/2007 - 03/13/2007  
 Counties: Ashland  
 Agents: 003024  
 Transaction Types: All  
 Transaction Statuses: All  
 Agent Types: All  
 Club Types: All  
**County: Ashland**

Agent ID: 003024 Agent Name: THE SULLIVAN MARKET

Bank Account No.	Trans. Type	Trans. Date	EFT Amount	Trans. Status	Status Explanation	EFT No.	Batch No.	Bank Trans ID	
110643977	EFT - Fees	03/07/2007	\$1.50	Notified			23391	226637	
	EFT - Sales	03/07/2007	\$43.00	Notified		24285	23391	226636	
	EFT - Fees	02/21/2007	\$0.50	Submitted		24285	23333	223607	
	EFT - Sales	02/21/2007	\$50.00	Submitted		24285	23333	223606	
	EFT - Fees	02/07/2007	\$1.00	Submitted		24228	23320	222455	
	EFT - Sales	02/07/2007	\$52.00	Submitted		24228	23320	222454	
	EFT - Fees	01/10/2007	\$4.50	Submitted		24175	23278	221061	
	EFT - Sales	01/10/2007	\$175.00	Submitted		24175	23278	221060	
	<b>Total transactions for this Agent:</b>								
				\$327.50					
<b>Totals for County:</b>			<b>Agents: 1</b>	<b>Amount:</b>					
<b>Totals for Report:</b>			<b>Agents: 1</b>	<b>Amount:</b>					

# Point of Sale Reports



## *EFT Notice Report*

EFT Date Range:

Agents: 001002

Agent: 001002 OHIO BRUSH CREEK ENT.

EFT Date	Notified Date	Lic Sale Start Date	Lic Sale End Date	Lic Sale Amount	Lease Fee Amount	Other Debits	Other Credits	EFT Total	EFT Club
01/10/2007	01/11/2007	11/27/2006	12/16/2006	\$89.00	\$4.00	\$0.00	\$0.00	\$93.00	\$0.00
02/07/2007	02/16/2007			\$0.00	\$4.00	\$0.00	\$0.00	\$4.00	\$0.00
02/21/2007	03/09/2007			\$0.00	\$4.00	\$0.00	\$0.00	\$4.00	\$0.00
<b>Total for All Displayed EFT Notices</b>				\$89.00	\$12.00	\$0.00	\$0.00	\$101.00	\$0.00

# Point of Sale Reports



## Void Charges

Date Range: 03/06/2007  
 Agents: 003013

Agent: 003013 BAILEY LAKES GENERAL STORE

Sale Date	Transaction Number	License Number	License Type	Net Sale Charge Amount (Other Debits on EFT Report)	Club Fee Charge Amount (Included in EFT Club amount)
11/27/2006 12:11:43	003013120061127121143	003013120061127121144	300 SPL DEER PMT	\$23.00	\$0.50
		Customer: BREWER, JEFFERY S			
12/02/2006 09:52:48	003013120061202095248	003013120061202095249	300 SPL DEER PMT	\$23.00	\$0.50
		Customer: LONGSDORF, KEVIN L			
Total charge for this agent:				\$46.00	\$1.00
Total charges for this report:				\$46.00	\$1.00

# Point of Sale Reports



## Gift Certificate Charges

Date Range: 03/06/2007

Agents: 004052

Agent: 004052      CONNEAUT CLARK

Date Redeemed	Transaction Number / License Number	License Type / License	GC Number	GC Value	Net Sales Amount	Fees
11/16/2006	004052120061116164546	APP YTH ANN HNT	004052120061021112617	\$10.00	\$9.00	\$0.50
	004052120061116164548	JASHUA W. STRICKLER				
11/16/2006	004052120061116164940	YTH ANN HUNT	004052120061021112422	\$10.00	\$9.00	\$0.50
	004052120061116164950	ANTHONY C. LOTT				
Total charges for this agent:				\$20.00	\$18.00	\$1.00
Total charges for this report:				\$20.00	\$18.00	\$1.00

# Point of Sale Reports



## Returned Gift Certificate Fund Transfer

Transfer Date: 03/08/2007

Page 1 of 2

License Code	Description	License Number	Certificate Number	GC Value	License Price	Excess Value
100	Resident Fishing License	084036120070220150118	084036120061221160321	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	025075120070226122623	025075120061218120144	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	084036120070221113446	084036120061222170603	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	002025120070217210958	002025120070217145551	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	0180982120070215155500	0180982120060826155635	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	084036120070227155251	084036120061222112417	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	073021120070226101855	001006120070223113734	\$19.00	\$19.00	\$0.00
100	Resident Fishing License	002025120070217211109	002025120070217145326	\$19.00	\$19.00	\$0.00
<b>Total amount moved to Fishing Licenses / Misc. Fund:</b>					<b>\$152.00</b>	<b>\$0.00</b>

License Code	Description	License Number	Certificate Number	GC Value	License Price	Excess Value
200	Resident Hunting License	022026120061122205444	02202612006092410406	\$19.00	\$19.00	\$0.00
200	Resident Hunting License	078042120061126214705	078043120061015150025	\$19.00	\$19.00	\$0.00
200	Resident Hunting License	064030120061110103008	064030120061108160333	\$19.00	\$19.00	\$0.00
200	Resident Hunting License	025075120070226122621	025075120061218120249	\$19.00	\$19.00	\$0.00
200	Resident Hunting License	015017120061123132739	015017120061007160924	\$19.00	\$19.00	\$0.00
<b>Total amount moved to Hunting Licenses / Misc. Fund:</b>					<b>\$95.00</b>	<b>\$0.00</b>

License Code	Description	License Number	Certificate Number	GC Value	License Price	Excess Value
300	Special Deer Permit - Either Sex	078042120061126214658	078043120061015150127	\$24.00	\$24.00	\$0.00
300	Special Deer Permit - Either Sex	022026120061122205436	022026120060924104204	\$24.00	\$24.00	\$0.00
315	Youth Special Deer Permit - Either Sex	023023120061118010824	023012120061117153225	\$12.00	\$12.00	\$0.00

Tuesday, March 13, 2007

# Point of Sale Reports



## Equipment Inventory

Counties: All  
Equipment Types: All  
Agent Statuses: All  
Agent Types: All  
Club Types: All

---

County: \*\*\* All Counties \*\*\*

Agent: 000002 HOT SPARE TERMINAL ID  
123 PINE ST.  
COLUMBUS OH 430000001

Equipment Type	Serial Number	Quantity	Equipment Location	Equipment Comment	Equipment Status
License Terminal	202-062-058	2	At Agent		Operable
License Terminal	202-172-967		At Agent		Operable

---

Total number of Agents in \*\*\* All Counties \*\*\* county: 1

Total number of Agents: 1



# Point of Sale Reports



## Inventory Events

Agents:  
Event Types: FILE

Serial Number:	201-892-104	License Terminal	Agent ID	Bank Acct ID	Customer ID	Created By
Date / Time	03/06/2007 9:31	FILE				JONESM
Event Type	FILE	Refurbished				
Comment						

# Point of Sale Reports



## *Current License Sales Against Revocations*

Date Range: 02/15/2000 - 02/14/2007

Reason Codes: ALL

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# Point of Sale Reports



## Harvest Information

Date Range: 01/01/2000 - 03/13/2007

County of Harvest: All

Check Station ID:

<b>Customer:</b> ABBOTT, JACK D		5256 S ARLINGTON ST N CANTON		OH	44720
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
400 SPR TUR PMT	04/21/2000	Juvenile Turkey	04/24/2000	1	
<b>License Number</b> 077015120000421182416	<b>License Status</b>	<b>Terminal ID</b>	0300241		
<b>Customer:</b> ABBOTT, RANDALL J		7523 TYLERS VALLEY WEST CHESTER		OH	45069
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
300 SPL DEER PMT	11/16/2000	Buck	11/27/2000	1	
<b>License Number</b> 009005120001116124502	<b>License Status</b>	<b>Terminal ID</b>	0080101		
<b>Customer:</b> ABBOTT, SHANE E		237 SOUTH MARKET WEST UNION		OH	45693
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
300 SPL DEER PMT	11/13/2000	Buck	11/27/2000	1	
<b>License Number</b> 001006120001113141806	<b>License Status</b>	<b>Terminal ID</b>	0010131		
<b>Customer:</b> ABBOTT, WILLIAM C		1048 WOODS DR TALLMADGE		OH	44278
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
400 SPR TUR PMT	03/31/2000	Juvenile Turkey	04/24/2000	1	
<b>License Number</b> 067006120000331114633	<b>License Status</b>	<b>Terminal ID</b>	0300241		
<b>Customer:</b> ABNER, HAROLD L		202 DAWNEE DR HAMILTON		OH	45013
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
300 SPL DEER PMT	11/24/2000	Doe	11/27/2000	1	
<b>License Number</b> 008004120001124111947	<b>License Status</b>	<b>Terminal ID</b>	0080101		
<b>Customer:</b> ABRAMS JR, CARL G		56615 CALLIHAN LANE PLEASANT CITY		OH	43772
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
400 SPR TUR PMT	03/09/2000	Juvenile Turkey	04/24/2000	1	
<b>License Number</b> 030027120000309163807	<b>License Status</b>	<b>Terminal ID</b>	0300261		
<b>Customer:</b> ABRAMS, CLAYTON E		1181 RIDGE AVE ZANESVILLE		OH	43701
<b>License Type</b>	<b>Purchase Date</b>	<b>Harvest Type</b>	<b>Harvest Date</b>	<b>Harvest Quantity</b>	
400 SPR TUR PMT	04/23/2000	Adult Male Turkey	04/25/2000	1	
<b>License Number</b> 030020120000423132802	<b>License Status</b>	<b>Terminal ID</b>	0300241		

# Point of Sale Reports



## *Duplicate Licenses*

Date Range: 01/01/2007 - 03/13/2007

Agents: 001005

Agent Statuses: All

Agent Types: All

Club Types: All

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Agent: 001005                      WALLINGFORD'S ACE HDWE.

Customer: FARNSWORTH, SHANE W

519 BASSWOOD DR  
SPRINGFIELD

OH 45504

License Type  
100 RES ANN FISH

Purchase Date  
02/10/2007

---

Total duplicate licenses for this Agent:                      1

Total duplicate licenses for report:                              1

# Point of Sale Reports



## Gift Certificate Redemptions

Date Range: 01/01/2007 - 03/13/2007  
 Counties: All  
 Agents: 007024  
 Agent Statuses: All  
 Agent Types: All  
 Club Types: All  
 GC Redemption Status:  
 GC Return Status:

**County: Belmont**  
 Agent: 007024 HIDDEN VALLEY OUTDOORS

Gift Certificate ID	GC Value	Purchased License	Purchase Date	Redeemed Amt	Excess Value	Valid	Reason Invalid	Return Status
007013120070224184020	\$19.00	100 RES ANNI FISH	02/24/2007	\$19.00	\$0.00	Yes		Not Returned
CUSTOMER: WATKINS, EDWARD E								

Totals for this Agent: \$19.00  
 Total gift certificates redeemed for this Agent: 1 \$19.00 \$0.00

Totals for this County: \$19.00  
 Total gift certificates redeemed for this County: 1 \$19.00 \$0.00

Totals for the Report: \$19.00  
 Total gift certificates redeemed for the Report: 1 \$19.00 \$0.00

# Point of Sale Reports



## *License Sales by Agent*

Date Range: 01/01/2007 - 03/13/2007

Counties: Ashland

Agents: 003024

License Types: All

Agent Statuses: All

Agent Types: All

Club Types: All

---

### County: Ashland

Agent: 003024 THE SULLIVAN MARKET  
246 ST RT 58 SULLIVAN, OH 44880

License Type	Number of Licenses	Sale Amount
100 RES ANN FISH	2	\$38.00
DUP DUPLICATES (not included in totals)	1	\$3.00
<i>Total license sales for Agent:</i>	2	\$38.00
<i>Total license sales for Ashland county:</i>	2	\$38.00
<i>Totals for Report:</i>	2	\$38.00

# Point of Sale Reports



## *License Sales by Agent Summary*

Date Range: 01/01/2007 - 03/13/2007  
Counties: Ashland  
Agents: 003024  
Agent Statuses: All  
Agent Types: All  
Club Types: All

---

<b>County: Ashland</b>			
003024	THE SULLIVAN MARKET 246 ST RT 58 SULLIVAN, OH 44880	Total Number of Licenses	Total Sale Amount
		2	\$38.00
<i>Total license sales for Ashland county:</i>		2	\$38.00
<i>Totals for Report:</i>		2	\$38.00

# Point of Sale Reports



## License Sales By District

Date Range: 01/01/2007 - 03/13/2007

Districts: 1

License Types: All

### District: 1

#### County: Champaign

License Type	Number of Licenses	Sale Amount
005 RSR ANN FISH	21	\$210.00
010 RSR ANN HUNT	6	\$60.00
020 RSR DEER PMT	3	\$36.00
040 RSR SPR TUR PM	4	\$48.00
080 RSR WET HAB STP	1	\$15.00
100 RES ANN FISH	195	\$3,705.00
110 NR ANN FISH	1	\$40.00
140 1DAY FISH	1	\$11.00
200 RES ANN HUNT	66	\$1,254.00
210 YTH ANN HUNT	6	\$60.00
212 APP YTH ANN HNT	1	\$10.00
300 SPL DEER PMT	9	\$216.00
400 SPR TUR PMT	10	\$240.00
500 FUR TKR HUNT	5	\$75.00
600 OH WET HAB STMP	6	\$90.00
700 ANN RANGE PMT	1	\$24.00
730 HIP SURVEY	19	\$0.00
800 SR ANN FISH	61	\$0.00
810 SR ANN HUNT	37	\$0.00
820 SR DEER PMT	46	\$0.00
835 SR URB DEER PMT	2	\$0.00
840 SR SPR TUR PMT	46	\$0.00
860 SR FALL TUR PMT	20	\$0.00
870 SR FUR TKR HUNT	17	\$0.00
880 SR WET HAB STMP	16	\$0.00
DUP DUPLICATES (not included in totals)	3	\$9.00
<b>Total license sales for County:</b>	<b>600</b>	<b>\$6,094.00</b>

#### County: Delaware

License Type	Number of Licenses	Sale Amount
005 RSR ANN FISH	18	\$180.00
010 RSR ANN HUNT	5	\$50.00
040 RSR SPR TUR PM	2	\$24.00
070 RSR FUR TKR HNT	1	\$8.00
100 RES ANN FISH	495	\$9,405.00
120 NR 3DAY FISH	3	\$57.00
140 1DAY FISH	2	\$22.00
200 RES ANN HUNT	132	\$2,508.00
210 YTH ANN HUNT	6	\$60.00
212 APP YTH ANN HNT	2	\$20.00
222 APP NR ANN HUNT	1	\$125.00
230 NR 3DAY HUNT	2	\$80.00
300 SPL DEER PMT	30	\$720.00
315 YTH DEER PMT	2	\$24.00
320 URBAN DEER PMT	5	\$75.00
400 SPR TUR PMT	21	\$504.00
415 YTH SPR TUR	2	\$24.00
500 FUR TKR HUNT	10	\$150.00
600 OH WET HAB STMP	11	\$165.00
700 ANN RANGE PMT	34	\$816.00
720 1 DAY RANGE PMT	14	\$70.00
730 HIP SURVEY	27	\$0.00

# Point of Sale Reports



## *License Sales Statewide*

Date Range: 01/01/2007 - 03/13/2007

License Type	Number of Licenses	Sale Amount
005 RSR ANN FISH	2,575	\$25,750.00
100 RES ANN FISH	33,501	\$636,519.00
110 NR ANN FISH	1,141	\$45,640.00
120 NR 3DAY FISH	242	\$4,598.00
140 1DAY FISH	587	\$6,457.00
800 SR ANN FISH	12,523	\$0.00
DUP DUPLICATES (not included in totals)	129	\$375.00
UPR RES ANN FISH	1	\$9.00
<hr/>		
<i>Total Reported License Sales:</i>	50,570	\$718,973.00

# Point of Sale Reports



## License Sale Detail

Date Range: 01/01/2007 - 03/13/2007  
 Counties: Ashland  
 Agents: 003024  
 Agent Statuses: All  
 Agent Types: All  
 Club Types: All

County: Ashland

Agent: 003024 THE SULLIVAN MARKET

Upload Date	Terminal	License Number / License Type	Customer / DOB	Sale Date / Time	Void?	Sale Amount	Agent Fee	Club Fee	Net Amount
02/21/2007 04:15:03	1	003024120070215183701 100 RES ANN FISH	BONGALLS, HARRY D 04/28/1946	02/15/2007 18:36:59		\$19.00	\$0.50	\$0.50	\$18.00
<i>Total Reported License Sales for Batch:</i>									
03/09/2007 00:00:07	1	003024120070302142451 100 RES ANN FISH	BONGALLS, HARRY D 04/28/1946	03/02/2007 14:24:50		\$3.00	\$0.50	\$0.50	\$2.00
<i>Total Reported License Sales for Batch:</i>									
03/09/2007 11:43:39	1	003024120070309114301 100 RES ANN FISH	SPEARS, JAMES E 05/24/1965	03/09/2007 11:43:00		\$19.00	\$0.50	\$0.50	\$18.00
<i>Total Reported License Sales for Batch:</i>									
<i>Total Reported License Sales for Agent:</i>						\$41.00	\$1.50	\$1.50	\$38.00
<i>Total Reported License Sales for County:</i>						\$41.00	\$1.50	\$1.50	\$38.00
<i>Total Reported License Sales:</i>						\$41.00	\$1.50	\$1.50	\$38.00

# Point of Sale Reports



## *Survey Responses*

Survey Names: TRAP07  
License Types: All  
Questions: All  
Responses: All  
Response Date Range: 01/01/2007 - 03/13/2007

---

### Survey: TRAP07

Begin Date: 02/15/2007      End Date: 02/14/2010

Question: 1	Will you trap?		
Response	No	Number of Responses	766
Response	Yes	Number of Responses	1,691
Question: 2	Will you trap beaver?		
Response	No	Number of Responses	1,001
Response	Yes	Number of Responses	713

# Supplement 6

**Arrest/Citation Form  
Includes:**

**Sample Exhibit  
(2 Pages)**

# Arrest/Citation Form

35132

Ohio Department of Natural Resources

Summons and complaint  
 Minor misdemeanor citation

347051

\_\_\_\_\_ (County) (Municipal) Court  
County, Ohio

\_\_\_\_\_  
(City/Township) (Name of County)

THE STATE OF OHIO

_____ (Division) V. _____ (Name of Defendant) _____ (Street Address) _____ (City, State, Zip Code)	CASE NO. _____ DOC. _____ PAGE _____ D.O.B. _____ AGE _____ SEX _____ WT. _____ HT. _____ HAIR _____ EYES _____ S.S.N. _____
--	---

Employed by \_\_\_\_\_  
Phone No. \_\_\_\_\_

**SUMMONS**  
(a.m.)  
(p.m.)

You are ordered to appear at \_\_\_\_\_ on \_\_\_\_\_  
(Day Month Year)  
in the \_\_\_\_\_ (County) (Municipal) Court,  
located at \_\_\_\_\_,  
(street) (city)  
Ohio. If you fail to appear at this time and place a warrant may be issued for your arrest.  
This summons served personally on the defendant on \_\_\_\_\_, 20\_\_\_\_.

**COMPLAINT**

On or about \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ (a.m.)  
(p.m.)  
in \_\_\_\_\_ City/Township, \_\_\_\_\_ County, Ohio  
you did unlawfully \_\_\_\_\_  
(Describe the Offense Charged)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In violation of Section \_\_\_\_\_ (O.R.C.) and/or \_\_\_\_\_ (Rule)  
\_\_\_\_\_  
(Signature of Issuing-Charging Officer)

Being duly sworn the issuing-charging law enforcement officer states that he (she)  
has read the above complaint and that it is true.

\_\_\_\_\_  
(Issuing-Charging Officer)

Sworn to and subscribed before me by \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Judge/Clerk/Deputy Clerk)

\_\_\_\_\_  
(County/Municipal) Court

Notary Public \_\_\_\_\_  
My Commission Expires \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ County/State of Ohio.

NOTICE TO DEFENDANT: The officer is not required to swear to the complaint upon  
your copy of the summons and complaint. He (She) swears to the complaint on the  
copy he (she) files with the court. You may obtain a copy of the sworn complaint  
before hearing time. You will be given a copy of the sworn complaint before or at the  
hearing. For information regarding your duty to appear call \_\_\_\_\_.

