Ohio | Department of Administrative Services

"How to do Business with the State of Ohio"

Agenda

- What does the State buy?
- Requirements for Purchasing
- Establishing & Managing Your Profile
- Navigating Opportunities
- Marketing Your Business
- Responding to Opportunities

$5,000,000,000.00

Each Fiscal Year, State agencies spend approximately **$5 billion** on purchases for a wide variety of supplies and services required for the daily operation of their facilities.

What does the State buy?

Computers

Vehicles

Clothing

Pharmaceuticals

Professional Services

Food

Requirements for Making State Purchases

Requisite Procurement Programs

State Agencies are **required**, <u>by law</u>, Ohio Revised Code 125.035, to purchase from one of the following State Resources first, if the product or service is available:

- Ohio Penal Industries (OPI, within DRC)
- Community Rehabilitation Program (CRP, within DAS)
- Business Enterprise Program (within the Opportunities for Ohioans with Disabilities Agency, OOD)
- Office of Information Technology (OIT, within DAS)
- Office of State Printing and Mail Services (within DAS)
- Ohio Pharmacy Services (within DMH)
- Ohio Facilities Construction Commission (OFCC)

Ohio | Department of Administrative Services

Existing Dept. of Administrative Services (DAS) Contracts

- State agencies are required to look at DAS-established contracts (i.e., state contracts) for product, supplies, and services

- Some contracts are mandatory and some are optional use

Establish a <u>New</u> DAS Contract

Competitive Selection Process

- Invitation to Bid – lowest responsive and responsible
- Request for Proposal – "best value"
- Reverse Auction – lowest responsive and responsible

Negotiated Contracts

- State Term Schedule (STS) – 3 quote minimum required
- Master Maintenance Agreements (MMA)
- Master License Agreements (MLA)
- Master Service Agreements (MSA)
- Master Cloud Service Agreements (MCSA)
- Price schedules are <u>negotiated</u> and may be based upon:
  - o Federal Schedule Pricing
  - o Similarly situated, most favored customer pricing
  - o Other competitively bid contracts from state or local consortium, etc.

Ohio | Department of Administrative Services

Establishing & Managing Your Profile to do Business with the State

Ohio | Procurement Link

Ohio | Procurement

Ohio | Department of Administrative Services

| for Suppliers ▾ | for State Agencies ▾ | for Political Subdivisions ▾ | for the Public ▾ | News ▾ | Help & Reference ▾ | Contacts ▾ | LOGIN |

Select "Ohio|Buys Supplier Login" to start your registration process.

Quick Links

Ohio|Buys Suppliers Login

Current Contract Search

Bid Opportunities Search

Ohio|Buys Catalog Search

IT Release and Permit

Telecommunication Contracts & Cloud Services Agreements

IT Enterprise Services Portal

▶ MBE & EDGE Opportunities

▶ State Contract Opportunities

State Printing and Mail Services

Agency Request to Purchase

Procurement Related Web Links

Services

Ohio|Buys Information

Agency Procurement Tools

MBE & EDGE Agency Tool Kit

MBE & EDGE Suppliers Tool Kit

IT Services Catalog

OHIO K-12 SCHOOL COMPUTER PRODUCTS AND SERVICES PURCHASING DIRECTORY RFI

As K-12 Ohio School Districts are finalizing their remote learning plans for the upcoming school year, one need that has arisen is a centralized, organized, transparent listing of products and services available for purchase by the School Districts. To assist in this undertaking, the State of Ohio has offered to create an informational webpage that provides School Districts and their partner Information Technology Centers with this information.

◀▶

Announcements

🖥 **11/27/2019** Ohio|Buys

🖥 **5/30/2019** Blanket Release & Permit FY2020 - FY2021

🖥 **12/28/2018** PM-02 Emergency Purchasing Procedures

🖥 **10/17/2019** Debarment Guidance MEMO & Debarred Supplier List

🖥 **12/28/2018** PM-01 Purchasing Procedures

🖥 **6/15/2017** DAS GSD awards Staff Augmentation Managed Services Provider to InGenesis

OH|ID

Log in to Ohio|Buys with your OH|ID

With one OH|ID account, citizens or business can sign in to multiple State of Ohio government agencies systems more securely.
Clicking on the button below will direct you to the Supplier Portal to log in or create an account.

