

The Ohio Department of Public Safety

Procurement Services

Ohio

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Public Safety

Procurement Services

The Procurement section of the Ohio Department of Public Safety (ODPS) is composed of three units. The mission of these units is to provide ethical, efficient, timely, and cost-effective procurement services for all divisions within the agency in an environment of teamwork and cooperation.

- Major Acquisitions Unit
- Contracts Unit
- Direct Purchase Unit

Major Acquisitions Unit

The Major Acquisitions Unit administers purchase requests that have the potential to exceed the agency's direct spending limit (\$50,000.00). These requests often vary in size, complexity, scope, and length of time and are formally solicited as Request for Quotation (RFQ), Request for Proposal (RFP), and Invitation to Bid (ITB) acquisition documents.

Contracts Unit

The Contracts Unit manages purchased personal service, maintenance agreements (e.g., automotive, plumbing, heating, trash removal, electrical), and rental and janitorial service agreements between private vendors, state, local, and federal agencies for all ODPS Divisions.



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Direct Purchase Unit

The Direct Purchase Unit is responsible for purchase requests for goods (e.g., furnishings, training, clothing, tires, etc.) and equipment for all ODPS Divisions.



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ODPS Divisions

- Bureau of Motor Vehicles (BMV)
- Emergency Management Agency (EMA)
- Emergency Medical Services (EMS)
- Ohio State Highway Patrol (OSHP)
- Ohio Homeland Security (OHS)
- Ohio Narcotics Intelligence Center (ONIC)
- Office of Criminal Justice Services (OCJS)
- Ohio School Safety Center (OSSC)
- Ohio Traffic Safety Office (OTSO)

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ODPS Divisions

- Bureau of Motor Vehicles (BMV) - Oversees driver and motor vehicle licensing and registration and continues to make services more convenient, efficient and cost-effective.

<https://www.bmv.ohio.gov/>

- Emergency Management Agency (EMA) - Coordinates activities to mitigate, prepare for, respond to and recover from disasters, both natural and man-made.

<https://ema.ohio.gov/>

- Emergency Medical Services (EMS) - Oversees the certification of emergency medical technicians and firefighters and provides that these people in lifesaving roles are properly trained, educated and prepared for emergency situations.

<https://ems.ohio.gov/>

ODPS Divisions

- Ohio State Highway Patrol (OSHP) - Ohio State Highway Patrol (OSHP) – Is an internationally accredited agency whose mission is to protect life and property, promote traffic safety and provide professional public safety services with respect, compassion, and unbiased professionalism.
<https://statepatrol.ohio.gov/>
- Ohio Homeland Security (OHS) Ohio Homeland Security (OHS) – Leads Ohio’s commitment to addressing the threats and challenges of terrorism.
<https://homelandsecurity.ohio.gov/>
- Ohio Narcotics Intelligence Center (ONIC) - Providing investigative support through the extraction and analysis of electronic devices, criminal case support, tactical, operational, and strategic intelligence support, trend analysis, cryptocurrency tracing, and dark web investigations.
<https://publicsafety.ohio.gov/what-we-do/our-programs/onc>

ODPS Divisions

- Office of Criminal Justice Services (OCJS) - Serves agencies and communities committed to reducing and preventing crime across Ohio through its research, technology, grants administration and programmatic initiatives.

<https://ocjs.ohio.gov/>

- Ohio School Safety Center (OSSC) - Assisting local schools and law enforcement with preventing, preparing for, and responding to threats and acts of violence, including self-harm, through a holistic, solutions-based approach to improving school safety.

<https://ohioschoolsafetycenter.ohio.gov/>

- Ohio Traffic Safety Office (OTSO) - Provides federal funds to eligible entities to be used for projects such as traffic safety education, enforcement, and engineering.

<https://publicsafety.ohio.gov/what-we-do/our-programs/ohio-traffic-safety-office-sa/overview>



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OhioBuys

The majority of services and goods procured by ODPS are solicited through OhioBuys. OhioBuys is the state's procurement system. Each vendor will start by getting setup with an OHID (see link #1), then go to OhioPays (see link #2) to complete your registration. Please note that it is very important that when registering make sure you have an order and contract contact listed so you will receive bid opportunities through OhioBuys based on your commodity codes.

Please use the below hyperlinks to assist you in the process of registering as a supplier with the State of Ohio. Also, I recommend contacting OBM Shared Services Center (OBM.SharedServices@OBM.Ohio.Gov; 614-338-4781 or 1-877-644-6771) to assist with the registration.

1. <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/create-account> (OH ID Link: Use this link to create your OH ID)
2. <https://ohiopays.ohio.gov/getting-started/02-how-to-register/02-how-to-register> (OhioPays Link: Use this link to finish registration after you obtain your OH ID)



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OhioBuys

- The link below is a great place to learn about OhioBuys for Bidders and Suppliers.

<https://procure.ohio.gov/state-and-local-agencies/resources/ohiobuys-overview>

- OhioBuys Bidder & Supplier Access

https://procure.ohio.gov/bidders-and-suppliers/resources/02_accessing+ohiobuys

- Public Solicitation Page – This should be monitored daily for opportunities.

https://ohiobuys.ohio.gov/page.aspx/en/rfp/request_browse_public

- OhioBuys Bidder & Supplier Information

https://procure.ohio.gov/bidders-and-suppliers/resources/05_ob-info-supplier

- OhioBuys Bidder & Supplier Training

https://procure.ohio.gov/bidders-and-suppliers/resources/bidder+and+supplier+training/02_ob+training



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How do Commodity Codes work in OhioBuys?

- <https://www.unspsc.org/search-code>

If a supplier selects the top level, ex. 44000000 for Office equipment and the agency selects a commodity under that level like 44121504 for Window envelopes, would that supplier be notified of a solicitation being publicly posted?

The Supplier is notified with anything related to the first two numbers. In your example, anything that starts with a 44, the supplier would be notified. This could mean that the Supplier is getting emails for good/services that they can't provide, but the mind-set is, they'd rather have them delete the email, then risk losing a chance to bid on a project.

How does ODPS pay their Suppliers?

- Purchase Orders (PO's)
- Payment Cards (P-Card's)

Purchase Orders

An encumbrance reserves allotment to allow for the future payment of an agency's legal obligations. When an encumbrance is necessary, it is not valid until a requisition undergoes all approvals, certifies available appropriation by passing budget check for the funding applied to it, and dispatches to a purchase order in OAKS. In most cases, encumbrances should be supported by a contract, agreement, obligation, resolution, or order to be performed in the current fiscal year.

PO's/Payment Cards

The state of Ohio's Payment Card Program (the "Program") allows state employees to make immediate purchases of certain goods and services using a payment card ("PCard"). The Program is designed to simplify the purchase of materials, equipment, supplies, and services while lowering transaction costs.