\_\_\_\_\_  
(Defendant's Signature)

DNR 0100 **COURT RECORD**

# Arrest/Citation Form

**ARREST REPORT AND  
OFFICER'S NOTES FOR TESTIFYING IN COURT**

Please note facts and circumstances in addition to those checked on face of complaint.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses: \_\_\_\_\_

Vehicle License/Registration Number: \_\_\_\_\_

Vehicle Serial Number: \_\_\_\_\_

Other Vehicle Information: \_\_\_\_\_

Juvenile: Yes  No  Parents contacted: Yes  No

Former Arrest: NPA  PA

Crime: \_\_\_\_\_

Corporation  County of Residence \_\_\_\_\_ Race \_\_\_\_\_

County of Arrest \_\_\_\_\_ District \_\_\_\_\_

---

TYPE VIOLATION (                    ) (                    )

Bond Forfeiture  Nolle Prosequi

PLEA: Guilty  Not Guilty  No Contest

VERDICT: Guilty  Not Guilty  Dismissed

Fine: \$ \_\_\_\_\_ Suspended \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_

Court Costs: \$ \_\_\_\_\_ Suspended \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_

Property Confiscated \_\_\_\_\_

Disposition \_\_\_\_\_

Held as Evidence \_\_\_\_\_

Disposition \_\_\_\_\_

Type of Revoked License or Permit: Hunting \_\_\_\_\_ yrs., Deer \_\_\_\_\_ yrs., \_\_\_\_\_

Trapping \_\_\_\_\_ yrs., Fishing \_\_\_\_\_ yrs. Date of Revocation \_\_\_\_\_

Other Court Action \_\_\_\_\_

**DATE OF TRIAL** \_\_\_\_\_ Name of Judge \_\_\_\_\_

Counsel for State \_\_\_\_\_ Counsel for Accused \_\_\_\_\_

**ASSISTING ON CASE:**

(1) Division Officer(s) \_\_\_\_\_

\_\_\_\_\_

(2) Other Division employees \_\_\_\_\_

(3) Other Law Enforcement Agencies \_\_\_\_\_

\_\_\_\_\_

Arresting Officer: \_\_\_\_\_

Approved by: \_\_\_\_\_ Month processed: \_\_\_\_\_

\_\_\_\_\_

# **Supplement 7**

**Arrest/Citation System Information  
Includes:**

**Index  
(1 Page)  
Tables  
(16 Pages)**

# Arrest/Citation System Information

Database	Size	Platform
<b>Microsoft Access 97</b>	<b>63 mb</b>	<b>Windows 2003 Server</b>

## Table of Contents

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# Arrest/Citation System Information

## Tables

### 1. Arrest

Created On: 4/6/2007 1:37:35 PM

Total Records: 192,031

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ARRESTNO	Text	7		False		PrimaryKey
COURT	Text	7		True		
CASE_NUMBER	Text	10		True		
SSN	Text	11		True		
COMP_DATE	Date / Time	8		True		
COMP_TIME	Date / Time	8		True		
COMP_CNTY	Text	4		True		
FORMER_ARR	Text	3		True		
RESID_CNTY	Text	4		True		
ARR_CNTY	Text	4		True		
ARR_DIST	Text	2		True		
VIO_CODE	Text	4		True		
PLEA	Text	2		True		
VERDICT	Text	2		True		
FINE_GIVEN	Currency	8		True		
FINE_SUSP	Currency	8		True		
FINE_PAID	Currency	8		True		
CC_GIVEN	Currency	8		True		
CC_SUSP	Currency	8		True		
CC_PAID	Currency	8		True		
PROP_CONF	Text	1		True		
PROP_DISP	Text	20		True		
EVID_HELD	Text	1		True		
EVID_DISP	Text	20		True		
REVOK_HUNT	Double	8		True		
REVOK_DEER	Double	8		True		
REVOK_TRAP	Double	8		True		
REVOK_FISH	Double	8		True		
REVOK_DATE	Date / Time	8		True		
OFF_CODE	Text	4		True		
DIVOFF_CODE	Text	4		True		
BOND_FORF	Text	1		True		
NOL_PROS	Text	1		True		
MONTH_PRO	Date / Time	8		True		
ARRESTING_OFFICER	Text	20		True		
DIV_OFFICER	Text	20		True		
JAIL_TIME	Integer	2	0	True		

### Indexes

#### 1. ARRESTSSN

Name	ARRESTSSN
Table Name	Arrest

# Arrest/Citation System Information

Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
SSN	Ascending

## 2. CASE\_NUMBER

Name	CASE_NUMBER
Table Name	Arrest
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
CASE_NUMBER	Ascending

## 3. CC\_PAID

Name	CC_PAID
Table Name	Arrest
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
CC_PAID	Ascending

## 4. DIVOFF\_CODE

Name	DIVOFF_CODE
Table Name	Arrest
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
DIVOFF_CODE	Ascending

## 5. FINE\_PAID

Name	FINE_PAID
Table Name	Arrest
Index Type	Non-Clustered
Unique	No
Primary Key	No

# Arrest/Citation System Information

Ignore Nulls No

## Columns

Column Name	Sort Order
FINE_PAID	Ascending

## 6. OFF\_CODE

Name	OFF_CODE
Table Name	Arrest
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
OFF_CODE	Ascending

## 7. PrimaryKey

Name	PrimaryKey
Table Name	Arrest
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

## Columns

Column Name	Sort Order
ARRESTNO	Ascending

## 8. VIO\_CODE

Name	VIO_CODE
Table Name	Arrest
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
VIO_CODE	Ascending

## Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
{C59F73FD-8D25-4651-8E19-2AFA1D73A3E9}	SSN	Defendent	Arrest	CASCADE	NOACTION	SSN

# Arrest/Citation System Information

Tables (Continued...)

## 2. Court

Created On: 12/4/1998 4:54:11 PM

Total Records: 168

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
COURT_CODE	Text	7		True		PrimaryKey
COURT_DESC	Text	25		True		

### Indexes

#### 1. COURT\_CODE

Name	COURT_CODE
Table Name	Court
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
COURT_CODE	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	Court
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
COURT_CODE	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 3. Defendent

Created On: 4/6/2007 1:38:13 PM

Total Records: 57,322

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	PrimaryKey
NAME	Text	25		True		
LNAME	Text	15		True		
FSTNAME	Text	15		True		
MIDNAME	Text	1		True		
ADDRESS	Text	25		True		
CITY	Text	15		True		
STATE	Text	2		True		
ZIP	Text	5		True		
DOB	Date / Time	8		True		
SEX	Text	1		True		
SSN	Text	11		False		PrimaryKey

### Indexes

#### 1. FSTNAME

Name	FSTNAME
Table Name	Defendent
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
FSTNAME	Ascending

#### 2. LNAME

Name	LNAME
Table Name	Defendent
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
LNAME	Ascending

#### 3. NAME

Name	NAME
Table Name	Defendent
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

# Arrest/Citation System Information

## Columns

Column Name	Sort Order
NAME	Ascending

## 4. PrimaryKey

Name	PrimaryKey
Table Name	Defendent
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

## Columns

Column Name	Sort Order
SSN	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 4. Officer Name

Created On: 12/4/1998 4:54:11 PM

Total Records: 216

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ARRESTING_OFFICER	Text	20		True		PrimaryKey
STATUS	Text	1		False	"N" for Nonactive Officer.	

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	Officer Name
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
ARRESTING_OFFICER	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 5. Propdisp

Created On: 4/6/2007 1:38:15 PM

Total Records: 4

Column Name	Data Type	Precision	Column Default	Null Allowed	Description
PROP_DISP	Text	20		True	
EVID_DISP	Text	20		True	

### Indexes

#### 1. EVID\_DISP

Name	EVID_DISP
Table Name	Propdisp
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
EVID_DISP	Ascending

#### 2. PROP\_DISP

Name	PROP_DISP
Table Name	Propdisp
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
PROP_DISP	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 6. tblCounty

Created On: 4/24/2001 9:20:40 AM

Total Records: 88

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
COUNTY_ID	Long	4	0	True		PrimaryKey
COUNTY_NAME	Text	255		True		

### Indexes

#### 1. CountyName

Name	CountyName
Table Name	tblCounty
Index Type	Non-Clustered
Unique	Yes
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
COUNTY_NAME	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblCounty
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
COUNTY_ID	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 7. tbIDisMethod

Created On: 4/24/2001 9:20:41 AM

Total Records: 6

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ID	Long	4		True		PrimaryKey
DispMeth	Text	30		True	Disposition Method	

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tbIDisMethod
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
ID	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 8. tblDistrict

Created On: 4/24/2001 9:20:41 AM

Total Records: 5

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
DISTRICT_ID	Long	4	0	True	Districts 1-5 and 6 = Lake Erie Law	PrimaryKey
DISTRICT_DESC	Text	15		True	District 1 etc.....	

### Indexes

#### 1. DISTRICT\_ID

Name	DISTRICT_ID
Table Name	tblDistrict
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
DISTRICT_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblDistrict
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
DISTRICT_ID	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 9. tblOfficer

Created On: 4/24/2001 9:20:42 AM

Total Records: 211

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	PrimaryKey
OFF_MARCSID	Text	5		True		
OFF_FULLNAME	Text	20		True		PrimaryKey
OFF_LNAME	Text	50		True		
OFF_FNAME	Text	50		True		
OFF_MI	Text	1		True		
OFF_ACTIVE	Boolean	1		True		

### Indexes

#### 1. OFF\_MARCSID

Name	OFF_MARCSID
Table Name	tblOfficer
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
OFF_MARCSID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblOfficer
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
OFF_FULLNAME	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 10. tblPlea

Created On: 4/24/2001 9:20:42 AM

Total Records: 3

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
PLEA_ID	Long	4		True		PrimaryKey
PLEA_DESC	Text	50		True		
PLEA_ACTIVE	Boolean	1		True		

### Indexes

#### 1. PLEAID

Name	PLEAID
Table Name	tblPlea
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
PLEA_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblPlea
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
PLEA_ID	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 11. tblStates

Created On: 4/24/2001 9:36:51 AM

Total Records: 51

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
Abbreviation	Text	2		False		PrimaryKey

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tblStates
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
Abbreviation	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 12. tblVerdict

Created On: 4/24/2001 9:20:42 AM

Total Records: 3

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
VER_ID	Long	4		True		PrimaryKey
VER_DESC	Text	50		True		
VER_ACTIVE	Boolean	1		True		

### Indexes

#### 1. PLEAID

Name	PLEAID
Table Name	tblVerdict
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
VER_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblVerdict
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
VER_ID	Ascending

# Arrest/Citation System Information

Tables (Continued...)

## 13. tblViolationType

Created On: 4/24/2001 9:20:43 AM

Total Records: 457

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
VIO_CODE	Text	4		True		PrimaryKey
VIO_DESC1	Text	255		True		
VIO_YEAR	Text	4		True		

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tblViolationType
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
VIO_CODE	Ascending

#### 2. VIOVIO\_CODE

Name	VIOVIO_CODE
Table Name	tblViolationType
Index Type	Non-Clustered
Unique	Yes
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
VIO_CODE	Ascending

# **Supplement 8**

## **Arrest/Citation System Reports**

**Includes:**

**Sample Report Titles  
(1 page)**

**Sample Reports  
(4 pages)**

## Arrest/Citation System Reports

<i>Report</i>	<i>Page</i>
<i>Arrest/Citation</i>	
<b>Officer Arrest Report</b>	<b>157</b>
<b>Violation Arrest Report</b>	<b>158</b>
<b>Defendant Revocation Report (no sample report)</b>	
<b>Number of Times Officer Assisted</b>	<b>159</b>
<b>Law Enforcement Report</b>	<b>160</b>
<b>Officer DNR 100 Report (no sample report)</b>	
<b>Current Revoked Defendants (no sample report)</b>	

# Arrest/Citation System Reports

## ARREST REPORT MANAGEMENT SYSTEM

OFFICERS REPORT FOR January - 2005 TO June - 2005

OFFICER NAME	VIO CODE	NO-OF ARRESTS	GUILTY	NOT GUILTY	DISM
<b>BROWN, DAVID J D-3</b>					
	C-01	1	1	0	0
	C-18	5	1	0	0
	C-24	1	0	0	1
	K-05	3	3	0	0
	L-01	4	4	0	0
	L-02	1	1	0	0
	L-05	1	1	0	0
	L-16	2	2	0	0
	L-23	3	0	0	3
	M-14	1	1	0	0
	O-15	2	2	0	0
	R-14	1	1	0	0
<b>Total</b>		25	17	0	4

# Arrest/Citation System Reports

## ARREST REPORT MANAGEMENT SYSTEM

VIOLATION REPORT FOR 01-July-2005 TO 30-July-2005

VIOLATION TYPE	VIOLATIO N CODE	NO-OF ARRESTS	REV HUNT	REV DEER	REV TRAP	REV FISH	GUILTY
<b>L</b>							
	L-01	53	0.0	0.0	0.0	0.0	28.0
	L-16	1	0.0	0.0	0.0	0.0	0.0
	L-20	3	0.0	0.0	0.0	0.0	0.0
<b>TOTAL:</b>		57	0.0	0.0	0.0	0.0	28.0
<b>GRAND TOTAL:</b>		57	0.0	0.0	0.0	0.0	28.0

## Arrest/Citation System Reports

### ***NUMBER OF TIMES THE OFFICER ASSISTED***

<b><i>ARRESTING_OFFICER</i></b>	<b><i>MONTH PROCESSED</i></b>	<b><i>NUMBER OF ASSISTS</i></b>
<b>BROWN, DAVID J D-3</b>		
	<i>January 2005</i>	5
	<i>February 2005</i>	1
	<i>June 2005</i>	4
	<i>July 2005</i>	2
	<i>October 2005</i>	6
	<i>November 2005</i>	5
	<i>December 2005</i>	4
	<i>January 2006</i>	2
<b>TOTAL NO. OF ASSISTS</b>		<b>29</b>

# Arrest/Citation System Reports

## ARREST REPORT MANAGEMENT SYSTEM

LAW ENFORCEMENT REPORT FOR January - 2005 TO January - 2006

DISM	NOT GUILTY	NOL PROS	BOND FORFE	NUMBER OF FINEGIVEN	NUMBER OF FINESUSP	TOTAL AMT FINES COLLECTED	TOTAL AMT FINES SUSPENDED
131	15	15	572	1390	78	\$108,583.00	\$15,822.00

# **Supplement 9**

**Harvest Record Form  
Includes:**

**Deer Harvest Form  
Turkey Harvest Form  
(2 pages)**

# Harvest Record Form

<i>Report</i>	<i>Page</i>
<i>Harvest Record Form</i>	
<b>Deer Harvest Record</b>	<b>163</b>
<b>Spring Turkey Harvest Record</b>	<b>164</b>



# Harvest Record Form

Ohio Department of Natural Resources, Division of Wildlife  
**SPRING TURKEY HARVEST RECORD**

<input type="text"/>										<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>																																																																																																																								
Driver's license or OH ID										Date of Birth (month/day/year)																																																																																																																								
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Address										City																																																																																																																								
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<b>Check Station No.</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Harvested on:</b> <input type="radio"/> Hunter's Own Land <input type="radio"/> State or Federal Land <input type="radio"/> Private Land
<b>Metal Tag Number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Hunter type:</b> <input type="radio"/> Spring Turkey Permit <input type="radio"/> Senior Permit <input type="radio"/> Landowner
	<b>Turkey is:</b> <input type="radio"/> Adult Male <input type="radio"/> Juvenile <input type="radio"/> Bearded Hen
	<b>Spur length:</b> <input type="radio"/> 1/2" or less <input type="radio"/> less than 1 inch <input type="radio"/> 1 inch or more
	<b>Implement used:</b> <input type="radio"/> Shotgun <input type="radio"/> Crossbow <input type="radio"/> Longbow <input type="radio"/> Muzzleloader



# Supplement 10

## Harvest System Information Includes:

Index  
(1 page)  
Tables  
(22 Pages)

# Harvest System Information

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Database	Size	Platform
<b>MS SQL Server 2000</b>	<b>181 mb</b>	<b>Windows 2000 Server</b>

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# Harvest System Information

## Harvest System Information (Tables)

### *tfalert*

#### Primary Key(s):

Total Records: 13		
Field	Type	Nulls?
Id	int	No
AlertId	int	No
AlertSubj	char (120)	No
Type	int	No
Name	char (80)	No
ActiveMsg	char (120)	No
ExpireTime	int	No
LastFire	int	No
LastCancel	int	No
LastNotify	int	No
ActiveSince	int	No
AppNum	int	No
Enable	int	No
ThreshType	int	No
Threshold	int	No
ThreshRpt	int	No
ThreshMin	int	No
ThreshMax	int	No
NotifyEmail	int	No
NotifyExe	int	No
NotifyLog	int	No
SuppressAll	int	No
SuppressSame	int	No
ReNotify	int	No
SuppressTime	int	No
ReNotifyTime	int	No
Workstation	char (32)	No

Index Name	Unique	Clustered	Fields
tfalert_Id	Yes	Yes	Id
tfalert_AlertId_AlertSubj	No	No	AlertId, AlertSubj

# Harvest System Information

No Internal Foreign Keys

No External Foreign Keys

## ***tibatmem***

### **Primary Key(s):**

Total Records: 1		
Field	Type	Nulls?
ID	int	No
PageNo	smallint	No
PageState	smallint	No
LogID	int	No
LogState	int	No
ScanTime	int	No
DocId	int	No
Noteld	int	No
FileName	char (16)	No
Data	char (24)	No
Flags	smallint	No

Index Name	Unique	Clustered	Fields
tibatmem_ID_PageNo	Yes	Yes	ID, PageNo
tibatmem_LogID	No	No	LogID

No Internal Foreign Keys

No External Foreign Keys

## ***tibatmt***

### **Primary Key(s):**

Total Records: 7		
Field	Type	Nulls?
ID	int	No
State	smallint	No
Flags	int	No
Pages	smallint	No
Forms	smallint	No
PagesE	smallint	No
FormsE	smallint	No

## Harvest System Information

<b>Total Records: 7</b>		
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>
NonForms	smallint	No
WksName	char (32)	No
Prefix	char (8)	No
Ext	char (8)	No
Directory	char (256)	No
Comment	char (96)	No
TrackID	char (20)	No
UserName	char (20)	No
Date	char (12)	No
FormID	int	No
CommitCnt	smallint	No
Time	int	No
CompleteT	int	No
Priority	smallint	No
PagesQ	smallint	No
Flags2	int	No
NonFormID	int	No
BadImages	smallint	No
Identified	smallint	No
RemotelD	int	No
GroupID	int	No
JobID	int	No
PagesExpected	smallint	No
JobName	char (64)	No
LogState	int	No
LogStateUpdT	int	No
LastUpdateT	int	No
ReviewCount	smallint	No

<b>Index Name</b>	<b>Unique</b>	<b>Clustered</b>	<b>Fields</b>
tfbatmt_ID	Yes	Yes	ID

**No Internal Foreign Keys**

**No External Foreign Keys**

# Harvest System Information

## ***tfdct\_dict0000***

### **Primary Key(s):**

<b>Total Records: 0</b>		
Field	Type	Nulls?
Word	char (20)	No

Index Name	Unique	Clustered	Fields
tfdct_dict0000_Word	Yes	Yes	Word

No Internal Foreign Keys

No External Foreign Keys

## ***tfdct\_dict0001***

### **Primary Key(s):**

<b>Total Records: 0</b>		
Field	Type	Nulls?
Word	char (20)	No

Index Name	Unique	Clustered	Fields
tfdct_dict0001_Word	Yes	Yes	Word

No Internal Foreign Keys

No External Foreign Keys

## ***tfdct\_first\_300***

### **Primary Key(s):**

<b>Total Records: 12,721</b>		
Field	Type	Nulls?
Word	char (20)	No

Index Name	Unique	Clustered	Fields
tfdct_first_300_Word	Yes	Yes	Word

No Internal Foreign Keys

No External Foreign Keys

## ***tfdct\_first\_names***

### **Primary Key(s):**

# Harvest System Information

<b>Total Records: 5,163</b>		
Field	Type	Nulls?
Word	char (20)	No

Index Name	Unique	Clustered	Fields
tfdct_first_names_Word	Yes	Yes	Word

No Internal Foreign Keys

No External Foreign Keys

## ***tfdct\_last\_300***

**Primary Key(s):**

<b>Total Records: 45,898</b>		
Field	Type	Nulls?
Word	char (20)	No

Index Name	Unique	Clustered	Fields
tfdct_last_300_Word	Yes	Yes	Word

No Internal Foreign Keys

No External Foreign Keys

## ***tfdct\_ohzips***

**Primary Key(s):**

<b>Total Records: 1,470</b>		
Field	Type	Nulls?
Word	char (8)	No

Index Name	Unique	Clustered	Fields
tfdct_ohzips_Word	Yes	Yes	Word

No Internal Foreign Keys

No External Foreign Keys

## ***tfdct\_states***

**Primary Key(s):**

<b>Total Records: 56</b>		
Field	Type	Nulls?

