How to do Business with the State of Ohio

February 2026
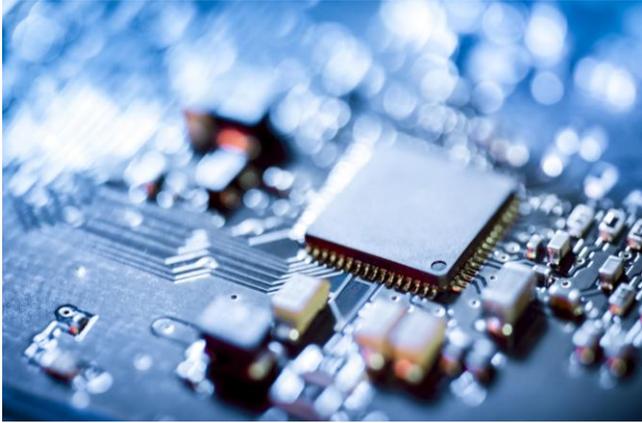
Ohio Department of Administrative Services

What does the State buy?

Department of Administrative Services

$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.

Ohio Department of Administrative Services

Purchasing Requirements

Purchasing Requirements

- State Agencies are **required**, <u>by law</u>, Ohio Revised Code 125.035, to purchase from our requisite procurement programs of State resources, if the product or service is available.

- If it is not available, we are then required to look at DAS-established contracts (i.e., State contracts) for products, supplies, and services. Some of these contracts are mandatory and some are optional use.

- When all of the current contract options are unable to provide the product or service, then a new contract can be created in a competitive selection process.

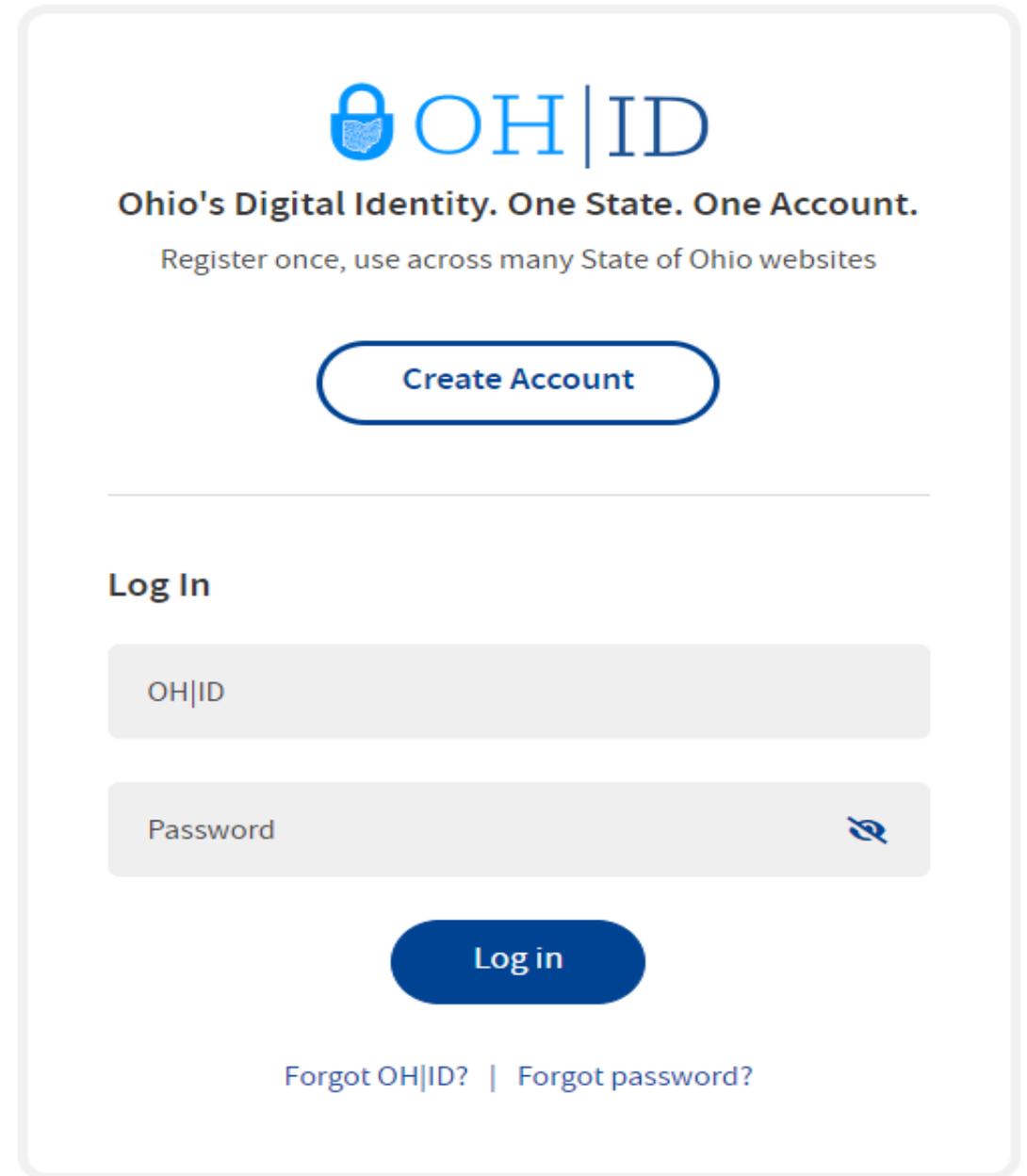*Ohio* **Department of Administrative Services**