Ohio|Buys Log In

Accessing Ohio|Buys as a Bidder or an Existing Supplier.

Ohio|Buys is the State of Ohio's online purchasing solution that empowers both government buyers and interested suppliers. **Ohio|Buys** leverages innovative technologies to increase efficiency, opportunities, and participation with businesses in Ohio.

Operated by the Ohio Department of Administrative Services, **Ohio|Buys** is currently available to a dozen State agencies. **Ohio|Buys** will continue to grow, expanding to include other State agencies, local governments, and higher education institutions.

Public Solicitations

Public Contracts

Public Catalog

Public Records

OH|ID Create Account & Log In

Create OH|ID Account

With one account

Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.

Learn more about OH|ID.

Already have an OH|ID?

Log in

Personal Information

All fields are required unless labeled (optional).

First Name

Middle Initial (optional)

Last Name

Suffix (optional)

Work Phone Number (optional)

___-___-____

Mobile Number (optional)

___-___-____

Date of Birth

MM/dd/yyyy

Last 4 digits of SSN (optional)

Creating an OH|ID account is necessary for all users of Ohio Buys

Email Verification

We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email

Please re-type your email

Verify Your Email Address

Welcome to Ohio | Buys

OH|ID

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Ohio|Buys Log In

Once you receive your email notification you can log into Ohio|Buys

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Public Solicitations

Public Contracts

Public Catalog

Public Records

Finding Category Codes

www.unspsc.org

Visit unspsc.org to maintain the proper classification of goods and services that you offer.

Search for Codes

Search the Code

Version 19.0501

Code Number: (2-8 digits)

Code Name:

Use the search box on the left side of the main page to help you find your specific service or commodity code.

You can search by Code Number or Code Name.

Version 19.0501

Search Code

Search Title   Janitorial

Search

Code	Title
47121500	Cleaning and janitorial carts and accessories
47120000	Janitorial equipment
47130000	Cleaning and janitorial supplies
76110000	Cleaning and janitorial services
47121502	Cleaning or janitorial cart accessories
47121501	Cleaning or janitorial cart

Bidder & Supplier Issues

If you have additional questions, or encounter any issues, please contact our Contact Center at:

- OBM.SharedServices@OBM.ohio.gov
- 1-877-644-6771, Monday-Friday 8:00am-5:00pm EST

Resources:

- [Bidder/Supplier Learner Guide](#)
- [Registering Your Business in Supplier Portal](#)
- [Creating an OH|ID Account](#)
- [Associating A Supplier Record to Your OH|ID](#)

Finding Opportunities Online

Ohio | Procurement

Ohio | Department of Administrative Services

| for Suppliers ▼ | for State Agencies ▼ | for Political Subdivisions ▼ | | nce ▼ | Contacts ▼ | LOGIN |

Current Contracts

Bid Opportunities ▶   Ohio|Buys Opportunities

Selling to the State   IT Opportunities

Registration ▶   All Opportunities

Purchasing Programs ▶   Printing Opportunities

Contract Management Vendor Portal   Construction Opportunities

Forms   Ohio Department of Transportation

Invoice Processing

Select *Bid Opportunities* then *All Opportunities.*

Quick Links

Ohio|Buys Suppliers Login

Current Contract Search

Bid Opportunities Search

Ohio|Buys Catalog Search

IT Release and Permit

Telecommunication Contracts & Cloud Services Agreements

IT Enterprise Services Portal

▶ MBE & EDGE Opportunities

▶ State Contract Opportunities

State Printing and Mail Services

Agency Request to Purchase

Procurement Related Web Links

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◀▶

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Procurement Opportunity Search

Please enter one or more of the search criteria below to locate bid opportunities with the State of Ohio. Some of the most popular searches are pre-programmed and listed on the right of this page, click on one of the hyperlinks to view associated search results. To follow all updates to any bid opportunity, see opportunity updates.

For roadway and building construction opportunities, as well as opportunities for related machinery, services, and supplies, see Construction Opportunities.

URGENT:

Ohio is moving to Ohio|Buys for solicitations.
To ensure you will receive notification of business opportunities please learn more on how to register.

General Criteria

Select *ALL* for *Commodity Category* and *Opportunity Type.*

Document/Bid Number:

Search by keyword:

Market Type:
All
MBE
Open Market

Matches on: ● All Words   ○ "Exact Phrase"

Index Number:

Agency:
All

Commodity Category:
All
*IT Opportunities exist under three separate commodity categories.