## Harvest System Information

Total Records: 56		
Field	Type	Nulls?
Word	char (8)	No

Index Name	Unique	Clustered	Fields
tfdct_states_Word	Yes	Yes	Word

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfdict***

#### **Primary Key(s):**

Total Records: 7		
Field	Type	Nulls?
ID	smallint	No
Name	char (30)	No
DescTx	char (256)	No
Format	char (30)	No
Prot	smallint	No
Reclen	smallint	No
Flags	int	No
Updated	int	No

Index Name	Unique	Clustered	Fields
tfdict_ID	Yes	Yes	ID
tfdict_Name	Yes	No	Name

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tffldmem***

#### **Primary Key(s):**

Total Records: 59		
Field	Type	Nulls?
FolderID	int	No
MemberID	int	No
Type	int	No

## Harvest System Information

Index Name	Unique	Clustered	Fields
tffldmem_FolderID_Type_MemberID	Yes	Yes	FolderID, Type, MemberID
tffldmem_MemberID_Type	No	No	MemberID, Type

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tffldr***

**Primary Key(s):**

Total Records: 18			
Field	Type	Nulls?	
ID	int	No	
Type	int	No	
Name	char (64)	No	
Flags	int	No	

Index Name	Unique	Clustered	Fields
tffldr_ID	Yes	Yes	ID
tffldr_Type_Name	No	No	Type, Name

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfgrpfld***

**Primary Key(s):**

Total Records: 9			
Field	Type	Nulls?	
ID	int	No	
Type	int	No	
Name	char (64)	No	
Flags	int	No	
Rights	binary	No	

Index Name	Unique	Clustered	Fields
tfgrpfld_ID	Yes	Yes	ID
tfgrpfld_Type_Name	No	No	Type, Name

**No Internal Foreign Keys**

# Harvest System Information

No External Foreign Keys

## ***tfgrpmem***

**Primary Key(s):**

Total Records: 23		
Field	Type	Nulls?
FolderID	int	No
MemberID	int	No
Type	int	No

Index Name	Unique	Clustered	Fields
tfgrpmem_FolderID_Type_MemberID	Yes	Yes	FolderID, Type, MemberID
tfgrpmem_MemberID_Type	No	No	MemberID, Type

No Internal Foreign Keys

No External Foreign Keys

## ***tfidtbl***

**Primary Key(s):**

Total Records: 37		
Field	Type	Nulls?
ID	int	No
Title	char (64)	No
DescTx	char (256)	No
Path	char (260)	No
Author	char (32)	No
Px	char (32)	No
AlienFmt	char (32)	No
AlienExt	char (6)	No
Version	int	No
SubVer	int	No
SaveVer	int	No
Updated	int	No
Pages	smallint	No
Activated	smallint	No
FormFlags1	int	No
FormFlags2	int	No
FlagsEx	int	No

## Harvest System Information

Index Name	Unique	Clustered	Fields
tfidtbl_ID	Yes	Yes	ID
tfidtbl_Title	Yes	No	Title

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfimgx***

**Primary Key(s):**

Total Records: 0			
Field	Type	Nulls?	
ID	int	No	
FormID	int	No	
IsLabel	smallint	No	
Time	int	No	
BookID	smallint	No	
UserID	smallint	No	
Track	int	No	
ObjID	char (128)	No	
ImgFile	char (32)	No	
LabName	char (32)	No	
ImgFmt	char (32)	No	

Index Name	Unique	Clustered	Fields
tfimgx_ID	Yes	Yes	ID
tfimgx_FormID_IsLabel_ObjID	No	No	FormID, IsLabel, ObjID
tfimgx_Track	No	No	Track
tfimgx_ImgFile	No	No	ImgFile

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfjob***

**Primary Key(s):**

Total Records: 13			
Field	Type	Nulls?	
ID	int	No	

# Harvest System Information

Total Records: 13		
Field	Type	Nulls?
Name	char (64)	No
IPPSet	char (64)	No
Comment	char (128)	No
Operator	char (32)	No
Flags	int	No
NonFormID	int	No
FormID	int	No
GroupID	int	No
Priority	smallint	No
Forms	smallint	No
Pages	smallint	No
ReviewSkip	smallint	No
SelMethod	smallint	No
C_Name_01	char (64)	No
C_Dflt_01	char (256)	No
C_Flag_01	int	No
C_Name_02	char (64)	No
C_Dflt_02	char (256)	No
C_Flag_02	int	No
C_Name_03	char (64)	No
C_Dflt_03	char (256)	No
C_Flag_03	int	No
C_Name_04	char (64)	No
C_Dflt_04	char (256)	No
C_Flag_04	int	No
C_Name_05	char (64)	No
C_Dflt_05	char (256)	No
C_Flag_05	int	No
Base_Dir	char (256)	No
SysFlds	binary	Yes
SysFldCnt	smallint	Yes
JobFlags	int	Yes

Index Name	Unique	Clustered	Fields
tfjob_ID	Yes	Yes	ID
tfjob_Name	Yes	No	Name

# Harvest System Information

No Internal Foreign Keys

No External Foreign Keys

## ***tflock***

**Primary Key(s):**

Total Records: 2		
Field	Type	Nulls?
TableID	int	No
RecordID	int	No
RecordIDEx	int	No
ApplNo	int	No
SessionID	int	No
StartTime	int	No
WksName	char (64)	No
ThreadID	int	No
ThrdName	char (32)	No

Index Name	Unique	Clustered	Fields
tflock_TableID_RecordID_RecordIDEx	Yes	Yes	TableID, RecordID, RecordIDEx
tflock_TableID_ApplNo_SessionID_WksName	No	No	TableID, ApplNo, SessionID, WksName

No Internal Foreign Keys

No External Foreign Keys

## ***tflogex***

**Primary Key(s):**

Total Records: 406		
Field	Type	Nulls?
ID	int	No
Track	int	No
EventTime	int	No
EventTimeX	int	No
LastUpdate	int	No
LastUpdateX	int	No
Type	smallint	No
FormID	int	No

## Harvest System Information

<b>Total Records: 406</b>		
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>
BookID	smallint	No
UserID	smallint	No
Status	int	No
WksName	char (32)	No
FormTitle	char (64)	No
RemoteCSID	char (32)	No
RemoteFax	char (32)	No
VFile	binary	No
Offset	int	No
NoPages	smallint	No
Format	char (32)	No
Version	smallint	No
VData	binary	No
Queue	char (8)	No
VisitFlags	int	No
CorrFlags	int	No
Priority	smallint	No
BatchID	int	No
PgInBatch	smallint	No
FlagsEx	smallint	No
PageLink	char (128)	No
UserName	char (32)	No
BatchPgDta	char (32)	No
CallerID	char (32)	No
OrigID	int	No
GroupID	int	No

<b>Index Name</b>	<b>Unique</b>	<b>Clustered</b>	<b>Fields</b>
tflogex_ID	Yes	Yes	ID
tflogex_Track_EventTime	No	No	Track, EventTime
tflogex_Type_Priority_EventTime	No	No	Type, Priority, EventTime
tflogex_FormID_Type	No	No	FormID, Type
tflogex_Queue_Priority_EventTime	No	No	Queue, Priority, EventTime

**No Internal Foreign Keys**

**No External Foreign Keys**

# Harvest System Information

## *tfnl*

### Primary Key(s):

Total Records: 1		
Field	Type	Nulls?
ID	int	No
ApplNo	smallint	No
Product	smallint	No
Status	smallint	No
StartTime	int	No
Updated	int	No
Sign	binary	No
Wnd	int	No
MainRd	smallint	No
KeyNM	smallint	No
WksName	char (32)	No
UserName	char (32)	No
Flags	smallint	No
SessionID	smallint	No

Index Name	Unique	Clustered	Fields
tfnl_ID	Yes	Yes	ID
tfnl_ApplNo	No	No	ApplNo
tfnl_WksName	No	No	WksName

No Internal Foreign Keys

No External Foreign Keys

## *tfnotes*

### Primary Key(s):

Total Records: 0		
Field	Type	Nulls?
RecordID	int	No
Text	char (1020)	No

Index Name	Unique	Clustered	Fields
tfnotes_RecordID	Yes	Yes	RecordID

No Internal Foreign Keys

# Harvest System Information

No External Foreign Keys

## *tfphgrp*

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
BookID	smallint	No
GroupID	smallint	No
Name	char (30)	No
IsGroup	smallint	No

Index Name	Unique	Clustered	Fields
tfphgrp_BookID_GroupID_Name	Yes	Yes	BookID, GroupID, Name
tfphgrp_BookID_Name	No	No	BookID, Name

No Internal Foreign Keys

No External Foreign Keys

## *tfphmem*

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
Name	char (30)	No
Company	char (40)	No
FaxNo	char (25)	No
PhoneNo	char (25)	No
IsGroup	smallint	No
Items	smallint	No
BookID	smallint	No
UserID	smallint	No

Index Name	Unique	Clustered	Fields
tfphmem_BookID_UserID	Yes	Yes	BookID, UserID
tfphmem_BookID_Name	Yes	No	BookID, Name

No Internal Foreign Keys

No External Foreign Keys

# Harvest System Information

***tfrdstat***

**Primary Key(s):**

Total Records: 2		
Field	Type	Nulls?
RecordID	int	No
PageID	int	No
EventTime	int	No
FormID	int	No
FormPage	smallint	No
BatchNo	int	No
BatchPg	smallint	No
MP_VF	smallint	No
HP_VF	smallint	No
BP_VF	smallint	No
Num_VF	smallint	No
Alpha_VF	smallint	No
AINum_VF	smallint	No
Char_VF	smallint	No
OMR_VF	smallint	No
Barc_VF	smallint	No
Other_VF	smallint	No
Total_VF	smallint	No
MP_F	smallint	No
HP_F	smallint	No
BP_F	smallint	No
Num_F	smallint	No
Alpha_F	smallint	No
AINum_F	smallint	No
Char_F	smallint	No
OMR_F	smallint	No
Barc_F	smallint	No
Other_F	smallint	No
Total_F	smallint	No
NeedRvw	smallint	No
MP_Chr_NR	int	No
HP_Chr_NR	int	No
BP_Chr_NR	int	No
NumChr_NR	int	No

## Harvest System Information

<b>Total Records: 2</b>		
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>
AlpChr_NR	int	No
AN_Chr_NR	int	No
Chars_NR	int	No
MP_Chars	int	No
HP_Chars	int	No
BP_Chars	int	No
NumChars	int	No
AlpChars	int	No
AN_Chars	int	No
Chars	int	No
Chars_WS	int	No
OMR	int	No
MSElapsed	int	No
WksName	char (32)	No
EvtTimeS	char (32)	No

<b>Index Name</b>	<b>Unique</b>	<b>Clustered</b>	<b>Fields</b>
tfrdstat_RecordID	Yes	Yes	RecordID
tfrdstat_EventTime	No	No	EventTime
tfrdstat_FormID_FormPage	No	No	FormID, FormPage
tfrdstat_BatchNo	No	No	BatchNo

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfrfstat***

#### **Primary Key(s):**

<b>Total Records: 0</b>		
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>
RecordID	int	No
EventTime	int	No
FieldName	char (128)	No
FieldType	smallint	No
RecogType	smallint	No
RecogFeat	int	No
MSElapsed	int	No

## Harvest System Information

Total Records: 0		
Field	Type	Nulls?
Length	smallint	No
NeedRvw	smallint	No
FieldConf	int	No
LowConfCh	int	No
Chars	smallint	No
Chars_NR	smallint	No
Chars_BI	smallint	No
Chars_INC	smallint	No
UniquelD	int	No

Index Name	Unique	Clustered	Fields
tfrfstat_RecordID	No	Yes	RecordID
tfrfstat_FieldName	No	No	FieldName
tfrfstat_UniquelD	Yes	No	UniquelD

No Internal Foreign Keys

No External Foreign Keys

### ***tfrlck***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
ID	int	No

Index Name	Unique	Clustered	Fields
tfrlck_ID	Yes	Yes	ID

No Internal Foreign Keys

No External Foreign Keys

### ***tfrxcust***

**Primary Key(s):**

Total Records: 0		
Field	Type	Nulls?
LogID	int	No
PageNo	int	No

# Harvest System Information

Total Records: 0		
Field	Type	Nulls?
FieldName	char (128)	No
Data	char (256)	No

Index Name	Unique	Clustered	Fields
tfrxcust_LogID_PageNo_FieldName	Yes	Yes	LogID, PageNo, FieldName

**No Internal Foreign Keys**

**No External Foreign Keys**

## ***tfsetting***

### **Primary Key(s):**

Total Records: 3		
Field	Type	Nulls?
ID	int	No
Type	smallint	No
Owner	int	No
Section	char (120)	No
Setting	char (120)	No
Checksum	binary	No
Modified	int	No
Value	binary	No

Index Name	Unique	Clustered	Fields
tfsetting_ID	Yes	Yes	ID
tfsetting_Type	No	No	Type
tfsetting_Type_Owner	No	No	Type, Owner
tfsetting_Type_Section	No	No	Type, Section
tfsetting_Type_Owner_Section	No	No	Type, Owner, Section
tfsetting_Type_Section_Setting	No	No	Type, Section, Setting
tfsetting_Type_Owner_Section_Setting	Yes	No	Type, Owner, Section, Setting

**No Internal Foreign Keys**

**No External Foreign Keys**

# Harvest System Information

## ***tfshbtlk***

### Primary Key(s):

Total Records: 0		
Field	Type	Nulls?
ID	int	No
BatchID	int	No
ThreadID	int	No
ApplNo	int	No
SessionID	int	No
StartTime	int	No
WksName	char (32)	No
UserName	char (32)	No
Flags	int	No

Index Name	Unique	Clustered	Fields
tfshbtlk_ID	Yes	Yes	ID
tfshbtlk_ApplNo_WksName_SessionID	No	No	ApplNo, WksName, SessionID
tfshbtlk_BatchID	No	No	BatchID

No Internal Foreign Keys

No External Foreign Keys

## ***tfsysfld***

### Primary Key(s):

Total Records: 1		
Field	Type	Nulls?
ID	smallint	No
Name	char (64)	No
Title	char (128)	No
FieldDesc	char (256)	No
Value	char (256)	No
Length	int	No
DecPlaces	int	No
Flags	int	No

Index Name	Unique	Clustered	Fields
tfsysfld_ID	Yes	Yes	ID

## Harvest System Information

Index Name	Unique	Clustered	Fields
tfsysfld_Name	Yes	No	Name

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfuniqfn***

**Primary Key(s):**

Total Records: 1,544,492		
Field	Type	Nulls?
Prefix	char (16)	No

Index Name	Unique	Clustered	Fields
tfuniqfn_Prefix	Yes	Yes	Prefix

**No Internal Foreign Keys**

**No External Foreign Keys**

### ***tfuser***

**Primary Key(s):**

Total Records: 18		
Field	Type	Nulls?
ID	int	No
Version	smallint	No
Type	smallint	No
Login	char (32)	No
Rights	binary	No
Name	char (64)	No
Px	char (64)	No
OptFile	char (40)	No
ProvGUID	binary	No
ProvPath	char (256)	No

Index Name	Unique	Clustered	Fields
tfuser_ID	Yes	Yes	ID
tfuser_Type_Login	Yes	No	Type, Login

**No Internal Foreign Keys**

# Harvest System Information

No External Foreign Keys

***tfvstat***

**Primary Key(s):**

Total Records: 236,526		
Field	Type	Nulls?
RecordID	int	No
EventTime	int	No
CorrMode	char (4)	No
UserName	char (32)	No
WksName	char (32)	No
MSElapsed	int	No
CharVisit	int	No
CharCrct	int	No
CharAccpt	int	No
CharPunt	int	No
CharOkMod	int	No
CharEnter	int	No
ChcVisit	int	No
ChcMod	int	No
OMRVisit	int	No
OMRCrct	int	No
OMRAccpt	int	No
OMROkMod	int	No
FldCompl	int	No
FldAFill	int	No
FldVisit	int	No
ZoneComp	int	No
FormComp	int	No
FormPunt	int	No
LBClick	int	No
LBDbIClk	int	No
RBClick	int	No
RBDbIClk	int	No
KeysChar	int	No
KeysCtrl	int	No
KeysCombo	int	No
FormId	int	No

## Harvest System Information

<b>Total Records: 236,526</b>		
<b>Field</b>	<b>Type</b>	<b>Nulls?</b>
ImageId	uniqueidentifier	No
FormTrack	uniqueidentifier	No
FormPage	smallint	No
BatchNo	int	No
BatchPage	smallint	No
Chars	int	No
Chars_WS	int	No
Fields	int	No
PgCmplt	smallint	No
PgsMiss	smallint	No
RPgsCmplt	smallint	No

<b>Index Name</b>	<b>Unique</b>	<b>Clustered</b>	<b>Fields</b>
tfvfstat_RecordID	Yes	Yes	RecordID
tfvfstat_CorrMode	No	No	CorrMode
tfvfstat_EventTime	No	No	EventTime
tfvfstat_ImageId	No	No	ImageId
tfvfstat_FormTrack	No	No	FormTrack
tfvfstat_FormId	No	No	FormId
tfvfstat_UserName	No	No	UserName

**No Internal Foreign Keys**

**No External Foreign Keys**

# Supplement 11

## Hunter Safety Education System Information Includes:

Index  
(1 page)  
Tables  
(21 Pages)

# Hunter Safety Education System Information

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<b>Microsoft Access 97/Oracle 10g</b>	<b>1.2gb</b>	<b>Windows 2003 Server</b>
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# Hunter Safety Education System Information

## Tables

### 1. tblCourseLocations

Created On: 11/2/2000 3:45:13 PM

Total Records: 1,324

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
LOCATION_ID	Long	4		True	Auto Number field...PK course location ID number	PrimaryKey
LOCATION_NAME	Text	30		True	Course Location Name	
LOCATION_ADDRESS	Text	50		True	Course Location Address	
LOCATION_CITY	Text	30		True	Course Location City	
LOCATION_ZIP	Text	5		True	Course Location Zip	
LOCATION_CNT_NAME	Text	50		True	Contact person at Course Location other than Instructor	
LOCATION_PHONE	Text	20		True	Course Location Phone	

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tblCourseLocations
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
LOCATION_ID	Ascending

### 2. tblCourseLocationsADDRESS

Name	tblCourseLocationsADDRESS
Table Name	tblCourseLocations
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
LOCATION_ADDRESS	Ascending

### 3. tblCourseLocationsCITY

Name	tblCourseLocationsCITY
Table Name	tblCourseLocations
Index Type	Non-Clustered
Unique	No
Primary Key	No

# Hunter Safety Education System Information

Ignore Nulls No

## Columns

Column Name	Sort Order
LOCATION_CITY	Ascending

## 4. tblCourseLocationsLOCATION

Name	tblCourseLocationsLOCATION
Table Name	tblCourseLocations
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
LOCATION_NAME	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 2. tblCourses

Created On: 11/2/2000 3:45:13 PM

Total Records: 6,613

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
COU_COURSENO	Long	4		True	CourseNo Auto Number PK	PrimaryKey
COU_INSTID	Long	4		False	Instructor ID Number FK Instructor Table	
COU_COUNTYID	Long	4	0	False	County ID FK County Table	
COU_LOCATIONID	Long	4		False	Course Location ID FK Course Location Table	
COU_COURSEFY	Text	4		False	Fiscal Year Course offered in.	
COU_COURSETYPE	Long	4	0	False	FK Course Type Table...i.e. Hunter Trapper Turkey Clinic etc....	
COU_SESSION DATES	Text	50		True	Date Ranges for Course	
COU_SESSION TIMES	Text	100		True	Time Class is held.	
COU_LIMIT	Long	4		True	Attendance capacity...	
COU_STARTDATE	Date / Time	8		False	First Day of Class even it is a one day class....	
COU_TESTDATE	Date / Time	8		False	TestDate for Class	
COU_COURSESTATUS	Long	4	1	False	Course Status entry from tbl Course Status... includes Open, Closed	
COU_PREREGISTER1	Text	146		False	Text field for Phone contact information regarding course.	
COU_PREREGISTER2	Text	30		True	text field for addition contact information regarding course.	
COU_BATCHID	Text	50		True	Batch ID to keep track of batch numbers	
COU_INSTRUCTIONTYPE	Text	50		True	Instruction type = Regular, Home Study	
COU_TESTED	Long	4	0	True	Students tested	
COU_PASSED	Long	4	0	True	Students Passed	
COU_BATCHRMKS	Memo	0		True	Batch Remarks	

### Indexes

#### 1. COU\_BATCHID

# Hunter Safety Education System Information

Name	COU_BATCHID
Table Name	tblCourses
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_BATCHID	Ascending

## 2. COU\_COURSETYPE

Name	COU_COURSETYPE
Table Name	tblCourses
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_COURSETYPE	Ascending

## 3. COUNTY\_ID

Name	COUNTY_ID
Table Name	tblCourses
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_COUNTYID	Ascending

## 4. COURSE\_FY

Name	COURSE_FY
Table Name	tblCourses
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_COURSEFY	Ascending

## 5. COURSE\_LOCATION\_ID

Name	COURSE_LOCATION_ID
Table Name	tblCourses
Index Type	Non-Clustered

# Hunter Safety Education System Information

Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_LOCATIONID	Ascending

## 6. INST\_ID

Name	INST_ID
Table Name	tblCourses
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_INSTID	Ascending

## 7. PrimaryKey

Name	PrimaryKey
Table Name	tblCourses
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

## Columns

Column Name	Sort Order
COU_COURSENO	Ascending

## Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
tblCourseLocationtblCourses	COU_LOCATIONID	tblCourseLocations	tblCourses	CASCADE	CASCADE	LOCATION_ID
tblDistrict/CountytblCourses	COU_COUNTYID	tblDistrict/County	tblCourses	CASCADE	NOACTION	COUNTY_ID
tblInstructortblCourses	COU_INSTID	tblInstructor	tblCourses	CASCADE	CASCADE	INS_NO

# Hunter Safety Education System Information

Tables (Continued...)

