Request to Purchase (RTP) FAQ's

What is the Request to Purchase form?

The Request to Purchase (RTP) form was developed to streamline the process by which The Office of Procurement Services receives requests for non-IT supplies and services. It is an electronic form found on the OPS website. It replaces the former on-line Release and Permit form.

When is it used?

It should be used by any State of Ohio agencies and/or political subdivisions properly registered as members of the DAS Cooperative Purchasing Program to make a purchase for non-IT supplies and services above their direct purchase limit.

What happens if I skip a field on the form?

Many fields are required and you will not be able to submit your request until those fields are complete. There are also fields that, although they are not required, are essential in assisting OPS with making the best possible determination to fit your need. Please be specific and thorough when completing the form and include all supporting documentation you may have.

Will I be notified that my RTP submission was successful?

Yes. A confirmation screen will appear once the form is submitted. A confirmation email will also be sent.

What happens once my RTP is received by OPS?

The RTP will be reviewed for determination of the procurement method which best suits the request. Possible procurement methods include state resources, existing contracts, one-time bid, invitation to bid or request for proposal, state term schedule, or release and permit.

How will I be notified of a decision by OPS?

An email will be generated advising of the determination made by OPS and providing information on how to proceed with the procurement of the item.

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Will I have to enter information in OAKS to show I used the RTP form?

The information you will enter in OAKS will be provided in the email response from OPS once a determination is made regarding the most efficient method of procurement.

Should I use this form for IT-related goods and services?

Not at this time. Please continue to utilize current OIT Release & Permit application.

How do I request a Release and Permit from DAS to go to the Controlling Board?

The RTP form should be used for all non-IT related requests for supplies and services above the established direct purchase limit, including requests for Release and Permit.

I am entering a requisition in OAKS using a State Term Contract. Do I need to complete the RTP form first?

No. If the item is available on a current contract you do not need to complete the RTP form before entering a requisition.