Search by Date Type:
- Select Type -

Start Date:

Select date

Opportunity Status:
Active

Opportunity Type:
All

End Date:

Select date

[Clear]   [**Search**]

Popular Bid Opportunity Searches

Information Technology Opportunities

- IT Opportunities
- Requests for Proposals
- Invitations to Bid

MBE Opportunities

- MBE Set-Aside Opportunities

Other Popular Opportunities

- Vehicle Opportunities
- Printing Opportunities

Ohio | Procurement

for Suppliers ▼ | for State Agencies ▼ | for Political Subdivisions ▼ | for the Public ▼ | News ▼ | Help & Reference ▼ | Contacts ▼ | LOGIN

Procurement Opportunity Search Results

The table below presents search results based upon the criteria you entered. To refine your search further, you may ___ the page to return to the Procurement Opportunity Search.

Selection Criteria...
Market Type: All; **Opportunity Status:** Active;

Print

To view the opportunity, click on the *Document/Bid Number* link.

Title ▼	Opportunity Type ▼	Opportunity Status ▼	Is...			Document/Bid Number		Opening Date ▼
Boardwalk Project Wingfoot Lake State Park *Not Issued by Procurement Services*	ITB	Active	DNR	Open		DNRPWC028	2/19/2021	3/11/2021
ACTUARIAL CONSULTING SERVICES *Not Issued by Procurement Services*	RFP	Active	BWC	Open	N/A	BWCB21002	1/29/2021	3/30/2021
Aldon LifeCycle Manager and Analyzer Maintenance Coverage *Not Issued by Procurement Services*	RFQ	Active	OIC	Open	N/A	OICFY22-002	3/24/2021	3/24/2021
Alum Creek South Park TJ Knox Equipment Storage Building Rebid *Not Issued by Procurement Services*	ITB	Active	COOP	Open	N/A	2021202	2/24/2021	3/23/2021
American Beaver in Ohio Nature Display *Not Issued by Procurement Services*	ITB	Active	DNR	Open	N/A	DNROBF016	3/8/2021	3/22/2021
Annual Adobe Renewal *Not Issued by Procurement Services*	RFQ	Active	PUC	MBE3	N/A	PUC21-003	3/23/2021	3/25/2021
Cisco Firepower Intrusion Detection System Upgrade Project *Not Issued by Procurement Services*	RFQ	Active	BWC	MBE	N/A	BWC210687	3/19/2021	3/26/2021
Columbia Gas - Rate of Return *Not Issued by Procurement Services*	RFP	Active	OCC	Open	N/A	OCC20076	3/19/2021	3/31/2021
Communities of Support Grant *Not Issued by Procurement Services*	RFP	Active	JFS	Open	N/A	JFSR2021068199	11/6/2020	12/31/2021
Consulting Services for the Implementation of the Strategic Action Plan on Aging and Engagement of External Partners *Not Issued by Procurement Services*	RFP	Active	AGE	Open	N/A	AGE21-01	3/17/2021	4/1/2021
Dam Monitoring System *Not Issued by Procurement Services*	ITB	Active	DNR	Open	N/A	DNROBF015	3/10/2021	3/25/2021

Ohio | Procurement

for Suppliers ▼ | for State Agencies ▼ | for Political Subdivisions ▼ | for the Pub

Procurement Opportunity Search Detail

The *Procurement Opportunity Search Detail* page provides information on the opportunity, links to the associated PDF files, and lists the inquiry period for the bid opportunity.

Opportunity Title

DREDGE, TRANSPORTABLE, COMBINATION; CONVENTIONAL SWING AND SWING LADDER

Opportunity Description

The dredge will be used to excavate silt, muck, sand, peat, clay, gravel and mixtures thereof from lake and river bottoms. The dredge is conventional swing model in design.