## 3. tblCourseStatus

Created On: 11/2/2000 3:45:14 PM

Total Records: 8

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
STATUSID	Long	4	0	True	Course StatusID.. for now Open, Closed, Cancelled	PrimaryKey
STATUS_DESC	Text	50		True	Course Descriptions Open-Closed-Cancelled-Remote Registration.	

### Indexes

#### 1. STATUSID

Name	STATUSID
Table Name	tblCourseStatus
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
STATUSID	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 4. tblCourseType

Created On: 11/2/2000 3:45:14 PM

Total Records: 14

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
CourseType_ID	Long	4		True	PK CourseType ID	PrimaryKey
CourseType_Name	Text	50		True	Course Type Name	

### Indexes

#### 1. CourseTypeID

Name	CourseTypeID
Table Name	tblCourseType
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
CourseType_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblCourseType
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
CourseType_ID	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 5. tbIDistrict/County

Created On: 11/2/2000 3:45:14 PM

Total Records: 91

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
COUNTY_ID	Long	4	0	True	County Id's 1-88	PrimaryKey
COUNTY_NAME	Text	20		True	County Name	
DISTRICT	Single	4		True	County in District	

### Indexes

#### 1. COUNTY\_ID

Name	COUNTY_ID
Table Name	tbIDistrict/County
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
COUNTY_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tbIDistrict/County
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
COUNTY_ID	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 6. tblHours

Created On: 3/28/2003 8:54:41 AM

Total Records: 12,157

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
HRS_ID	Long	4	GenUniqueID()	True	Unique id Primary Key	PrimaryKey
s_Generation	Long	4		True		
HRS_COURSE	Boolean	1		True	Hours related to course instruction	
HRS_COURSENO	Long	4	0	True	Course Number	
HRS_INSTRID	Long	4		True	Instructor ID	
HRS_OTHER	Boolean	1		True	Hours related to non-course instruction	
s_GUID		16	GenGUID()	True		
HRS_OTHERTYPE	Long	4	0	True	Non-course related hours categories... i.e. Training, State Fair, Other	
HRS_OTHER_DATE	Date / Time	8		True	Non-course related last date of training	
HRS_TOTALHRS	Long	4	0	True	Total hours for Course or Non-Course related time.	
s_Lineage	Long Binary (OLE Object)	0		True		

### Indexes

#### 1. KEY

Name	KEY
Table Name	tblHours
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
HRS_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblHours
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
HRS_ID	Ascending

# Hunter Safety Education System Information

## 3. s\_Generation

Name	s_Generation
Table Name	tblHours
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
s_Generation	Ascending

## 4. s\_GUID

Name	s_GUID
Table Name	tblHours
Index Type	Non-Clustered
Unique	Yes
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
s_GUID	Ascending

## 5. tblHoursINST\_NO

Name	tblHoursINST_NO
Table Name	tblHours
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
HRS_INSTRID	Ascending

## Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
tblInstructortblHours	HRS_INSTRID	tblInstructor	tblHours	CASCADE	CASCADE	INS_NO

# Hunter Safety Education System Information

Tables (Continued...)

## 7. tblHrsOtherType

Created On: 3/28/2003 2:34:36 PM

Total Records: 3

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
HRSO_ID	Long	4		True		PrimaryKey
HRSO_TYPE	Text	50		True		

### Indexes

#### 1. HRSO\_ID

Name	HRSO_ID
Table Name	tblHrsOtherType
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
HRSO_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblHrsOtherType
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
HRSO_ID	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 8. tblInstructor

Created On: 11/2/2000 3:45:14 PM

Total Records: 2,453

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
INS_NO	Long	4		True	PK Instructor Number	PrimaryKey
INS_LNAME	Text	20		True	Instructor Last Name	
INS_FNAME	Text	20		True	Instructor First Name	
INS_MI	Text	1		True	Instructor Middle Initial	
INS_ADDRESS	Text	30		True	Instructor Primary Address	
INS_ADDRESS2	Text	30		True	Instructor Secondary Address	
INS_CITY	Text	23		True	Instructor City	
INS_STATE	Text	2	"OH"	True	Instructor State	
INS_ZIP	Text	5		True	Instructor Zip	
INS_WPHONE	Text	14		True	Instructor Work Phone Number	
INS_HPHONE	Text	14		True	Instructor Home Phone Number	
INS_EMIAL	Text	50		True	Instructor Email	
INS_COUNTYID	Long	4	0	True	Instructor CountyID	
INS_DISTRICT	Single	4		True	Instructor District	
INS_SEX	Long	4		True	Instructor Sex	
INS_BDATE	Date / Time	8		True	Instructor Birth Date	
INS_RACE	Long	4		True	Instructor Race	
INS_HANDI	Boolean	1		True	Instructor Handicapped yes no	
INS_SSN	Text	50		True	Instructor SSN	
INS_OCC	Text	30		True	Instructor Occupation	
INS_PASS_DATE	Date / Time	8		True	Instructor Exam Pass Date- Date instructor took student course w/in last two years.	
INS_LAST_UPDATE	Date / Time	8	=Now()	True	Instructor Last time record instructor info updated.	
INS_DOW_EMP	Boolean	1		True	Instructor DOW Employee	
INS_NASP	Boolean	1		True	Instructor Qulaified for NASP	
INS_TRAPPING	Boolean	1		True	Instructor Qualified for Trapping	
INS_TURKEY	Boolean	1		True	Instructor Qualified for Turkey	
INS_LIVEFIRE	Boolean	1		True	Instructor Qualified for Livefire	
INS_DEER	Boolean	1		True	Instructor Qualified for Deer	
INS_BOWHUNT	Boolean	1		True	Instructor Qualified for BowHunt	
INS_WINGSHOOT	Boolean	1		True	Instructor Qualified for	

# Hunter Safety Education System Information

INS_CADRE	Boolean	1		True	WingShoot Instructor Qualified for CADRE
INS_HOME STUDY	Boolean	1		True	Instructor Qualified for HomeStudy
INS_NRA CERTIFIED	Boolean	1		True	Instructor Qualified for NRA Certified
INS_HUNTER	Boolean	1		True	Instructor Qualified for Hunter
INS_HISTORY	Boolean	1		True	Instructor Qualified for History
INS_ACTIVE	Boolean	1	-1	True	Instructor Active

## Indexes

### 1. PrimaryKey

Name	PrimaryKey
Table Name	tblInstructor
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

## Columns

Column Name	Sort Order
INS_NO	Ascending

## Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
tblDistrict/CountytblInstructor	INS_COUNTY ID	tblDistrict/County	tblInstructor	CASCADE	CASCADE	COUNTY_ID

# Hunter Safety Education System Information

Tables (Continued...)

## 9. tblRace

Created On: 11/2/2000 3:45:15 PM

Total Records: 5

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
RACEID	Long	4	0	True	Race ID lookup	Primary Key
RACEDESC	Text	50		True	Race Description Lookup	

### Indexes

#### 1. RACEID

Name	RACEID
Table Name	tblRace
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
RACEID	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 10. tblRegistration

Created On: 11/2/2000 3:45:15 PM

Total Records: 45,008

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
REG_ID	Long	4		True	PK.. Registration ID	PrimaryKey
REG_COURSENO	Long	4		True	Course number for student registration	
REG_DATE	Date / Time	8	=Now()	True	student's registration date.	
REG_FNAME	Text	50		True	Student's first name.	
REG_LNAME	Text	50		False	Student's last name.	
REG_MI	Text	1		True	student's middle initial	
REG_ADDRESS	Text	50		True	Student's Permanent Mailing Address	
REG_CITY	Text	50		True	Student's Permanent Mailing City	
REG_STATE	Text	2	"OH"	True	Student's Permanent Mailing State	
REG_ZIP	Text	5		True	Student's Permanent Mailing Zip	
REG_PHONE	Text	20		True	student's phone number	
REG_AGE	Long	4	0	True	student's age	

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tblRegistration
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
REG_ID	Ascending

#### 2. REG\_COURSENO

Name	REG_COURSENO
Table Name	tblRegistration
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
REG_COURSENO	Ascending

### Foreign Keys

Name	Foreign Key	Primary Key	Foreign Key	Update Rule	Delete Rule	Primary Key
------	-------------	-------------	-------------	-------------	-------------	-------------

# Hunter Safety Education System Information

	Column	Table	Table			Column
tblCoursestbl Registration	REG_COURS ENO	tblCourses	tblRegistration	CASCADE	CASCADE	COU_COURS ENO

# Hunter Safety Education System Information

Tables (Continued...)

## 11. tblSex

Created On: 11/2/2000 3:45:15 PM

Total Records: 2

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	PrimaryKey
SexID	Long	4	0	True	SexID	PrimaryKey
SexDesc	Text	50		True	Sex either male = 1 or female = 2	

### Indexes

#### 1. SexID

Name	SexID
Table Name	tblSex
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
SexID	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 12. tblStates

Created On: 11/2/2000 3:45:16 PM

Total Records: 51

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
Abbreviation	Text	2		False		PrimaryKey

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tblStates
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
Abbreviation	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 13. tblZipCodes

Created On: 11/2/2000 3:45:16 PM

Total Records: 1,493

Column Name	Data Type	Precision	Column Default	Null Allowed	Check Clause	Description
COUNTY_ID	Long	4	0	True		
COUNTY_NAME	Text	255		True		
CITY	Text	255		True		
ZIP	Long	4	0	True		
DISTRICT	Long	4	0	True		
STATE	Text	2		True		

### Indexes

#### 1. City

Name	City
Table Name	tblZipCodes
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
CITY	Ascending

#### 2. County\_ID

Name	County_ID
Table Name	tblZipCodes
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
COUNTY_ID	Ascending

#### 3. County\_Name

Name	County_Name
Table Name	tblZipCodes
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
COUNTY_NAME	Ascending

# Hunter Safety Education System Information

Tables (Continued...)

## 14. WILDDBA\_INSTRUCTOR (Oracle 10g – Linked Table)

Created On: 10/25/2005 11:05:10 AM

Total Records: 10,905

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
INSTRUCTOR_NO	Varchar2	6		False		WILDDBA_PK_INSTRUCTOR
INSTRUCTOR_NAME	Varchar2	50		False		

# Hunter Safety Education System Information

Tables (Continued...)

## 15. WILDDBA\_STUDENT (Oracle 10g – Linked Table)

Created On: 10/25/2005 11:05:11 AM

Total Records: 901,562

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
SEQ_NO	Number(10)	8		False		WILDDBA_PK_SEQ_NO
BATCH_NO	Varchar2	8		False		
FN	Varchar2	25		False		
MI	Varchar2	1		False		
LN	Varchar2	30		False		
SSN	Varchar2	9		False		
ORIG_ADDR	Varchar2	50		False		
ORIG_CITY	Varchar2	50		False		
ORIG_STATE	Varchar2	2		False		
ORIG_ZIP	Varchar2	5		False		
ORIG_ZIP4	Varchar2	4		False		
ORIG_COUNTY	Varchar2	2		False		
ORIG_PHONE	Varchar2	10		False		
CURR_ADDR	Varchar2	50		False		
CURR_CITY	Varchar2	50		False		
CURR_STATE	Varchar2	2		False		
CURR_ZIP	Varchar2	5		False		
CURR_ZIP4	Varchar2	4		False		
CURR_COUNTY	Varchar2	2		False		
CURR_PHONE	Varchar2	10		False		
GENDER	Varchar2	1		False		
AGE	Varchar2	2		False		
BIRTHDATE	Date	8		False		
FAMILY_MBR_HUNT	Varchar2	1		False		
REQUEST_LICENSE	Varchar2	1		False		
HANDICAPPED	Varchar2	1		False		
RACE	Varchar2	2		False		
INSTRUCTOR_NO	Varchar2	6		False		
DATE_COMPLETE	Date	8		False		
GRADE	Varchar2	3		False		

# **Supplement 12**

## **Hunter Safety Education Reports**

**Includes:**

**Sample Report Titles**

**(1 page)**

**Sample Reports**

**(4 pages)**

# Hunter Safety Education Reports

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<b>Student Course Requests (no sample report)</b>	
<b>Full Courses (no sample report)</b>	
<b>Final Report</b>	<b>216</b>
<b>Instructor Roster</b>	<b>217</b>
<b>Instructor Labels – All Active (no sample report)</b>	
<b>Instructor Labels – All Active by District and County (no sample report)</b>	
<b>Instructor Labels – All Active by Birth Month (no sample report)</b>	
<b>Instructor Hours</b>	<b>218</b>
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# Hunter Safety Education Reports

## Public Hunter Education Course Listings

DISTRICT 1

HUNTER

Delaware

COURSENO: -9263615

INSTRUCTOR NUMBER

250100

INSTRUCTOR NAME:

GRIFFITH

START DATE: Thursday, March 22, 2007  
SESSION DATES: MARCH 22, 23, 24, 2007  
SESSION TIMES: ON 3/22 & 3/23 FROM 6-9PM & ON 3/24 FROM 9AM-NOON  
LOCATION: TRI-TOWNSHIP FIRE DEPT.  
ADDRESS: 495 SUNBURY RD/RT 36/37EAST  
CITY: Delaware  
PRE-REGISTER NUMBER: 1-800-WILDLIFE, WEEKDAYS, 8AM-5PM  
LIMIT: 20

# Hunter Safety Education Reports

## Student Course Roster

Tuesday, March 13, 2007

<b>INSTRUCTOR NAME:</b>	<b>WILLIAM BAMLER</b>
<b>COURSE START DATE:</b>	<b>SATURDAY, APR 21 2007</b>
<b>LOCATION:</b>	<b>PORTAGE SUMMIT FIELD &amp; STREAM</b>

LAST NAME	FIRST NAME	MI	PHONE NUMBER	AGE
DOLLISON	DAVID	L	(330) 927-3440	55
DOLLISON	DEVIN		(330) 823-7452	11
REED	DAN		(330) 821-5047	0
REED	MARCUS		(330) 821-5047	11
REED	DEREK		(330) 821-5047	8

# Hunter Safety Education Reports

## Final Report

Tuesday, March 13, 2007

Fiscal Year: 2007

BATCHID 2007-1				
COURSE NUMBER	INSTRUCTOR	TEST DATE	TESTED	PASSED
-9264458	CARYER, THERESA - 990134	7/2/2006	8	8
-9264452	DANIELS, JAMES - 990139	7/8/2006	17	17
-9264343	WILDLIFE, WILDLIFE - 999999	7/9/2006	58	58
-9264464	MOSS, BERNARD - 960078	7/9/2006	17	17
-9264719	THARP, MICHAEL - 860050	7/9/2006	5	5
-9264461	SFERRO, ROBERT - 870029	7/15/2006	18	18
-9264342	YODER, ARTHUR - 990145	7/17/2006	1	1

Batch Summary for 2007-1

124

124

BATCHID 2007-2				
COURSE NUMBER	INSTRUCTOR	TEST DATE	TESTED	PASSED
-9264244	WILDLIFE, WILDLIFE - 999999	8/2/2006	72	72
-9264245	WILDLIFE, WILDLIFE - 999999	8/7/2006	40	40

Batch Summary for 2007-2

112

112

BATCHID 2007-3				
COURSE NUMBER	INSTRUCTOR	TEST DATE	TESTED	PASSED
-9264477	NICKELL, WILLIAM - 960105	7/19/2006	27	27
-9264403	HOLLOWAY, SR, NORMAN - 240007	7/20/2006	4	4
-9264431	DANIELEWICZ, EDMUND - 990150	7/22/2006	13	13
-9264438	DARNELL, JAMES - 260031	7/22/2006	15	15
-9264249	CRAINE, JR, ALBERT - 940009	7/23/2006	26	26
-9264309	BECKMAN, ROBERT - 260116	7/23/2006	4	4
-9264599	HOUSE, GARY - 840014	7/28/2006	21	20
-9264428	LONGWELL, LARRY - 230117	7/29/2006	3	3
-9264265	ROGGE, CYNTHIA - 230048	7/30/2006	45	45
-9264683	SMITH, WILLIAM - 210002	7/30/2006	31	31

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# Hunter Safety Education Reports

## INSTRUCTOR ROSTER

Tuesday, March 13, 2007

ID	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	HOME PHONE
260083	ABEL	MARK	1419 EAST MAIN ST	COSHOCTON	OH	43812	(740) 202-3223
212055	ABELE	JAY	41142 ROY WATSON ROAD	WOODSFIELD	OH	43793	(419) 782-8432
970108	ABRUZZINO	TONY	4065 WARNER ROAD	ASHTABULA	OH	44004	(440) 992-3929
270022	ADAMS	RALPH	599 VERNON ROAD	FELICITY	OH	45120	(937) 375-3111
212063	ADAMS	RONNIE	1076 OLD SPRINGFIELD PIKE	XENIA	OH	45385	(937) 372-2787
210074	ADKINS	GLENN	5741 DAILEY ROAD	AKRON	OH	44319	(330) 882-3673
230142	ADKINS	JAMES	78A CONNETT ROAD	NELSONVILLE	OH	45764	(740) 664-5800
220036	ADKINS	ROBERT	5560 FAIRLAND ROAD	CLINTON	OH	44216	(330) 825-0445
690001	AGNER	JOHN	1012 EAST SECOND STREET	OTTAWA	OH	45875	(419) 523-6750
210112	AIRHART	WILLIAM	316 ILLINOIS AVENUE	MC DONALD	OH	44437	(330) 530-6834
930002	AKEMAN	ARTHUR	PO BOX 69	MC CLURE	OH	43534	(419) 352-8382
930003	AKEMAN	MILDRED	PO BOX 69	MC CLURE	OH	43534	(419) 352-8382
200015	ALBANESE	JASON	13405 CENTER STREET	WESTON	OH	43569	(419) 669-3020
980112	ALBERTS, JR.	DONALD	684 TOWNLINE 131 ROAD	NORTH FAIRFIELD	OH	44855	(419) 744-2206
940001	ALDERMAN	RICHARD	301 LOCKWOOD STREET	GENEVA	OH	44041	(440) 466-2574
240011	ALDERMAN	TRENT	29161 KIME-HOLDERMAN ROAD	CIRCLEVILLE	OH	43113	(740) 332-1953
260025	ALLEN	DAVID	711 SPINNING ROAD	DAYTON	OH	45431	(937) 253-8717
220014	ALLEN	MARK	1164 VICTORY STREET	AKRON	OH	44301	(330) 807-1029
240089	ALLEN	ROBERT	274 ELM STREET	GENEVA	OH	44041	(440) 466-4991
260084	ALLESHOUSE	JOHN	8923 STATE ROUTE 93NW	DUNDEE	OH	44624	(330) 878-7268
220068	ALLISON	JERROD	7878 STATE ROUTE 45	NORTH BLOOMFIEL	OH	44450	(740) 872-3890
980079	ALLMAN	SCOTT	6832 WYCLIFFE DRIVE	WHITEHOUSE	OH	43571	(419) 877-9453
250001	AMANN	VINCENT	1815 VERMEER DRIVE	DAYTON	OH	45420	(937) 253-9273
890003	ANDERSON	EDWIN	153 SOUTH MAIN APT 9	COLUMBIANA	OH	44408	(330) 482-0064
240042	ANDERSON	GEORGE	BOX 113 MAIN STREET	NEW RUMLEY	OH	43984	(740) 945-4501
970141	ANDERSON	MARK	100 EAST MAIN STREET	ADENA	OH	43901	(740) 546-4227
260114	ANDERSON	SHANE	3475 KROEHLER DRIVE	HILLIARD	OH	43026	(419) 610-8020
880001	ANDOLSEK	EDWARD	862 GARRISON ROAD	ASHTABULA	OH	44004	(440) 998-0374
220111	ANGELO	SCOTT	207 MCGHEE DRIVE	BARNESVILLE	OH	43713	(740) 425-1226
250038	ANKENEY	TIM	2024 WYANDOT DRIVE	XENIA	OH	45385	(937) 372-6400
200063	ANKER	JEREMY	2231 LINDEN AVENUE	ZANESVILLE	OH	43701	(740) 453-6615
990045	ANSPAUGH	KATHLEEN	2754 TWP ROAD 35	ADA	OH	45810	(419) 634-7665
960098	ANTHONY	DONALD	6535 BROCKWAY SHARON RD	BURGHILL	OH	44404	(330) 772-9404
240043	ANTILL	SIDNEY	55 WARNER 2ND STREET	LOWER SALEM	OH	45745	(740) 585-2140
910002	ANTOLIK	ROGER	7009 HARLEM ROAD	WESTERVILLE	OH	43082	(614) 891-4233
260026	ARMBRUSTE	ROBERT	1157 JARVA LANE	SPRINGBORO	OH	45066	(513) 897-1916