General Information

Opportunity Type:	Invitation To Bid
Opportunity Status:	Active
Document/Bid #:	0B100721
Requesting Agency:	Administrative Services, Department of
Issued By:	Administrative Services, Department of

Dates

Posted Date:	3/24/2021
Inquiry Period:	3/24/2021 thru 4/7/2021 8:00:00 AM
Opening Date:	4/14/2021

Procurement Programs

MBE Set Aside:	No
Open Market:	Yes

Associated PDF Files

Document: 0B100721.pdf 📄

Other

Submit Inquiry: **Submit Inquiry**

View Q and A: **View Q and A**

Bid Opportunities Search

Ohio|Buys Catalog Search

IT Release and Permit

Telecommunication Contracts & Cloud Services Agreements

IT Enterprise Services Portal

► MBE & EDGE Opportunities

► State Contract Opportunities

State Printing and Mail Services

Agency Request to Purchase

Procurement Related Web Links

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MBE & EDGE Agency Tool Kit

MBE & EDGE Suppliers Tool Kit

IT Services Catalog

Policies

PM-01 Purchasing Procedures

PM-02 Emergency Purchasing Procedures

PM-01 & PM-02 Presentation 📄

PM-01 & PM-02 Webinar Q&A's 📄

back

Get Adobe Acrobat Reader

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Operated by the Ohio Department of Administrative Services, **OhioBuys** is currently available to a dozen State agencies as the pilot project called eProcurement. **OhioBuys** will continue to grow, expanding to include other State agencies, local governments, and higher education institutions.

Ohio | Department of Administrative Services

Welcome to Ohio | Buys

OH|ID

Log in to Ohio|Buys with your OH|ID

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Ohio|Buys Log In (via Supplier Portal)

To view the opportunities, select "Public Solicitations" button.

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Public Solicitations

Public Catalog

Procurement Opportunities

Public Contracts

Public Records

Supplier Portal for Financial Registration

Supplier Portal

Get More Information:

Bidder and Supplier Learner Guide

Ohio | Buys

🔔

Keywords	Commodities
	▼

🔍 Search   Reset

Contracting Entity	Begin Date	MBE Set Aside
▼	📅 Min value 📅 Max value	▼

Solicitation Type	End Date	Solicitation Status
▼	📅 Min value 📅 Max value	▼

Solicitation ID	Awarded
	▼

Solicitation ID	Solicitation Name	Solicitation Type	Issue date (UTC-4)	Inquiry Cutoff (UTC-4)	End Date (UTC-4)	Commodity	MBE Set Aside	Agency	Awarded	Solicitation Status
✏️ 714	21-726-255	Quick Quote	3/23/2021 12:14:25 PM		3/26/2021 5:00:00 AM	Computers	☐	• DNR250230 OIT Administrative Services DNRFRA	☐	Open for Bidding
✏️ 723	State Fire Marshal Uniform Production Services	Public Notice	3/24/2021 8:26:28 AM	4/1/2021 12:00:00 AM	4/6/2021 3:00:00 PM	Customs uniforms	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 722	State Fire Marshal Hydrostatic Testing Services	Public Notice	3/23/2021 9:50:57 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Fire prevention services	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 721	State Fire Marshal COVID-19 Testing Services	Public Notice	3/23/2021 9:26:05 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Epidemic prevention or control services	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 720	State Fire Marshal Weights and Balances Calibration Services	Public Notice	3/23/2021 4:51:59 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Calibration weights or weight sets	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 719	State Fire Marshal Plumbing Services	Public Notice	3/23/2021 4:30:41 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Plumbing system maintenance or repair	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 718	State Fire Marshal Electrical Repair Services	Public Notice	3/23/2021 2:00:06 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Electric power transmission services	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 717	State Fire Marshal HVAC Repair Services	Public Notice	3/23/2021 1:47:17 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	HVAC mechanical construction service	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 716	State Fire Marshal Elevator Preventative Maintenance and Repair Services	Public Notice	3/23/2021 1:25:50 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Elevator maintenance services	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 715	State Fire Marshal Fire Hydrant Preventative Maintenance and Repair Services	Public Notice	3/23/2021 1:11:43 PM	4/1/2021 12:00:00 AM	4/5/2021 3:00:00 PM	Fire protection system and equipment maintenance or repair service	☑	• COM650000 State Fire Marshal COMSFM	☐	Open for Bidding
✏️ 632	SFM-FY22-Contract-Non-IT Services-Fire Hydrant PM-2/11/2021	Cancellation	3/18/2021 3:22:57 PM		4/7/2021 12:00:00 AM	Fire protection system and equipment maintenance or repair service	☐	• COM650000 State Fire Marshal COMSFM	☐	Closed

Ohio | Buys

Return

In an MBE set-aside solicitation, only those bidders/suppliers with an active MBE certification at the time the solicitation closes can submit a response

Solicitation ID
SRC0000000839

Solicitation Name
Cost Allocation Services

Lot #
1

Round #
2

Begin Date
5/21/2021 12:00:00 AM (EST)

End Date
5/28/2021 3:00:00 PM (EST)

Summary
Project Scope of Work.

In FY22:

- Prepare Fiscal Year 2021 cost allocation plan, based on OMB 2 CFR Ch. I, Ch. II, Part 200 federal costing principles.

☑ MBE Set Aside

RFx Type
Public Notice

Solicitation Status
Open for Bidding

Q Search **Reset**

Title	Type
Cost Allocation Services RFQ	RFx Commercial Documents (Approved)
Affirmation and Disclosure Form	RFx Commercial Documents (Approved)
Independent Contractor Acknowledgement Form	RFx Commercial Documents (Approved)
State of Ohio Terms and Conditions	RFx Commercial Documents (Approved)
4 Result(s)	

The Ohio | Buys provides information on the opportunity, links to the associated documents and lists the inquiry period for the bid opportunity.

Visit: www.das.ohio.gov/ohiobuys

website contains:

- Fact Sheets
- Instructional Videos
- Supplier Learner Guides
- Job Aids
- FAQs and more…

Marketing your Business

Counties

Political Sub-Divisions

Each county produces a list of member contacts for marketing directly to local political subdivisions.

Map Link

Fiscal Year | 2019

Projected Expenditures by Account Code

Effective Oct. 2018

Equal Opportunity Division

Ohio | Department of Administrative Services

Direct Purchase Authority (DPA)

Any purchase that exceeds $25,000 must be submitted by the state agency to the DAS Office of Procurement Services (OPS) through the Request to Purchase (RTP) Requisite Program. If the item is not available through one of the previously mentioned sources and the purchase total does not exceed $50,000 per fiscal year, per supplier, the entity may use their Direct Purchasing Authority as granted by the Ohio Revised Code.

Items not available through one of the previously mentioned sources and the purchase ***exceeds*** $50,000, DAS OPS will determine whether they will create the contract, or issue a Release and Permit to the agency to seek Controlling Board approval.

Ohio | Department of Administrative Services

Ohio | Procurement

Ohio | Department of Administrative Services

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Agency Procurement Officers 🅿
Agency Point of Contact 🅿
MBE & EDGE Officers 🅇

Ohio|Buys

Ohio | Buys

...nnecti... ...nd Suppliers

...g advantage of Ohio|Buys to
...r State procurement opportunities.

...dozen State agencies. Our website

Select *Agency Contacts* for a list of
contacts, including *Agency Procurement
Officers.*

Use this list to market your business
directly to agencies, boards and
commissions.

Click here for: Agency Contacts

Contacts menu (right side):

Agency Contacts ▶
General Information
Asset Management Services
Construction ▶
Goods & Services ▶
Information Technology ▶
Insurance
Procurement Programs ▶
Program Management
Real Estate and Space Management
Spirituous Liquors
State Printing & Mail Services

Procurement Related Web Links

Cur...
Bid
Ohi...
IT R...
Tele...
Clou...
IT E...
▶ M...
▶ S...
Stat...
Age...

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💻 12/28/2018 PM-01 Purchasing Procedures

📢 12/28/2018 PM-02 Emergency Purchasing Procedures

📢 6/15/2017 DAS GSD awards Staff Augmentation
Managed Services Provider to InGenesis

Responding to an Invitation to Bid (Paper or Electronic)

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.	BIDDER NAME	

BID NUMBER	OPENING DATE (1:00 p.m.)	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
RS901118	10/13/2017	

General Services Division
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395

Attn: Bid Desk

ZIP

TE NUMBER

Please review the entire document thoroughly and complete all necessary requirements.