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# Hunter Safety Education Reports

## INSTRUCTOR HOURS

Tuesday, March 13, 2007

**FISCAL YEAR: 2006**

**INSTRUCTOR: ADAMS, RONNIE D. [212063]**

-9265052	HOME STUDY	6
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**INSTRUCTOR TOTALS:** 6

**FISCAL YEAR TOTALS:** 6

**REPORT TOTALS:** 6





# **Supplement 13**

## **Publication and Magazine Management System Information**

**Includes:**

**Index  
(1 page)  
Tables  
(6 Pages)**

# Publication and Magazine Management System Information

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Database	Size	Platform
<b>Microsoft Access</b>	<b>25 mb</b>	<b>Windows 2000 Server</b>

**97**

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2. tblPublications.....	224
3. tblPubOrders .....	226
4. tblPubOrdersDetail .....	227

# Publication and Magazine Management System Information

## Tables

### 1. tblPrinters

Created On: 11/2/2000 3:45:15 PM

Total Records: 2

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
PRI_ID	Long	4		True	Printer Location ID	PrimaryKey
PRI_LOCATION	Text	50		True	Printer Location	
PRI_REPORT	Text	50		True	Name of Report to be printed to location.	
PRI_DEVICEID	Text	50		True	Printer Device ID	
PRI_ALIAS	Text	50		True	Alias description for user.	

### Indexes

#### 1. PRI\_ID

Name	PRI_ID
Table Name	tblPrinters
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
PRI_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tblPrinters
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
PRI_ID	Ascending

# Publication and Magazine Management System Information

Tables (Continued...)

## 2. tbIPublications

Created On: 11/2/2000 3:45:15 PM

Total Records: 438

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
PUB_PUBNO	Long	4		True		PrimaryKey
PUB_CATEGORY	Text	250		True		
PUB_SUBCATEGORY	Text	50		True		
PUB_NAME	Text	75		True		
PUB_POPULAR	Text	50		True		
PUB_IN	Boolean	1		True		
PUB_OUTOFPTRINT	Text	50		True		
PUB_ENTRYDATE	Date / Time	8	=Date()	True	Date publication entered into system.	
PUB_ASSIGNPRINTER	Long	4	0	True	When labels are printed for this Publication... What Printer will they go to....	

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tbIPublications
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

#### Columns

Column Name	Sort Order
PUB_PUBNO	Ascending

#### 2. Pub #

Name	Pub #
Table Name	tbIPublications
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

#### Columns

Column Name	Sort Order
PUB_PUBNO	Ascending

#### 3. Pub Name

Name	Pub Name
Table Name	tbIPublications
Index Type	Non-Clustered
Unique	No
Primary Key	No

# Publication and Magazine Management System Information

Ignore Nulls No

## Columns

Column Name	Sort Order
PUB_NAME	Ascending

## 4. Subcategory

Name	Subcategory
Table Name	tblPublications
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
PUB_SUBCATEGOREY	Ascending

# Publication and Magazine Management System Information

Tables (Continued...)

## 3. tbIPubOrders

Created On: 11/2/2000 3:45:15 PM

Total Records: 79,139

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ORDID	Long	4		True		PrimaryKey
ORD_LNAME	Text	50		True	Customer Last Name	
ORD_FNAME	Text	50		True	Customer First Name	
ORD_ADDRESS1	Text	50		True	Customer Address1	
ORD_ADDRESS2	Text	50		True	Customer Address2	
ORD_CITY	Text	50		True	Customer City	
ORD_STATE	Text	2	"OH"	True	Customer State	
ORD_ZIP	Text	50		True	Customer Zip	
ORD_ORDERDATE	Date / Time	8	=Now()	True	Order Date	

### Indexes

#### 1. OrderDate

Name	OrderDate
Table Name	tbIPubOrders
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
ORD_ORDERDATE	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tbIPubOrders
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
ORDID	Ascending

# Publication and Magazine Management System Information

Tables (Continued...)

## 4. tblPubOrdersDetail

Created On: 11/2/2000 3:45:15 PM

Total Records: 111,819

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ORDD_ID	Long	4		True	PK Autonumber Detail ID	PrimaryKey
ORDD_ORDID	Long	4	0	True	FK Link to tblPubOrders...	
ORDD_PUBNO	Long	4	0	True	Publication Number	
ORDD_QUANTITY	Long	4	0	True	Order Quantity	
ORDD_LABELPRINTED	Boolean	1		True	Flag to determine if Label has been processed	
ORDD_DATEPRINTED	Date / Time	8		True	Date printed	
ORDD_CADET_TRANSFER	Boolean	1		True	Appended to Cadet Database	

### Indexes

#### 1. ORDD\_ID

Name	ORDD_ID
Table Name	tblPubOrdersDetail
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
ORDD_ID	Ascending

#### 2. ORDD\_LABELPRINTED

Name	ORDD_LABELPRINTED
Table Name	tblPubOrdersDetail
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
ORDD_LABELPRINTED	Ascending

#### 3. ORDD\_ORDID

Name	ORDD_ORDID
Table Name	tblPubOrdersDetail
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

# Publication and Magazine Management System Information

## Columns

Column Name	Sort Order
ORDD_ORDID	Ascending

## 4. PrimaryKey

Name	PrimaryKey
Table Name	tblPubOrdersDetail
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

## Columns

Column Name	Sort Order
ORDD_ID	Ascending

## Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
tblPubOrderst tblPubOrdersD etail	ORDD_ORDI D	tblPubOrders	tblPubOrders Detail	NOACTION	CASCADE	ORDID

# **Supplement 14**

**Special Event Lottery Application  
Includes:**

**Sample Exhibits  
(2 Pages)**

# Special Event Lottery Application

ODNR Division of Wildlife

DNR 9106  
(R506)

## 2006-2007 Adult Controlled Hunt Application

Applicants must be at least 18 years of age.

To apply online, log on to [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife) - 1-800-WILDLIFE (1-800-945-3543)

**Application deadline is July 31.**

- You may apply only once per hunt – multiple applications for the same hunt will be disqualified.
- Drawings held in early September. Results will be posted at [www.ohiodnr.com](http://www.ohiodnr.com).
- Applicants not chosen to participate will not be notified!
- Controlled hunt permits are transferable.
- Application fee is \$3 per hunt. Fees are non-refundable.

**SAVE TIME BY APPLYING ONLINE AT [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife)**

**\* = Required field, failure to provide will disqualify the application!**

*Last Name		*First Name	MI
*Address-Number, Street, Apartment #, PO Box, etc.			
*City		*State	*Zip
*Social Security #	*Birth Date (mm/dd/yyyy)	Daytime Phone	
____/____/____	____/____/____	(____) _____-____	

### Adult Deer Hunts

Detailed information on each hunt is available at [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife) or by calling 1-800-WILDLIFE.

Hunt Name	County	Partner	(Hunt Dates are randomly assigned)
A01 <input type="checkbox"/> \$3 NASA/Plumbrook Deer Gun Hunt	Erie	Yes	Nov. 4, 11, 18; Dec. 9
• NASA collects a \$10 user fee on the day of the hunt from all NASA hunt participants.			
A03 <input type="checkbox"/> \$3 Ravenna T&L Deer Gun Hunt	Portage	Yes	Oct. 21; Nov. 11, 18
A37 <input type="checkbox"/> \$3 Ravenna T&L Womens Deer Gun Hunt	Portage	Yes	Oct. 28
• The U.S. Department of Defense collects a \$5 user fee on the day of the hunt from all Ravenna hunt participants.			
A05 <input type="checkbox"/> \$3 Ottawa Adult Deer Gun Hunt	Lucas	Yes	Nov. 27-30
A07 <input type="checkbox"/> \$3 Ottawa Adult Archery Deer Hunt	Lucas	Yes	Sep. 26-28, Oct. 3-5, Oct. 10-12
• The U.S. Fish & Wildlife Service collects a \$10 user fee on the day of the hunt from all Ottawa deer hunt participants.			
A09 <input type="checkbox"/> \$3 Mosquito Creek Muzzleloader Deer Hunt	Trumbull	Yes	Jan. 12, 19, 26
A11 <input type="checkbox"/> \$3 Killdeer Plains Women Only Deer Gun Hunt	Wyandot	Yes	Nov. 28, 29
A13 <input type="checkbox"/> \$3 Lake Katherine Nature Preserve Deer Gun Hunt	Jackson	Yes	Oct. 30; Nov. 13; Dec. 11
• Early season muzzleloader hunts - you may apply for 1 only.			
A15 <input type="checkbox"/> \$3 Wildcat Hollow Muzzleloader Deer Hunt	Multiple	No	Oct. 23 - 28
A17 <input type="checkbox"/> \$3 Salt Fork Muzzleloader Deer Hunt	Guernsey	No	Oct. 23 - 28
A19 <input type="checkbox"/> \$3 Shawnee State Forest Muzzleloader Deer Hunt	Multiple	No	Oct. 23 - 28

### Deer Hunts for \*Mobility-Impaired Hunters

Hunters must be accompanied by a non-hunting attendant. Exception: Ottawa hunters may bring up to 2 hunting partners.

\*A mobility-impaired person is any person, regardless of age, who is subject to a physiological defect or deficiency regardless of cause, nature, or extent that renders the person unable to move about without the aid of crutches, a wheelchair, or any other form of support, or that limits the person's functional ability to ambulate, climb, descend, sit, rise, or to perform any related function; (Section 955.011 of Ohio Revised Code). If drawn, the mobility-impaired hunter must have a signed physician's statement listing the name of the physiological defect or deficiency.

A21 <input type="checkbox"/> \$3 Ravenna Deer Gun Hunt for the Mobility Impaired	Portage	No	Oct. 21, 28; Nov. 11, 18
• The U.S. Department of Defense collects a \$5 user fee on the day of the hunt from all Ravenna hunt participants.			
A23 <input type="checkbox"/> \$3 Ottawa Deer Gun Hunt for the Mobility Impaired	Lucas	Yes	Nov. 27-30
• The U.S. Fish & Wildlife Service collects a \$10 user fee on the day of the hunt from all Ottawa deer hunt participants.			
A25 <input type="checkbox"/> \$3 Killdeer Plains Deer Gun Hunt for the Mobility Impaired	Wyandot	No	Nov. 28, 29
A35 <input type="checkbox"/> \$3 Castalia Deer Gun Hunt for the Mobility Impaired & Blind Hunters	Erie	No	Dec. 9, 16; Jan. 6, 13 - 2007

### Adult Waterfowl Hunts

Hunt Name	County	Partner	(Dates are Tentative)
A27 <input type="checkbox"/> Magee Marsh Waterfowl Hunt	Ottawa	Yes	Mon., Wed., Fri., Sat. throughout season
A29 <input type="checkbox"/> Ottawa NWR Waterfowl Hunt	Ottawa	Yes	Mon., Wed., Fri., Sat. throughout season
A31 <input type="checkbox"/> Mercer Wildlife Area Waterfowl Hunt	Mercer	Yes	Mon., Wed., Fri., Sat. throughout season
A33 <input type="checkbox"/> Mosquito Creek Waterfowl Hunt	Trumbull	Yes	Mon., Wed., Fri., Sat. throughout season

Number of boxes checked: \_\_\_\_\_ X \$3.00 = \$ \_\_\_\_\_

You may submit one check or money order per application. Failure to comply will disqualify your application!

You may apply online at [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife), or mail this application along with a check or money order to:

**ODNR Division of Wildlife, Controlled Hunts, PO Box 29911, Columbus, Ohio 43229**

# Special Event Lottery Application

## ODNR Division of Wildlife 2006-2007 Youth Controlled Hunt Application

DNR 8881  
(R506)

**Applicants must be at least 18 years of age, hunter(s) must be 17 (or 15) years of age or under – see below for details.**  
To apply online, log on to [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife) - 1-800-WILDLIFE (1-800-945-3543)

**Application deadline is July 31.**

- You may apply only once per hunt – multiple applications for the same hunt will be disqualified.
- Drawings held in early September. Results will be posted at [www.ohiodnr.com](http://www.ohiodnr.com).
- Applicants not chosen to participate will not be notified!
- Application must be submitted in the name of an adult.
- Youth controlled hunt permits are transferable.
- Application fee is \$3 per hunt. Fees are non-refundable.

**SAVE TIME BY APPLYING ONLINE AT [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife)**

**\* = Required field, failure to provide will disqualify the application!**

*Last Name (Adults name, not youth hunter)		*First Name	MI
*Address-Number, Street, Apartment #, PO Box, etc.			
*City		*State	*Zip
*Social Security # ____/____/____	*Birth Date (mm/dd/yyyy) ____/____/____	Daytime Phone (____) _____	
<b>Youth Hunter Information – Required</b>			
*Last Name	*First Name	*Birth Date (mm/dd/yyyy)	

**Youth Deer Hunts – hunters must be 17 years of age or younger at time of hunt.**  
Detailed information on each hunt is available at [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife) or by calling 1-800-WILDLIFE.  
Youths must be accompanied by a non-hunting adult. Exception: Accompanying adults may hunt at the Magee/Ottawa and Old Woman Creek hunts!

Hunt Name	County	Partner (Dates randomly assigned)
Y01 <input type="checkbox"/> \$3 Mosquito Creek Youth Deer Gun Hunt	Trumbull	No Sep. 30; Oct. 7, 15, 22, 29; Nov. 5, 12, 19; Jan. 6
Y03 <input type="checkbox"/> \$3 Mosquito Creek Youth Archery Deer Hunt	Trumbull	No Oct. 7
Y05 <input type="checkbox"/> \$3 Killdeer Plains Youth Deer Gun Hunt	Wyandot	No Dec. 10
Y07 <input type="checkbox"/> \$3 Killdeer Plains Youth Muzzleloader Deer Hunt	Wyandot	No Jan. 6, 13, 20, 2007
Y09 <input type="checkbox"/> \$3 Magee/Ottawa Youth Deer Gun Hunt	Lucas	Yes Nov. 18, 19
<b>• The U.S. Fish &amp; Wildlife Service Collects a \$10 user fee on the day of the hunt from adult Ottawa deer hunt participants.</b>		
Y11 <input type="checkbox"/> \$3 Old Woman Creek Deer Gun Hunt (mentor)	Erie	Yes Dec. 2, 9, 16, 30; Jan. 6, 13

• Early season muzzleloader hunts - you may apply for 1 only.		
Y29 <input type="checkbox"/> \$3 Wildcat Hollow Muzzleloader Deer Hunt	No	Oct. 23 - 28
Y31 <input type="checkbox"/> \$3 Saltfork Muzzleloader Deer Hunt	No	Oct. 23 - 28
Y33 <input type="checkbox"/> \$3 Shawnee State Forest Muzzleloader Deer Hunt	No	Oct. 23 - 28

**Youth Waterfowl Hunts**  
One hunter must be a youth; accompanying adults are permitted to hunt during the regular waterfowl season.

Hunt Name	County	Partner	(Dates to be determined)
Y13 <input type="checkbox"/> \$3 Magee Youth Waterfowl Hunt (15 years & younger at time of hunt)	Lucas	Yes	Sat. or Sun.
Y15 <input type="checkbox"/> \$3 Ottawa NWR Youth Waterfowl Hunt (15 years & younger at time of hunt)	Lucas	Yes	Sat. or Sun.
Y17 <input type="checkbox"/> \$3 Magee Youth Waterfowl Hunt (17 years & younger at time of hunt)	Lucas	Yes	Sat. or Sun.
Y19 <input type="checkbox"/> \$3 Ottawa NWR Youth Waterfowl Hunt (17 years & younger at time of hunt)	Lucas	Yes	Sat. or Sun.
Y21 <input type="checkbox"/> \$3 Mercer Youth Waterfowl Hunt (15 years & younger at time of hunt)	Mercer	Yes	Sat. or Sun.
Y23 <input type="checkbox"/> \$3 Mercer Youth Waterfowl Hunt (17 years & younger at time of hunt)	Mercer	Yes	Sat. or Sun.
Y25 <input type="checkbox"/> \$3 Mosquito Creek Youth Waterfowl Hunt (17 years & younger at time of hunt)	Trumbull	Yes	Sat. or Sun.

**Number of boxes checked:** \_\_\_\_\_ **X \$3.00 = \$** \_\_\_\_\_  
You may submit one check or money order per application. Failure to comply will disqualify your application!  
You may apply online at [www.ohiodnr.com/wildlife](http://www.ohiodnr.com/wildlife), or mail this application along with a check or money order to:

**ODNR Division of Wildlife, Controlled Hunts, PO Box 29911, Columbus, Ohio 43229**

# Supplement 15

**Special Free License and Permit System Information  
Includes:**

**Index  
(1 page)  
Tables  
(8 Pages)**

# Special Free License and Permit System Information

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# Special Free License and Permit System Information

## Tables

### 1. tbIFLCustomer

Created On: 4/3/2006 12:42:36 PM

Total Records: 10,732

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
CUSTOMER_ID	Long	4		True		PrimaryKey
SSN	Text	9		True		
DLN	Text	8		True		
LAST_NAME	Text	30		True		
FIRST_NAME	Text	30		True		
MI	Text	1		True		
ADDRESS	Text	35		False		
CITY	Text	23		True		
STATE	Text	2		True		
ZIP	Text	5		True		
BIRTHDATE	Date / Time	8		True		
HGTH	Text	3		True		
WGTH	Text	3		True		
HAIR	Text	2		True		
EYE	Text	2		True		

### Indexes

#### 1. CUSTOMER\_ID

Name	CUSTOMER_ID
Table Name	tbIFLCustomer
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
CUSTOMER_ID	Ascending

#### 2. DLN

Name	DLN
Table Name	tbIFLCustomer
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
DLN	Ascending

#### 3. PrimaryKey

Name	PrimaryKey
Table Name	tbIFLCustomer

# Special Free License and Permit System Information

Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

## Columns

Column Name	Sort Order
CUSTOMER_ID	Ascending

## 4. SSN

Name	SSN
Table Name	tbIFLCustomer
Index Type	Non-Clustered
Unique	Yes
Primary Key	No
Ignore Nulls	No

## Columns

Column Name	Sort Order
SSN	Ascending

# Special Free License and Permit System Information

Tables (Continued...)

## 2. tbIFLEligibility

Created On: 4/3/2006 1:23:37 PM

Total Records: 5

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ELIG_CODE	Long	4	0	True		PrimaryKey
ELIG_DESCRIPTION	Text	60		True		

### Indexes

#### 1. ELIG\_CODE

Name	ELIG_CODE
Table Name	tbIFLEligibility
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
ELIG_CODE	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tbIFLEligibility
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
ELIG_CODE	Ascending

# Special Free License and Permit System Information

Tables (Continued...)

## 3. tbIFLEligibilityDetail

Created On: 4/4/2006 1:11:19 PM

Total Records: 18

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
ELIG_CODE	Long	4	0	True		PrimaryKey
LICENSE_CODE	Long	4	0	True		PrimaryKey

### Indexes

#### 1. ELIG\_CODE

Name	ELIG_CODE
Table Name	tbIFLEligibilityDetail
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
ELIG_CODE	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tbIFLEligibilityDetail
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
LICENSE_CODE	Ascending
ELIG_CODE	Ascending

### Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
tbIFLEligibilitytbIFLEligibilityDetail	ELIG_CODE	tbIFLEligibility	tbIFLEligibilityDetail	CASCADE	NOACTION	ELIG_CODE
tbIFLLicenseTypetbIFLEligibilityDetail	LICENSE_CODE	tbIFLLicenseType	tbIFLEligibilityDetail	CASCADE	NOACTION	LICENSE_CODE

# Special Free License and Permit System Information

Tables (Continued...)

## 4. **tbIFLLicenseType**

Created On: 4/4/2006 1:20:10 PM

Total Records: 6

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
LICENSE_CODE	Long	4	0	True		PrimaryKey
LICENSE_DESC	Text	50		True		

### **Indexes**

#### **1. LICENSE\_ID**

Name	LICENSE_ID
Table Name	tbIFLLicenseType
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### **Columns**

Column Name	Sort Order
LICENSE_CODE	Ascending

#### **2. PrimaryKey**

Name	PrimaryKey
Table Name	tbIFLLicenseType
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### **Columns**

Column Name	Sort Order
LICENSE_CODE	Ascending

# Special Free License and Permit System Information

Tables (Continued...)

## 5. tbIFLRenewal

Created On: 4/3/2006 1:35:38 PM

Total Records: 12,620

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
CUSTOMER_ID	Long	4	0	True		PrimaryKey
RENEWAL_YEAR	Text	9		True		PrimaryKey
BOXBATCH	Text	6		True		
ELIGIBILITY	Long	4	0	True		
APPLICATION_RECIEVED	Date / Time	8		True		
ENTRY_DATE	Date / Time	8		True		
PRINT_DATE	Date / Time	8		True		
NEW_FLAG	Boolean	1		True		
COMMENTS	Text	255		True		

### Indexes

#### 1. CUSTOMER\_ID

Name	CUSTOMER_ID
Table Name	tbIFLRenewal
Index Type	Non-Clustered
Unique	No
Primary Key	No
Ignore Nulls	No

### Columns

Column Name	Sort Order
CUSTOMER_ID	Ascending

#### 2. PrimaryKey

Name	PrimaryKey
Table Name	tbIFLRenewal
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
CUSTOMER_ID	Ascending
RENEWAL_YEAR	Ascending

### Foreign Keys

Name	Foreign Key Column	Primary Key Table	Foreign Key Table	Update Rule	Delete Rule	Primary Key Column
tbIFLCustomer tbIFLRenewal	CUSTOMER_ID	tbIFLCustomer	tbIFLRenewal	CASCADE	NOACTION	CUSTOMER_ID
tbIFLEligibility tbIFLRenewal	ELIGIBILITY	tbIFLEligibility	tbIFLRenewal	CASCADE	NOACTION	ELIG_CODE

# Special Free License and Permit System Information

Tables (Continued...)

## 6. tbIFLRenewal\_Year

Created On: 4/3/2006 3:20:53 PM

Total Records: 27

Column Name	Data Type	Precision	Column Default	Null Allowed	Description	Primary Key
RENEWAL_YEAR	Text	9		True		PrimaryKey
INT_YEAR	Long	4	0	True		

### Indexes

#### 1. PrimaryKey

Name	PrimaryKey
Table Name	tbIFLRenewal_Year
Index Type	Non-Clustered
Unique	Yes
Primary Key	Yes
Ignore Nulls	No

### Columns

Column Name	Sort Order
RENEWAL_YEAR	Ascending

# Special Free License and Permit System Information

Tables (Continued...)

## 7. **tbIFLUploadTemp**

Created On: 4/25/2006 2:03:46 PM

Total Records: 21

Column Name	Data Type	Precision	Column Default	Null Allowed	Description
BOXBATCH	Text	6		True	
NAME	Text	30		True	
ADDRESS	Text	35		True	
CITY	Text	23		True	
STATE	Text	2		True	
ZIP	Text	5		True	
BIRTHDATE	Date / Time	8		True	
SSN	Text	9		True	
ELIGIBILITY	Long	4		True	
SSN_FLAG	Boolean	1		True	

# Supplement 16

## Specialty Permits

# Specialty Permits

## WILD ANIMAL PROPAGATION PERMIT

Issued by: District Office Law

Number Issued: 3000+

Permit Fee: \$25 Non-Commercial and \$40 Commercial Annually

Description: This permit is required for the possession of wild animals.

Process: The requesting party completes the form and submits it to the wildlife officer assigned to the county they reside in. The officer verifies the specimens were legally acquired and issues the permit. The top copy of the permit application serves as the permit.

Exhibits: Form 170, Info sheet on back.



# Specialty Permits

## FIELD TRIAL PERMIT

Issued by: Central Office Wildlife Management Section

Number Issued: 50 licenses annually

Permit Fee: Cost vary depending on facility. Valid for specific time period.

Description: This permit is required for persons utilizing specified wildlife areas for field trials..

Process: Those requesting Field Trial Permits are provided Form 36 and Form 70. The application is reviewed by the Central Office Staff and District Staff and once approved, the permit is forwarded to the requestor. There are three basic types of field trials, Non-Shooting, State Property; Shoot to Kill, State Property; and Shoot to Kill, Private Property. Copies of permit are forwarded to the district law section and the wildlife officer in the county the permit holder is located. For state property, a facility agreement is completed as well.

Exhibits: Application Form, Permit, Ginseng Form Request, Informational Sheet

# Specialty Permits

**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources

Form 36  
(R903)

## FIELD TRIAL APPLICATION AND PERMIT

*Submit to:*  
ODNR Division of Wildlife, Wildlife Management & Research Group, 1840 Belcher Drive, Columbus, Ohio 43224-1300  
**Application must be postmarked at least 30 days before the trial.**

THIS APPLICATION IS FOR A (Complete appropriate section) Permit No. \_\_\_\_\_

Non-Shooting Field Trial on State-owned or Controlled Land (\$50.00/day)

Name of Wildlife Area or Other State-owned or Controlled Land		
Year	Month	Day(s)

Shoot-To-Kill Field Trial on State-owned or Controlled Land (\$50.00/day)

Name of Wildlife Area or Other State-owned or Controlled Land		
Year	Month	Day(s)

Shoot-To-Kill Field Trial on Privately-owned Land (\$50.00/day)

County	Name of Area Where Trial Will Be Held	
Year	Month	Day(s)

<i>(Game to be Released)</i>	<i>(Amount)</i>	<i>(Name of Licensed Propagator Supplying Game Birds)</i>
<i>(Dog Breeds)</i>	<i>(Estimated Number of Entries)</i>	<i>(Estimated Number of Horses)</i>

Check if the club intends to provide food service on state land.

Enclosed is Check No. \_\_\_\_\_ in the Amount of \$ \_\_\_\_\_ Payable to: Ohio Division of Wildlife

Name of Field Trial Club	Name of Club Representative
Club Representative's Mailing Address & Telephone Number	

**I certify that this application is made in good faith and that the trial will be conducted in accordance with the Ohio Revised Code, Division Administrative Code, and the conditions of this permit.**

\_\_\_\_\_  
*Signature of Club Representative*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

- Distribution of Copies:**
- 1 - Columbus Wildlife Management & Research
  - 2 - District Wildlife Management Supervisor
  - 3 - Wildlife Area Manager
  - 4 - Wildlife Officer
  - 5 - Applicant

DNR 9096

# Specialty Permits



**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources

Form 70  
(R1201)

## FACILITY APPLICATION AND AGREEMENT

Agreement No. \_\_\_\_\_

**DAILY FEES:**

**Killdeer Plains:**

Facilities for Field Trial Activities (*a field trial permit is also required*) - \$185.00.....\$185.00 x \_\_\_\_\_ days = \$ \_\_\_\_\_  
(Service Center, Center's Kitchen, Horse Barn, Dog Kennel)

Service Center - \$75.00.....\$75.00 x \_\_\_\_\_ days = \$ \_\_\_\_\_

Center's Kitchen - \$35.00.....\$35.00 x \_\_\_\_\_ days = \$ \_\_\_\_\_

**Indian Creek:**

Horse Barn - \$50.00.....\$50.00 x \_\_\_\_\_ days = \$ \_\_\_\_\_

**PLEASE PRINT:**

Date(s) of Use \_\_\_\_\_

Estimated Number of Persons Using Facility: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Name of Caterer, if any: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name of Club/Organization Hosting Activity: \_\_\_\_\_

Name of Club/Organization Representative: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

*This application is made in good faith. The event for which the facility will be used will be conducted in accordance with the Ohio Revised Code, Division Administrative Code, and the conditions of this permit.*

\_\_\_\_\_  
*Signature of Club/Organization Representative*

Approved for: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Chief, Division of Wildlife) (Exec. Admin., WL. Mgt. & Res.)*

**Distribution of Copies:**

- 1- Columbus Wildlife Management & Research
- 2- District Wildlife Management Supervisor
- 3- Wildlife Area Manager
- 4- Applicant

DNR 9093

# Specialty Permits

## AQUACULTURE PERMIT

Issued by: District Office Fish Management and Law Enforcement Sections

Number Issued: 150 licenses annually

Permit Fee: Cost vary Class A, \$50; Class B, 100; White Amur, no fee.

Description: This permit is required for persons who raise fish for resale.

Process: Those requesting Aquaculture Permits are provided Form DNR 9131 and Publication 61. The application is reviewed by the both the district law enforcement and fish management staff and signed by both sections. Once approved, the original permit application is forwarded as the permit. There are three basic types of permits that vary depending on the species of fish one wishes to raise/sell, Copies of permit are forwarded to the Lake Erie Enforcement Unit, district law section, district fish section and the wildlife officer in the county the permit holder is located.

Exhibits: Form DNR 9131, Record Form(can use there own records), Publication 61

# Specialty Permits

**Division of Wildlife**  
Ohio Department of Natural Resources

## AQUACULTURE PERMIT APPLICATION AND PERMIT

PRINT OR TYPE

Full Name of Applicant		Telephone (area code)	County
Street Address		City	State Zip Code
Business Name			
Culture Facility Address		City	State Zip Code
Does Applicant Now Hold a Valid Ohio Lake Erie Commercial Fishing License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Commercial License Number	Type of Commercial Fishing Gear Used

I DO  I DO NOT want my name listed as a propagator of fish for stocking. Your name will not be included on the propagators list if the application is not received before March 1 and only Division of Wildlife recommended species for pond stocking are included on this list.

**CLASS A AQUACULTURE PERMIT (\$50)** Sub-Total \_\_\_\_\_

**Includes the following permits at no charge, please check the permits you need.**

- Bait Dealer Permit (\$40 value, see Publication 330)
- Fish Transportation Permit (\$65 value, see Publication 2)

Class A Permit Applicants - it is unlawful for any person possessing a Class A aquaculture permit to possess, buy, and sell any aquatic species for the purpose of aquaculture, except for "Unrestricted Species" (see Publication 61 for Unrestricted Species list and permit conditions).

**List common and scientific names of Class A species to be produced for sale:** \_\_\_\_\_

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**CLASS B AQUACULTURE PERMIT (\$100)** Sub-Total \_\_\_\_\_

**Includes the following permits at no charge, please check the permits you need.**

- Facility Inspection (hatchery superintendent signature required)
- Class A Aquaculture Permit (\$50 value, list Class A species above)
- Bait Dealer Permit (\$40 value, see Publication 330)
- Fish Transportation Permit (\$65 value, see Publication 2)

Class B Permit Applicants - it is unlawful for any person to engage in the propagation, rearing, or sale of a "Restricted Species" for the purpose of aquaculture without first obtaining a Class B aquaculture permit (see Publication 61 for Restricted Species list and permit conditions). Contact your nearest fish hatchery for your required facility inspection.

**List common and scientific names of Class B species to be produced for sale:** \_\_\_\_\_

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\_\_\_\_\_  
*State of Ohio Fish Hatchery Supervisor Signature*

\_\_\_\_\_  
*Date*

DNR 9131 (R903)

# Specialty Permits

**WHITE AMUR DEALER PERMIT (No Charge)**

Sub-Total \_\_\_\_\_

Any person wanting to import or sell triploid white amur in the state of Ohio must possess a valid White Amur Dealer Permit (see Publication 61 for permit conditions).

I have holding or wintering ponds at the following locations:

1. \_\_\_\_\_
2. \_\_\_\_\_

<b>Total Cost</b> _____						
Attached is Check # _____ payable to Ohio Division of Wildlife in the amount of \$ _____						
_____ <i>Applicant's Signature</i>				_____ <i>Date</i>		
_____ <i>District Fish Management Supervisor</i>				_____ <i>Date</i>		
_____ <i>Law Enforcement Supervisor</i>				_____ <i>Date</i>		
Aquaculture Class A Permit No.	Aquaculture Class B Permit No.	Transportation Permit No.	Bait Dealer Permit No.	White Amur Permit No.	Date Issued	Issued By
Expires December 31, 20 _____						

Send the completed form to one of the following locations:

**Wildlife District One**  
1500 Dublin Road  
Columbus, OH 43215  
(614) 644-3925

**Wildlife District Two**  
952 Lima Avenue  
Findlay, OH 45840  
(419) 424-5000

**Wildlife District Three**  
912 Portage Lakes Drive  
Akron, OH 44319  
(330) 644-2293

**Wildlife District Four**  
360 E. State Street  
Athens, OH 45701  
(740) 589-9930

**Wildlife District Five**  
1076 Old Springfield Pike  
Xenia, OH 45385  
(937) 372-9261

**Sandusky Fish. & Enforce.Units**  
305 E. Shoreline Drive  
Sandusky, OH 44870  
(419) 625-8062

For a Class B aquatic permit inspection,  
contact the closest state fish hatchery (SFH):

**Castalia SFH**  
7018 Home Gardner Road  
Castalia, OH 44824  
Erie County  
(419) 684-7499

**Hebron SFH**  
10517 Canal Road, SE  
Hebron, OH 43025  
Licking County  
(740) 928-8092

**London SFH**  
2470 Roberts Mill Road, SW  
London, OH 43140  
Madison County  
(740) 852-1412

**Senecaville SFH**  
57199 Seneca Dam Road  
Senecaville, OH 43780  
Guernsey County  
(740) 685-5541

**Kincaid SFH**  
7487 SR 124  
Latham, OH 45646  
Pike County  
(740) 493-2717

**St. Marys SFH**  
01735 Feeder Road  
St. Marys, OH 45885  
Auglaize County  
(419) 394-5170



cc: Applicant, District Office, LE Law Enforcement, County Wildlife Officer, Central Office Fish Section



# Specialty Permits

## GINSENG DEALER PERMIT

Issued by: Central Office Law Enforcement Section

Number Issued: 45+- licenses annually

Permit Fee: Free Permit. valid from August 1 thru July 31 Annually.

Description: This permit is required for persons and businesses who deal in ginseng.

Process: Those requesting the Ginseng Dealer Permit are provided permit application. The application is reviewed by the Central Office Law Section (Permit Coordinator) and once approved it is entered to the database and a formal permit is printed out. Permit holders are required to maintain records of all transactions of ginseng on forms provided by the Division of Wildlife. Records must be utilized to certify ginseng for export. Copies of permit are forwarded to the district law section and the wildlife officer in the county the permit holder is located.

Exhibits: Application Form, Permit, Ginseng Form Request, Informational Sheet

# Specialty Permits



## DIVISION OF WILDLIFE

Ohio Department of Natural Resources

Division of Wildlife Headquarters  
2045 Morse Road, Bldg. G  
Columbus, Ohio 43229-6693  
1-800-WILDLIFE

### OHIO GINSENG DEALER STATE REGISTRATION PERMIT

#### Ohio Ginseng Management Program

Ohio Division of Wildlife  
Department of Natural Resources  
2045 Morse Road  
Columbus, Ohio 43229-6693

Issued to: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Address or P.O. Box: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ (614) 265-6300

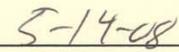
The above named entity is hereby authorized pursuant to O.R.C. 1533.881, to purchase or otherwise acquire wild or cultivated ginseng roots for resale and may export Ohio ginseng following inspection and certification by ODNR, Division of Wildlife for the

**2008-2009**

harvest season. This permit is not transferable and will expire August 31, 2009.

This permit is conditional upon the permittee complying with the Ohio Ginseng Management Program rules and regulations. Non-compliance may be cause for revocation of this permit and refusal to issue future permits.

  
\_\_\_\_\_  
Issuing Agent

  
\_\_\_\_\_  
Date Issued

Permit # **08001**

# Specialty Permits



## OHIO DEPARTMENT OF NATURAL RESOURCES DIVISION OF WILDLIFE

Ohio Ginseng Management Program  
2045 Morse Rd, Bldg G., Columbus, OH 43229-6693

### APPLICATION FOR AN OHIO GINSENG DEALER STATE REGISTRATION PERMIT FORM

Dealer's name: \_\_\_\_\_

Universal Business ID or Social security: \_\_\_\_\_

Name of business: \_\_\_\_\_

Street or P.O. Box #: \_\_\_\_\_

County: \_\_\_\_\_ city, state, zip code: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

Name & address of sub-permittees who will be operating under this permit:

\_\_\_\_\_  
\_\_\_\_\_

Location of records (in Ohio): \_\_\_\_\_

Location of ginseng roots (in Ohio): \_\_\_\_\_

I have read and understand the accompanying copy of the Ohio Revised Code Chapter 1533, sections 1533.86 through 1533.90, as well as Administrative Rules 1501:31-40-01 through 1501:31-40-29 and agree to abide by them under penalty of law.

Furthermore, I agree to maintain true and accurate records of all purchases and sales of American ginseng roots. I also agree to submit copies of these records to the ODNR, Division of Wildlife and to make the records and ginseng roots in my possession, and/or in the possession of my employees, available for inspection to the personnel of the ODNR, Division of Wildlife as well as by any law enforcement officer having jurisdiction.

I understand that if I knowingly bring ginseng into or ship ginseng out of Ohio in violation of any section of Chapter 1533 of the Ohio Revised Code or Administrative Rules 1501:31-40-01 through 1501:31-40-29, I subject myself to both state and federal prosecution under the Lacey Act Amendments of 1981.

\_\_\_\_\_  
Signature of Dealer

\_\_\_\_\_  
Date

# Specialty Permits



## OHIO DEPARTMENT OF NATURAL RESOURCES DIVISION OF WILDLIFE

### GINSENG FORM REQUEST

<u>FORM</u>	<u>QUANTITY</u>
Sales of Uncertified Ohio Root from Diggers (Form 8902) -For purchases from diggers.	_____
Dealer Sales (Form 8890) -For dealer to dealer purchases/sales.	_____
Purchases of Out-of-State Root (Form 8885) -For purchases of out-of-state root.	_____

\_\_\_\_\_  
Dealer's name: (please print)

\_\_\_\_\_  
Street or P.O. Box #:

\_\_\_\_\_  
City, State, Zip code:

Mail to:     Division of Wildlife  
              Attn: Ginseng Program  
              2045 Morse Rd, Bldg G.  
              Columbus, OH 43229-6693

# Specialty Permits

## FUR DEALER PERMIT

Issued by: Central Office Law Enforcement Section

Number Issued: 90+- licenses annually

Permit Fee: \$75 Resident and \$200 Non-resident. valid from May 1 thru April 30.

Description: This permit is required for persons and businesses who deal in green fur.

Process: Those requesting the Fur Dealer Permit are provided Form 139. The application is reviewed by the Central Office Law Section (Permit Coordinator) and once approved it is entered to the database and a formal permit is printed out. Permit holders are required to maintain records of all transaction in raw fur on forms provided by the Division of Wildlife. Records must be maintained on premises for two calendar years. Copies of permit are forwarded to the district law section and the wildlife officer in the county the permit holder is located.

Exhibits: Form 139, Permit, Report Order Form

# Specialty Permits



**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources

Form 139  
(R0508)

## FUR DEALER PERMIT APPLICATION

(check one)  New Permit.  Renewal Permit  Resident (\$75.00)  Nonresident (\$200.00)

Full Name of Applicant		Date of Birth	Tax ID # or Social Security No.	
Street Address				County
City	State	Zip Code	Telephone No. (home)	
Business Address				County
City	State	Zip Code	Telephone No. (business)	
The applicant <input type="checkbox"/> did; <input type="checkbox"/> did not operate under this type of license in this county last year.				