REQ./INDEX NO.	BID NOTICE DATE
GDC093	09/19/2017

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

☐ E-Mail   ☐ Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____Days, Net 30 Days

PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

NEW MODEL YEAR 2018 OR MANUFACTURER'S CURRENT PRODUCTION MODEL, TRUCKS AND CARGO VANS

Submissions for Bid Opening

- Mail or deliver to:

  General Services Division
  Office of Procurement Services
  4200 Surface Road
  Columbus, OH 43228-1395
  Attn: Bid Desk

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays, and Fridays as noted on the procurement website

- Bids are certified by an attending State Auditor

Viewing Ohio|Buys Solicitations

Responding to an Invitation to Bid

- Agree to the Terms & Conditions and confirm that you intend to bid

- Submit any inquiries for clarification, if needed

- Respond to Questionnaire tabs and Item grids

- Attach any requested information

- Submit your proposal

- Be prepared to respond to any clarifications requested by the State

Ohio | Department of Administrative Services

Responding to an Invitation to Bid

- MBE and Veteran-certified suppliers must be certified at the time of bid opening

- For bids posted in Ohio|Buys, responses must be submitted through the system

- Responses must be received prior to the end date/time to be considered for award

Bid Opening

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays, and Fridays as noted on the procurement website

- Bids are certified by an attending State Auditor

Ohio | Department of Administrative Services

Evaluation Process Begins

- Bids received are delivered to the assigned analyst

- Bidders may not communicate with the state regarding the solicitations during the evaluation time unless contacted by the Office of Procurement Services

The Award

- The Invitation to Bid is awarded to the lowest responsive and responsible bidder

- The awarded contract will be posted to the Ohio|Buys public portal

Ohio | Department of
Administrative Services

Responding to a Request for Proposal

Responding to a Request for Proposal

- A RFP is awarded as a "Best Value" rather than Low Bid

- Offerors will receive scores as indicated in the solicitation (i.e., areas of experience, references, and proposed solution to Scope of Work requirements)

Parts of a Request for Proposal

- Executive Summary (with Calendar of Events)

- Structure of the RFP (Contents)

- General Instructions (Inquiries, Submittals)

- Evaluation (How the proposals will be evaluated/scored)

- Award of Contract

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Attachments of a Request for Proposal

1. Work Requirements and Special Provisions (Scope of Work)
2. Proposal Requirements (Format/Components of a complete proposal)
3. General Terms and Conditions
4. Contract (Actual Contract to be signed)
5. Offeror Profile/Prior Projects (Company qualifications)
6. Offeror References (Company references)
7. Offeror's Candidate References/Education/Training/ Experience (Individual Offeror employees who will be assigned to the job)
8. Offeror Performance Form (Past Performance Questionnaire)
9. Cost Summary Form

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Submission of Proposal

- Clearly mark the proposal # on envelope/boxes
- Mail or deliver to:
  General Services Division
  Office of Procurement Services
  4200 Surface Road
  Columbus, OH 43228-1395
  Attn: Bid Desk

*Please note, 2 separate sealed envelops/packages separately containing the technical proposal, and the cost proposal.

Proposal Opening

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays, and Fridays as noted on the procurement website

- Certified by an attending State Auditor

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Additional Resources

Ohio|Buys Home

Ohio|Buys Public Solicitations

Procurement Opportunities

Supplier Portal

Equal Opportunity Division

EOD Projected Expenditures

Ohio Interactive Budget

State of Ohio Map of Counties

State of Ohio Procurement

Ohio|Buys Supplier Training & Resources

Ohio|Buys Supplier FAQs

Supplier Portal FAQs and Help

Department of Development

Ohio Department of Transportation

State Printing and Mail Services

Ohio Facilities Construction Commission

Ohio | Department of Administrative Services

OhioBuys Supplier Webinars

Date & Time	Topic	Webinar Meeting Invitation Link to Download
Friday, October 15 10:00AM-11:00AM	Access & Solicitations	Supplier Webinar #89 Download Calendar Invite & Supporting Documents Click Here to Join the Meeting
Friday, October 22 10:00AM-11:00AM	Access & Solicitations	Supplier Webinar #90 Download Calendar Invite & Supporting Documents Click Here to Join the Meeting
Friday, October 29 10:00AM-11:00AM	Access & Solicitations	Supplier Webinar #91 Download Calendar Invite & Supporting Documents Click Here to Join the Meeting
Friday, November 5 10:00AM-11:00AM	Access & Solicitations	Supplier Webinar #92 Click here to join the meeting
Friday, November 19 10:00AM-11:00AM	Access & Solicitations	Supplier Webinar #93 Click here to join the meeting

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For questions following this session, please contact:

Ohio Department of Administrative Services

Office of Procurement Services

Bid Desk

(614) 466–5090

or

bid.statepurchasing@das.ohio.gov

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