Check or money order No. \_\_\_\_\_ for \$75.00 or \$200.00 payable to the **Ohio Division of Wildlife** is attached.  
The applicant certifies that he understands the provisions of Section 1533.23 and 1533.24 of the Ohio Revised Code (see reverse side), that this application is made in good faith with the statements made herein being true.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

Send this application to:

**ODNR Division of Wildlife, Law Enforcement, 2045 Morse Rd. Bldg. G, Columbus Ohio 43229-6693**

Completion of the form is required - Section 2921.13 O.R.C., Penalty: Imprisonment up to 6 months or \$1000 fine or both.  
Section 1533.99 O.R.C., Penalty: Imprisonment up to 30 days or \$250 fine or both.



**Wildlife District One**  
1500 Dublin Road  
Columbus 43215  
Phone: (614) 644-3925

**Wildlife District Two**  
952 Lima Avenue  
Findlay 45840  
Phone: (419) 424-5000

**Wildlife District Three**  
912 Portage Lakes Drive  
Akron 44319  
Phone: (330) 644-2293

**Wildlife District Four**  
360 E. State Street  
Athens 45701  
Phone: (740) 589-9930

**Wildlife District Five**  
1076 Old Springfield Pike  
Xenia 45385  
Phone: (937) 372-9261

DNR 8845

# Specialty Permits



## DIVISION OF WILDLIFE

Ohio Department of Natural Resources

Division of Wildlife Headquarters  
2045 Morse Road, Bldg. G  
Columbus, Ohio 43229-6693  
1-800-WILDLIFE

**DATE ISSUED**

5/7/2008

**RESIDENT**

**FUR DEALER PERMIT: 8001**



COUNTY: Franklin (25)

SOCIAL SECURITY NUMBER:



is hereby granted permission to deal in green or dried furs, skins, or parts thereof and licensed pursuant to section 1533.23 of the Revised Code. This permit, unless revoked earlier by the Chief, Division of Wildlife, is effective from:

**5/1/2008 TO 4/30/2009**

This permit must be on file at the locating in which activities are being conducted and must be exhibited on any person on demand.

**THIS PERMIT IS RESTRICTED TO THE FOLLOWING:**

1. Permittee shall keep accurate daily records of all species of furbearing animals which are bought or sold.
2. All records required to be maintained by a fur dealer shall be open at all reasonable times to inspection by duly authorized division personnel who may inspect the furs, skins, or parts thereof on hand at any time and check and verify the records and reports required to be kept.
3. All daily records are to be maintained at the place of business for a period of two years.

A handwritten signature in black ink, appearing to read "David M. Graham".

DAVID M. GRAHAM, Chief

# Specialty Permits



## OHIO DIVISION OF WILDLIFE

### DAILY REPORT ORDER FORM

Name of facility or institution \_\_\_\_\_

Quantity of forms needed \_\_\_\_\_

\_\_\_\_\_  
Name: (please print)

\_\_\_\_\_  
Street or P.O. Box #:

\_\_\_\_\_  
City, State, Zip code:

Mail to: Division of Wildlife  
Attn: Permit Coordinator  
2045 Morse Rd. Bldg G  
Columbus, OH 43229-6693



## OHIO DIVISION OF WILDLIFE

### DAILY REPORT ORDER FORM

Name of facility or institution \_\_\_\_\_

Quantity of forms needed \_\_\_\_\_

\_\_\_\_\_  
Name: (please print)

\_\_\_\_\_  
Street or P.O. Box #:

\_\_\_\_\_  
City, State, Zip code:

Mail to: Division of Wildlife  
Attn: Permit Coordinator  
2045 Morse Rd. Bldg G  
Columbus, OH 43229-6693



## OHIO DIVISION OF WILDLIFE

### DAILY REPORT ORDER FORM

Name of facility or institution \_\_\_\_\_

Quantity of forms needed \_\_\_\_\_

\_\_\_\_\_  
Name: (please print)

\_\_\_\_\_  
Street or P.O. Box #:

\_\_\_\_\_  
City, State, Zip code:

Mail to: Division of Wildlife  
Attn: Permit Coordinator  
2045 Morse Rd. Bldg G  
Columbus, OH 43229-6693

# Specialty Permits

## NUISANCE WILD ANIMAL TRAPPING PERMIT

Issued by: District Law Enforcement Section

Number Issued: 400+- licenses

Permit Fee: Free Annual Permit

Description: This permit is required for individuals and businesses that will remove nuisance species of wild animals for profit.

Process: Those requesting the Nuisance Trapping Permit are provided Form DNR 8892 and submit it to wildlife officer or the nearest district office for processing. In addition to the name, business ID and personal information, the name and location of the business is obtained. Provided the application is completed and copies of a valid hunting license and fur taker permit is provided, this permit will not be denied. The original signed copy is returned to the permit holder as the permit. Copies are forwarded to the district office and the wildlife officer in the county the business is located.

Exhibits: Form DNR 8892,

# Specialty Permits



**Division of Wildlife**  
Ohio Department of Natural Resources

Form 144  
(R1001)

## NUISANCE WILD ANIMAL TRAPPING APPLICATION AND PERMIT

Print or Type Check appropriate block:  New  Renewal

Full name of applicant	Telephone (Area Code)	Drivers License Number	
Street address	City	State	Zip Code
Name, address, and telephone/FAX number(s) of organization/company which you are representing			

The applicant certifies that he/she understands the provisions of Wildlife Order 1501:31-15-03 and that this application is made in good faith with the statements made herein being true. The applicant further agrees to the terms of this permit and to abide by all state and federal regulations.

\_\_\_\_\_ (Applicant's Signature) \_\_\_\_\_ (Date)

SUBMIT THIS APPLICATION TO THE STATE WILDLIFE OFFICER IN THE COUNTY WHERE YOU RESIDE.  
**Applicant: do not write below this line**

Date \_\_\_\_\_ Permit No. \_\_\_\_\_

The above named applicant is hereby authorized to trap nuisance wild animals in accordance with all applicable regulations and subject to the following conditions:

1. Applicant must possess a valid hunting license and fur takers permit and copies must be attached to application/ permit.
2. Applicant must attach a sheet listing any person acting under the authority of a nuisance wild animal trapping permit and copies of hunting license and fur takers permit of those listed.
3. Applicant and anyone acting under the authority of it must carry a copy of this permit.
4. Written permission of the landowner must be obtained prior to trapping.
5. All traps must be tagged with the name and address of the permittee.
6. All animals must be removed from traps within 24 hours.
7. All wild animals trapped under the authority of the nuisance wild animal trapping permit shall be released outside the limits of any incorporated village or city. Animals shall not be released on public or private property without the permission of the landowner. Provided further, raccoon, skunk, opossum, coyote, or fox shall be euthanized or released on site.
8. Persons possessing a wild animal trapping permit may charge a fee for removal of nuisance wild animals. It shall be unlawful for any nuisance wild animal trapper to sell any wild animal that he or she traps. Except, the nuisance wild animal trapper may sell the carcass of raccoon, opossum, beaver, and muskrat, at any time. Hides of furbearers acquired during the open season under the nuisance wild animal trapping permit may be sold only during the open season for furbearing animals.
9. A Division of Wildlife representative approving a nuisance wild animal trapping permit may include specific stipulations on the permit under which wild animals may be trapped or captured.

Approved for chief, Division of Wildlife by: \_\_\_\_\_ (Date)

Expires: December 31, \_\_\_\_\_ (Wildlife Officer) \_\_\_\_\_ (Date)

Completion of this form is required - Section 2921.13 O.R.C. Penalty: Imprisonment up to 6 months or \$1000 fine or both.  
Section 1531.99 O.R.C. Penalty: Imprisonment up to 30 days or \$250 fine or both.

**Distribution of copies:** 1. Applicant 2. District Office 3. Wildlife Officer  
DNR 8892

# Specialty Permits

## COMMERCIAL BIRD SHOOTING PRESERVE

Issued by: District Law Enforcement Section

Number Issued: Approx. 50 total licenses annually

Permit Fee: \$200 for permit. Plus \$40 for propagation permit. Permits are valid from May 1 thru April 30.

Description: This permit is required for individuals and businesses who desire to release gamebirds for the purpose of providing hunts and guiding services on designated areas.

Process: Those requesting the Commercial Bird Shooting Preserve License are provided Form DNR 8912 and Publications 306 and 110. Once they complete form 8912, they forward it to the wildlife officer assigned to the county they reside. Once the application is reviewed and the boundaries of the requested area are approved, the officer signs the application. The original copy is forwarded to the permit holder as the formal permit. The permit holder must place signs around the designated area, and bands must be placed on dead gamebirds that leave the permitted area. Copies are forwarded to the district law section and the wildlife officer in the county the permit holder is located. The permit holder can also use this application to renew the Commercial Propagation Permit.

Exhibits: Form DNR 8912, Publications 110 and 306.



# Specialty Permits

## WILD ANIMAL HUNTING PRESERVE

Issued by: District Law Enforcement Section

Number Issued: Approx. 25 total licenses annually

Permit Fee: \$300 for permit. Permits are valid from May 1 thru April 30.

Description: This permit is required for individuals and businesses who desire to release wild animals other than gamebirds for the purpose of providing hunts and guiding services on designated areas.

Process: Those requesting the Wild Animal Hunting Preserve License are provided Forms DNR 8863 and record forms along with copies of the current regulations. Once they complete form 8863, they forward it to the wildlife officer assigned to the county they reside. Once the application is reviewed and the boundaries of the requested area are approved, an inspection of the facility is conducted to check fencing compliance and ensure other wild animals are removed (deer) With the approval of the District Law Enforcement Supervisor, the wildlife officer signs it. The original copy is forwarded to the permit holder as the formal permit. The permit holder must complete the fencing and place signs around the designated area. Bands or tags must be placed on dead animals that leave the permitted area. Copies are forwarded to the district law section and the wildlife officer in the county the permit holder is located.

Exhibits: Form DNR 8863, Record Forms.

# Specialty Permits

Submit  
4 copies

**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources



## WILD ANIMAL HUNTING PRESERVE LICENSE APPLICATION AND LICENSE

License is:  New  Renewal

Shooting Preserve Name	County	Telephone (Area Code)	
Street Address	City	State Ohio	Zip Code
Owner's Name	Address if different from above		

1. Land to be used for the Wild Hunting Preserve totals \_\_\_\_\_ acres in one continuous block and is composed as follows:

ACRES	CHECK ONE		COUNTY	TOWNSHIP(S)
	OWNED	LEASED		

2. List animal species to be hunted. If more space is needed, attach additional sheet(s).

3. Check One:  One copy of a legal description of the above land is attached and made a part of this application.  
 A legal description of the above land is unchanged from that most recently submitted with a prior application; therefore, no legal description of the above land is attached.

4. Tags to be provided by the applicant for placement on animals released on the preserve will bear the following symbol:

5. Check no.  in the amount of \$300.00, payable to the ODNR Division of Wildlife is attached.

The applicant certifies that this application is made in good faith with the statements made herein being true.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Submit four copies of this application to the state wildlife officer in the county where you reside.**

**APPLICANT: DO NOT WRITE BELOW THIS LINE**

### WILD ANIMAL HUNTING PRESERVE LICENSE

The above named applicant is licensed to conduct activities provided for by Section 1533.721 of the Ohio Revised Code for a Wild Animal Hunting Preserve License.

Date Issued \_\_\_\_\_

License No. \_\_\_\_\_

Expires April 30, 20 \_\_\_\_.

County \_\_\_\_\_

Approved for Chief, Division of Wildlife by: \_\_\_\_\_

Distribution of Copies: 1. Applicant, 2. License Section, 3. District Office, 4. Wildlife Officer

(Wildlife Officer)

Completion of this form is required - Section 2921.13 O.R.C., Penalty: Imprisonment up to 6 months or \$1000 fine or both. Section 1533.99 O.R.C., Penalty: Imprisonment up to 60 days or \$500 fine or both.

DNR 8863 (R596)





# Specialty Permits

## DOG TRAINING GROUNDS

Issued by: District Law Enforcement Section

Number Issued: Approx. 250-300 total licenses annually

Permit Fee: \$75 for new permit, free renewal. Valid from May 1 thru April 30.

Description: This permit is required for individuals who desire to release gamebirds and shoot them for the purpose of dog training.

Process: Those requesting the Dog Training Grounds Permit are provided Form 24 and Publication 75. Once they complete form 24, they forward it to the wildlife officer assigned to the county they reside. Once the application is reviewed and the boundaries of the requested dog training area are approved, the officer signs it and the original copy is forwarded to the permit holder as the formal permit. Record forms are provided to the permit holder for the required documentation. The permit holder must place signs around the designated area, and bands must be placed on gamebirds released for the purpose training. Copies are forwarded to the district law section and the wildlife officer in the county the permit holder is located. The permit holder can renew annually for free. The cost is for first time permit holders only.

Exhibits: Form 24, Form 26, Publication 74





# Specialty Permits

## FALCONRY CAPTURE PERMIT

Issued by: Central Office Law Enforcement Section

Number Issued: 35 licenses annually

Permit Fee: \$15 valid from August 1 thru December 31.

Description: This permit is required for licensed falconers who desire to capture and possess selected raptors from the wild for use in falconry.

Process: Those requesting the Falconry Capture Permit must be licensed falconers. Once the application is reviewed and approved it is entered to the database and a formal permit is printed out and forwarded for the chief's signature. A permanent sealable band provided by the U.S. Fish Wildlife Service is recorded and sent with the original to the requestor. Copies are forwarded to the district law section and the wildlife officer in the county the permit holder is located. Once the permit has been used to capture the bird, the permit holder must band the bird and has five days to notify both the permit coordinator and the USFWS by using USFWS form 3-186.

Exhibits: Form 240

# Specialty Permits



**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources  
**FALCONRY CAPTURE PERMIT & REPLACEMENT MARKER APPLICATIONS**

Form 240  
(R0606)

- Capture Permit Application
- Marker Application
- Marker Status Notification

<b>Do not fill in this block</b>
Permit No. _____ issued
Date _____
By _____

Print or type

Full Name of Applicant		Date of Birth	Social Security No.
Street Address			County
City	State	Zip Code	Telephone (Area Code)

Falconry Permit No. \_\_\_\_\_ Expires on \_\_\_\_\_ State of Issue \_\_\_\_\_

**CAPTURE PERMIT APPLICATION**

Description of raptors already possessed:

1. Species		Sex	Age
Age When Acquired	Date Acquired	Marker No.	How or From Whom Acquired

2. Species		Sex	Age
Age When Acquired	Date Acquired	Marker No.	How or From Whom Acquired

3. Species		Sex	Age
Age When Acquired	Date Acquired	Marker No.	How or From Whom Acquired

Species to be captured \_\_\_\_\_ District where captured \_\_\_\_\_

Type of capture method to be used \_\_\_\_\_

**REPLACEMENT MARKER APPLICATION**

Species \_\_\_\_\_ Age \_\_\_\_\_ Sex: Male Female

Wild caught (black marker)

Capture Permit No. \_\_\_\_\_ State \_\_\_\_\_ Date Issued \_\_\_\_\_

DNR 8868

*Form continues on reverse side.*

# Specialty Permits

## MARKER STATUS NOTIFICATION AND TRANSFER

Marker Color:  Black  Metal Seamless Marker No. R \_\_\_\_\_ Marker Enclosed?  Yes  No

Reason for Notification:  Marker Lost  Raptor Lost Date Lost \_\_\_\_\_  
 Marker Stolen  Raptor Stolen Police Department \_\_\_\_\_  
Report No. \_\_\_\_\_  
 Raptor Deceased (enclose marker)

Permanent Transfer of Raptor:

From: Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Permit No. \_\_\_\_\_ Date \_\_\_\_\_ (City) (State) (Zip Code)

To: Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Permit No. \_\_\_\_\_ Date \_\_\_\_\_ (City) (State) (Zip Code)

Other (describe): \_\_\_\_\_

Also complete Federal form 3-186-A and submit to U.S.F.W. Service.

The applicant certifies that he or she understands the provisions of the Division of Wildlife Orders 1501:31-37-01 and 02 and the regulations contained in Title 50, Parts 13 and 21 of the Code of Federal Regulations and the other applicable parts in Subchapter B of Chapter 1 of Title 50, and that this application is made in good faith with the statement made herein being true. Persons providing false information in order to obtain a permit are in violation of Section 2921.13 of the Ohio Revised Code and are subject to prosecution.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Check No. \_\_\_\_\_ in the amount of \$15.00, payable to the Ohio Division of Wildlife, is attached as payment of the fee for a Raptor Capture Permit, if applicable.

Submit this application to: Ohio Division of Wildlife  
Law Enforcement Group  
2045 Morse Road, Bldg. G  
Columbus, Ohio 43229-6693

Completion of this form is required: Section 2921.13 O.R.C., Penalty: imprisonment up to 6 months or \$1,000 fine or both.  
Rule 1501:31-37-02 O.A.C., Penalty: imprisonment up to 30 days or \$250 or both.

# Specialty Permits

## BAIT DEALER PERMIT

Issued by: District Offices

Number Issued: 300+- licenses

Permit Fee: \$40 Annually

Description: This permit is required for businesses that either handle or sell selected species as bait.

Process: Those requesting the Bait Dealer Permit are provided Form 166 and submit it to the nearest district office for processing. In addition to the name, business ID and personal information, the name and location of the business is obtained. Provided the application is completed, this permit will not be denied. The signed top copy is returned to the permit holder as the permit. Copies are forwarded to the district office and the wildlife officer in the county the business is located.

Exhibits: Form 166, Publication 330

# Specialty Permits

Submit  
Three  
Copies

Form 166  
(R903)

**Division of Wildlife**  
Ohio Department of Natural Resources  
**BAIT DEALER APPLICATION AND PERMIT**

Check appropriate blocks.

License is:  New  Renewal

Type of bait to be collected and/or sold:  minnows  hellgrammites  crayfish

PRINT OR TYPE

Full Name of Applicant	Telephone	County	
Street Address	City	State	Zip Code
Business Name	Telephone		
Business Address	City	State	Zip Code

Check No. \_\_\_\_\_ in the amount of \$40.00, payable to the **Ohio Division of Wildlife** is attached in payment of the annual fee.

The applicant certifies that he understands the provisions dealing with bait collecting and selling as indicated in Chapter 1533 of the Ohio Revised Code and Division of Wildlife regulations and that this application is made in good faith with the statements made herein being true.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

SUBMIT THIS APPLICATION TO THE WILDLIFE OFFICER IN THE COUNTY WHERE YOU RESIDE.

\_\_\_\_\_  
(Wildlife Officer)

\_\_\_\_\_  
(Date)

Applicant: Do Not Write Below This Line

## BAIT DEALER PERMIT

The above applicant is hereby granted permission to collect, buy, sell, and deal in minnows, hellgrammites, and crayfish in accordance with the provisions of Chapter 1533 of the Ohio Revised Code and Division of Wildlife regulations.

Date Issued \_\_\_\_\_ License No. \_\_\_\_\_

Date Expires December 31, 20 \_\_\_\_ County \_\_\_\_\_

Approved for Chief, Division of Wildlife by: \_\_\_\_\_  
(District Law Enforcement Supervisor)

Distribution of Copies:  
1. Applicant  
2. District Office  
3. Wildlife Officer

Completion of this form is required - Section 2921.13 O.R.C., Penalty: imprisonment up to 6 months or \$1000 fine of both.  
Section 1533.99 O.R.C., Penalty: imprisonment up to 60 days or \$500 or both.

DNR 8826

# Specialty Permits

## FALCONRY PERMIT

Issued by: Central Office Law Enforcement Section

Number Issued: 75 licenses

Permit Fee: \$75 Three Years (\$25 annually)

Description: This permit is a cooperative permit with the United States Fish and Wildlife Service. Permit is required for individuals who desire to possess selected raptors for the purposes of hunting.

Process: Those requesting the Falconry Permit are provided Form 241 and Publication 347. The pre-requisite for a falconry permit is that they must have a sponsor who is a current falconry permit holder (General or Master Class), successfully passed the Falconry Exam (test given at law section headquarters) and built the required facilities at their residence. In addition to the name, business ID and personal information, the name, permit number and address of the sponsor. Once the permit (form 242) is completed and signed by the chief, it is forwarded to the U.S. Fish and Wildlife Service permit office for their approval. The original is provided to the permit holder and copies forwarded to the district office and the wildlife officer in the county the permit holder is located.

Exhibits: Form 241, Form 242, Publication 347

# Specialty Permits



**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources  
**FALCONRY PERMIT APPLICATION**

Form 241  
(R1106)

Read applicable laws before filling out this application.

Check appropriate block:

- New (\$25.00 - \$75.00)
- Renewal (\$75.00 - 3 years)
- Application Fee (\$75.00)

<b>Do not fill in this block</b>
Permit No. _____ issued
Date _____
By _____ Check # _____

Print or type

Full Name of Applicant		Date of Birth	Social Security No.
Street Address			County
City	State	Zip Code	Telephone (Area Code)

Applying for:  Apprentice class  General class  Master class

No. of years possessing Falconry Permit \_\_\_\_\_

Previous Ohio Falconry Permit No. \_\_\_\_\_

Number of years in that class \_\_\_\_\_

If you are an apprentice, you must have a sponsor prior to applying and/or taking the falconry exam. List the name and address of your sponsor, along with the permit number and State of issue.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

If the applicant is an apprentice applying for a transfer to the general class, the applicant must submit a summary of falconry activities during the previous two years, and the following statement must be signed by the applicant's sponsor.

I certify that this applicant has completed two years as an apprentice falconer and has in my opinion demonstrated sufficient knowledge and proficiency to be transferred to the general class.

\_\_\_\_\_  
*Sponsor's Signature* *Date*

# Specialty Permits

Description of raptors already possessed:

1. Species			Sex	Age
Age When Acquired	Date Acquired	Marker No.	How or From Whom Acquired	

2. Species			Sex	Age
Age When Acquired	Date Acquired	Marker No.	How or From Whom Acquired	

3. Species			Sex	Age
Age When Acquired	Date Acquired	Marker No.	How or From Whom Acquired	

Location where raptors will be trained: County \_\_\_\_\_ Township \_\_\_\_\_

Boundary description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The applicant certifies that he or she understands the provisions of the Division of Wildlife Orders 1501:31-37-01 and 02 and the regulations contained in Title 50, Parts 13 and 21 of the Code of Federal Regulations and the other applicable parts in Subchapter B of Chapter 1 of Title 50, and that this application is made in good faith with the statement made herein being true. Persons providing false information in order to obtain a permit are in violation of Section 2921.13 of the Ohio Revised Code and are subject to prosecution.

\_\_\_\_\_  
*Applicant's Signature*                      *Date*

Submit this application to: Ohio Division of Wildlife  
 Law Enforcement Group  
 2045 Morse Road, Bldg. G-3  
 Columbus, Ohio 43229-6693

**Completion of this form is required:** Section 2921.13 O.R.C., Penalty: imprisonment up to 6 months or \$1,000 fine or both.  
 Section 1533.05 O.R.C., Penalty: imprisonment up to 30 days or \$250 or both.

# Specialty Permits

## COMMERCIAL FISH WHOLESALE PERMIT/ TRANSPORTATION PERMIT

Issued by: Lake Erie Office (Shirley Carroll)

Number Issued: 150 licenses

Permit Fee: \$65 Annually

Description: This permit is required for businesses that either handle fish for whole purposes in Ohio or transport commercial species of fish into Ohio.

Process: Those requesting the Commercial Fish Wholesale or Transportation Permit are provided Form 184 and submit it to the Lake Erie Enforcement Office in Sandusky. In addition to the name, business ID and personal information, the name and location of the businesses where fish will be held, stored or processed. Provided the application is completed, this permit will not be denied. The signed top copy is returned to the permit holder as the permit.

Exhibits: Form 184,



# Specialty Permits

## LAKE ERIE FISHING GUIDE LICENSE

Issued by: Lake Erie Office (Shirley Carroll)

Number Issued: 800 licenses

Permit Fee: \$50 Annually

Description: This permit is required for charter boat captains who take fisherman on Lake Erie for hire.

Process: Those requesting the Lake Erie Fishing Guide License must complete form 177 and submit it to the Lake Erie Enforcement Office in Sandusky. In addition to the name, business ID and personal information, the name and identification of the watercraft is taken or the location of ice shanties. Persons requesting this permit must have a valid or current Coast Guard Captains License (6 pack). No permit can be issued without that prerequisite.

Exhibits: Form 177, Informational sheet, Copy of current sticker issued.

# Specialty Permits

Submit  
Two  
Copies



**DIVISION OF WILDLIFE**  
Ohio Department of Natural Resources  
**LAKE ERIE FISHING GUIDE**  
**LICENSE APPLICATION AND LICENSE**



Form 177  
(R401)

Check appropriate block:  New  Renewal

Full Name of Applicant		Telephone	Date of Birth	Social Security No.
Street Name			County	
City	State	Zip Code		
List all places of docking (include city and marina or docking area)				
Licensee is: <input type="checkbox"/> Boat Guide Only <input type="checkbox"/> Boat and Ice Guide <input type="checkbox"/> Ice Guide Only				

Name of Boat	OH Number or Federal Document Number	Length (ft.)

Coast Guard License No.	Expiration Date
Number of Ice Shanties and General Location	

Check No. \_\_\_\_\_ in the amount of \$50.00 payable to **ODNR Division of Wildlife** is attached.

The applicant certifies that he understands the provisions of Chapter 1533.51 of the Ohio Revised Code, 1501:31-3-11 of the Ohio Administrative Code and that this application is made in good faith with the statements made herein being true.

\_\_\_\_\_  
*Applicant's Signature* *Date*

Submit **TWO (2)** copies of this application to: LAKE ERIE LAW ENFORCEMENT, 305 E. SHORELINE DR., SANDUSKY, OH 44870. Your coast guard license or a notarized copy of that license must accompany this application.

**Do Not Write Below This Line, For Official Use Only**

## LAKE ERIE FISHING GUIDE LICENSE

The above named applicant is licensed to conduct activities provided for by Section 1533.51 of the Ohio Revised Code and 1501:31-3-11 of the Ohio Administrative Code. This license must be carried by the guide when the fishing guide service is being performed, and shall be exhibited upon demand to any wildlife officer or other enforcement officer who has authority to enforce the wildlife hunting and fishing laws. This license may not be reproduced.

Date Issued \_\_\_\_\_ License No. \_\_\_\_\_ Decal No. \_\_\_\_\_

License and Decal Expires April 15, 20\_\_\_\_

Approved for Chief, Division of Wildlife by: \_\_\_\_\_  
*(Lake Erie Law Enforcement Supervisor)*

Distribution of Copies: 1-Applicant 2-Lake Erie Law Enforcement

Completion of this form is required- Section 2921.13 O.R.C., Penalty: imprisonment up to 6 months or \$1000 fine or both.  
Section 1533.51 O.R.C., Penalty: imprisonment up to 6 months or \$1000 fine or both.

DNR 8950

## Specialty Permits

# Supplement 17

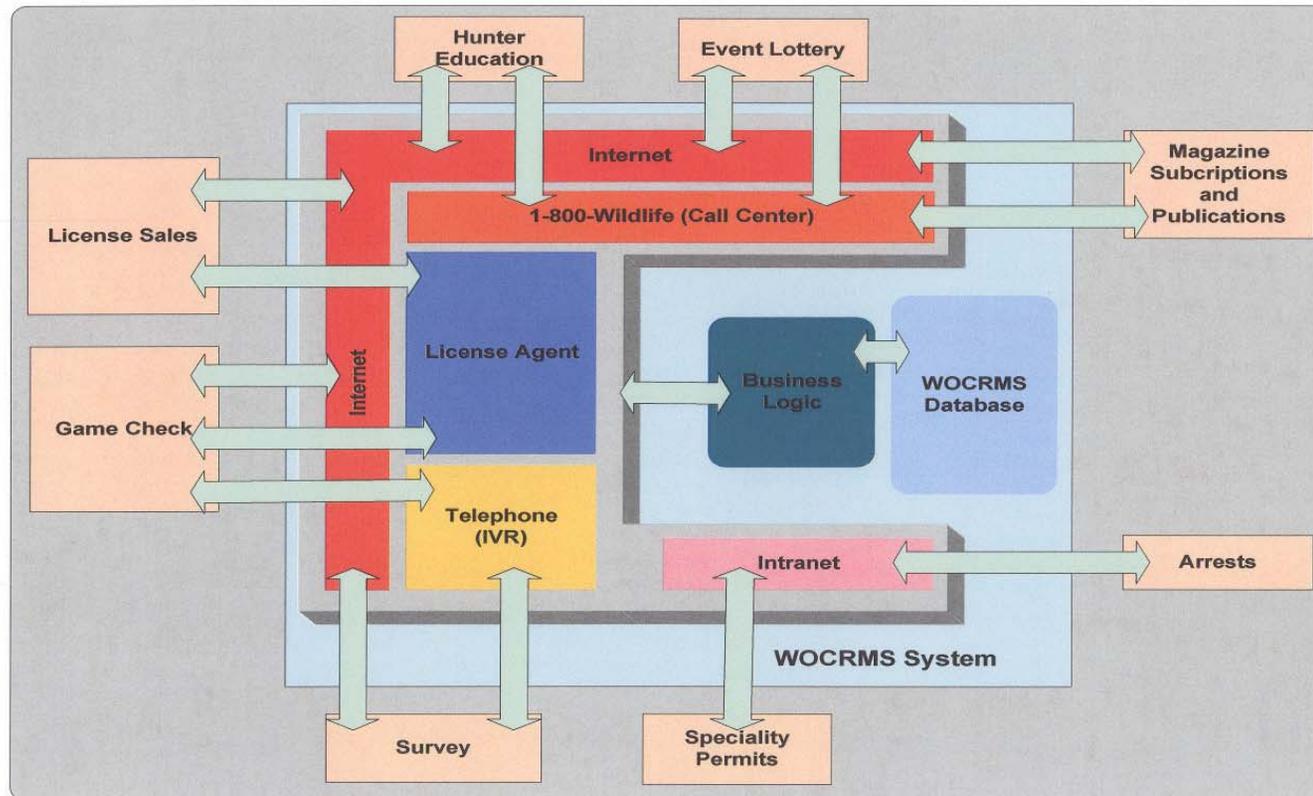
**System Overview Diagram  
Includes:**

**System Overview Diagram (1 Page)**

# Systems Overview Diagram

## ***WOCRMS Logical View***

DOW has multiple distribution channels: Internet, 1-800-Wildlife etc, which customers and license agents have been using to conduct business with DOW. Below is a logical view of the proposed WOCRMS system and the necessary distribution channels associated with each line of business.



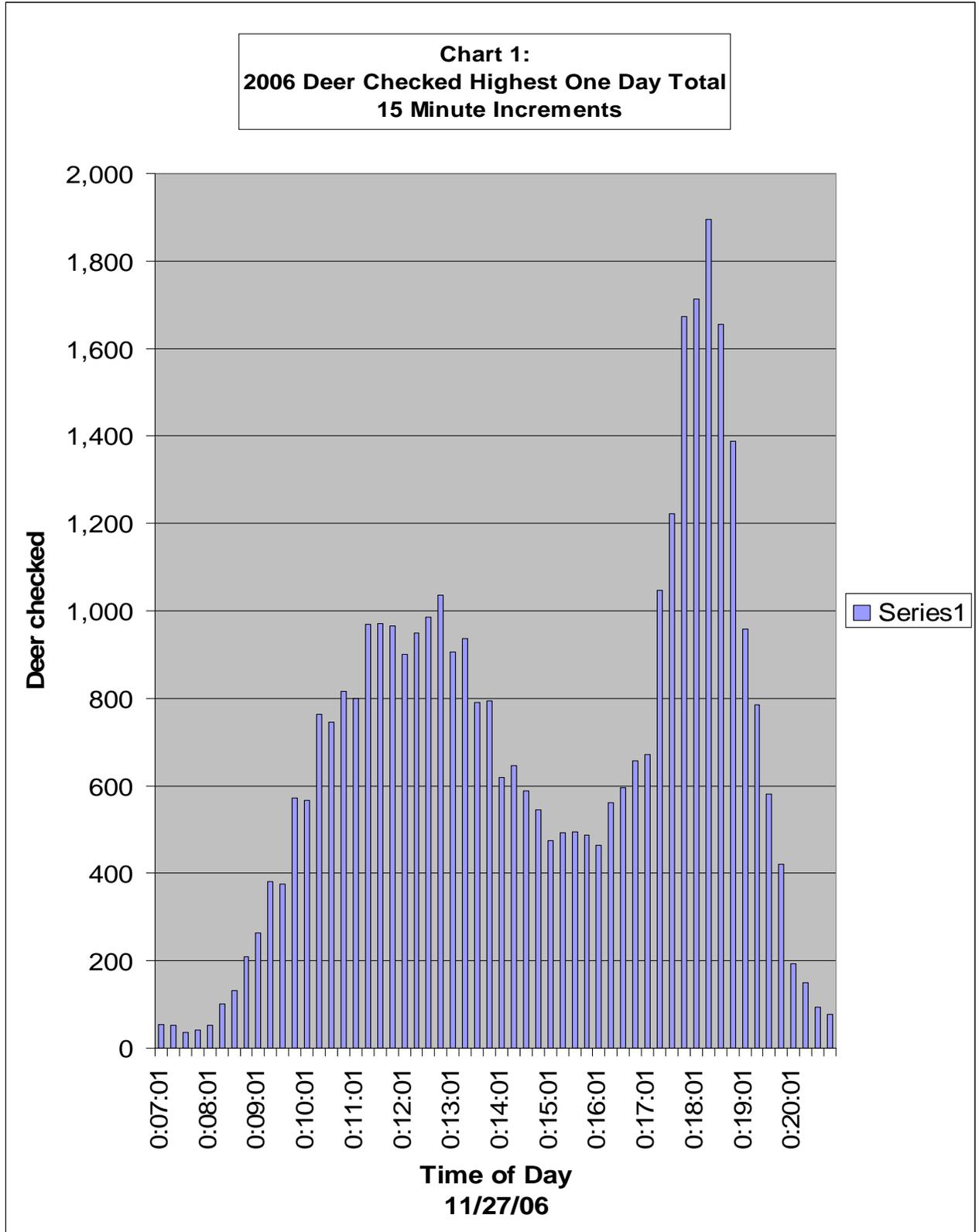
# Supplement 18

## Deer Harvest and License Sales Transaction Charts

**Chart 1: 2006 Deer checked highest one day total.**

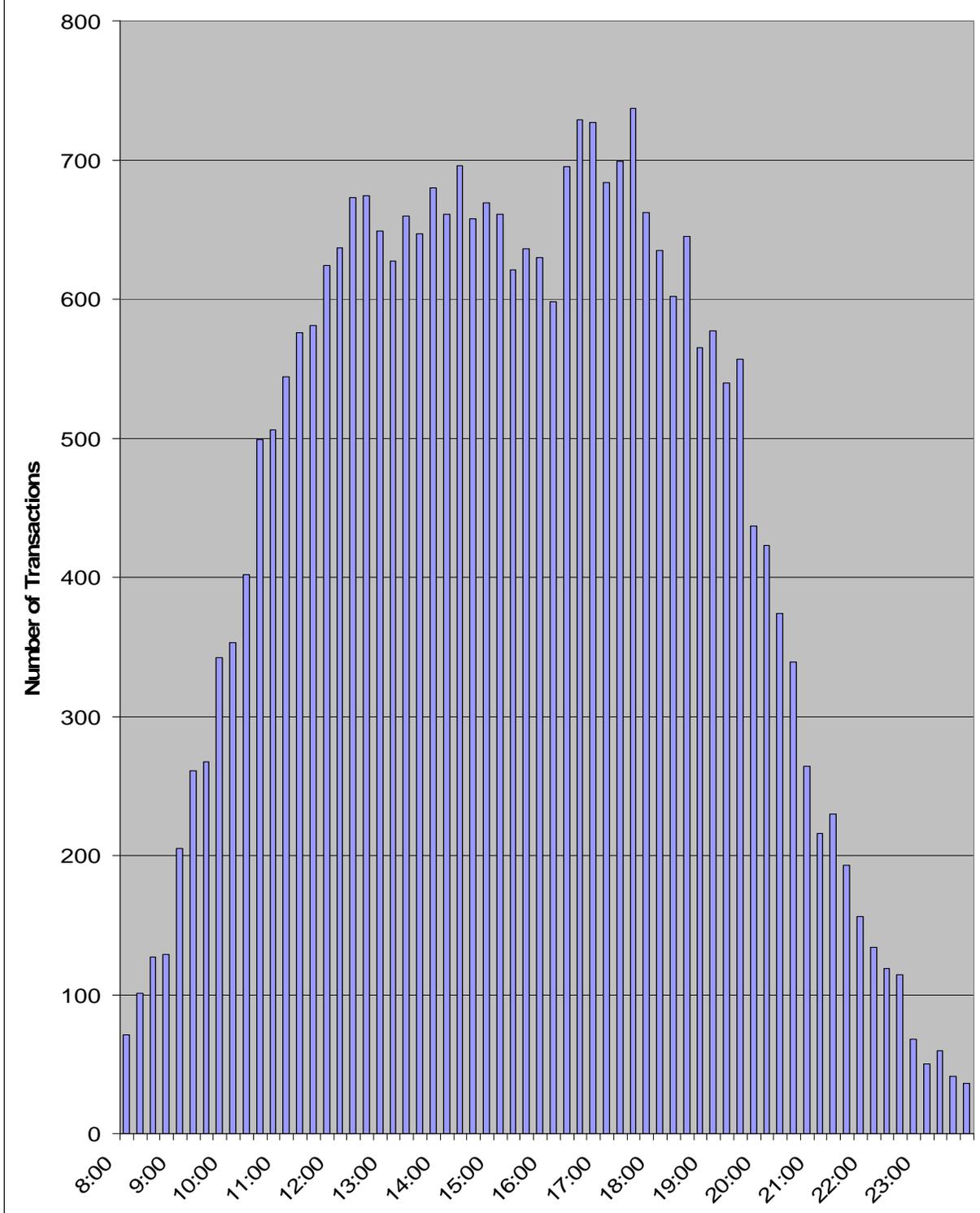
**Chart 2: 11/25/2007 unique sales transactions per 15 minute intervals.**

# Deer Harvest and License Sales Transaction Charts



# Deer Harvest and License Sales Transaction Charts

**Chart 2**  
**11/25/2007 Unique Sales Transactions per 15-minute Intervals**



# **Supplement 19**

## **Glossary of Terms**

# Glossary of Terms

## Glossary of Terms

### **TERM DESCRIPTION**

DOW Call Center (1 800- Wildlife) - A DOW manned customer call center.

Automated License & Permit Sales - The main module that supports the sales of recreational licenses, permits, tags, gift certificates and surveys.

Citation/ Arrest System - Law Enforcement database.

Conservation Clubs - Private clubs that partner with, promote, and support the DOW.

Contractor - Company that is under contract with DOW to perform the work as outlined in this RFP

Customers - Persons directly interacting and transacting with DOW

Decoupled - Not linked together

Deploy - Systems made available to end users for activity.

Distribution Channel - Communication methods available to customers in order to complete a transaction for a product or service with DOW.

DOW - Division of Wildlife.

Game Check Services - A module to automate the mandatory procedures for hunters to follow for registering any game they acquire in a hunting season.

Gift Certificates - A product that may be purchased for the same or another person's use at any monetary value to be applied toward the purchase of any DOW product.

Internet - Web based connection that exists outside the DOW firewall.

Intranet - Web based connection that exists inside the DOW firewall.

IVR Interactive Voice Response system - automated menu driven telephone system.

License Agent - Retail vendors that provide the use of their facility and staff for customers to purchase DOW products and services.

Module - An application within WOCRMS.

ODNR - Ohio Department of Natural Resources.

POS - Point-of-Sale.

Purchasers - Persons purchasing a DOW product such as a license.

Special Event Lottery - Special hunting and fishing events that provide wildlife enthusiasts with quality hunting and fishing opportunities

## Glossary of Terms

Specialty Permits - Permits that require additional documentation for approval (No on demand fulfillment).

Telecheck - Telephone (IVR) method for checking deer.

Traditional - DOW reference to the purchase of DOW products through a license agent.

WOCRMS - Wild Ohio Customer Relationship Management System designated to replace the current POS system.

# SUPPLEMENTAL INFORMATION TRAILER

This page is the last page of supplemental information for this competitive document. If you received this trailer page, all supplemental information has been received.

Note: portions of the supplemental information provided may or may not contain page numbers. The total number of pages indicated on the cover page does not include the pages contained in this supplement.