Competitive Selection Process

- Invitation to Bid – clear specifications, lowest responsive and responsible bid, quick process

- Request for Proposal – specifications not clearly defined, scored responses, "best value" solution for the State

- Reverse Auction – commodity sensitive, pre-qualified suppliers, lowest responsive and responsible

Ohio Department of Administrative Services

Establishing OH|ID for OhioBuys Access

Department of
Administrative
Services

Creating OH|ID

- Each person accessing OhioBuys must have their own OH|ID.

- Suppliers who are currently doing business with the State don't need to re-register in order to access OhioBuys.

- Every Supplier user who will utilize the system will need their own OH|ID and be listed as a contact with an assigned role.

Welcome to Ohio Buys

OH|ID

g in to OhioBuys with your OH|ID

siness can sign in to multiple State of Ohio government agencies systems more securely. elow will direct you to the Supplier Portal to log in or create an account.

OhioBuys Log In

Accessing OhioBuys as a Bidder or an Existing Supplier.

OhioBuys Homepage: Ohiobuys.ohio.gov

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

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

OhioBuys Profile Creation

Company Profile

- Company Information
  - Basic company details
- Contacts
  - Internal contacts and associated roles for OhioBuys.
- Additional Information
  - Counties Served
  - Commodity Codes
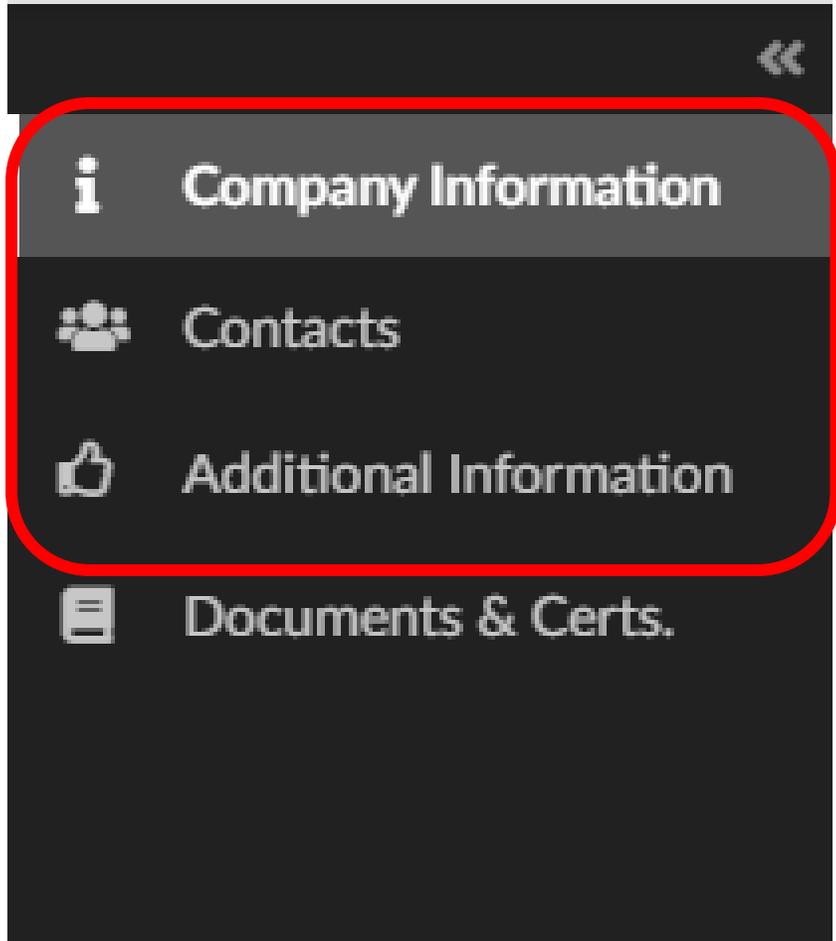
Company Information

Contacts

Additional Information

Documents & Certs.

Department of Administrative Services

Adding Contacts

- Each location needs a contact to access information and perform actions for that location.

- When adding contacts, please start with adding them to your head office location.

- The locations associated with your organization are managed within OhioPays: https://ohiopays.ohio.gov/.

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OhioBuys Profile
Identifying and Adding Commodity Codes

Department of Administrative Services

United Nations Standard Products And Services Code (UNSPSC)

What are the UNSPSC codes?

The United Nations Standard Products and Services Code® (UNSPSC®) is a **global classification system of products and services.**

These codes are used to **classify products and services:** in the case of suppliers, to classify the products and services of their company, and in the case of Staff Members, to classify the products and services when publishing procurement opportunities.

For more information, read this article from our Help Center:

· What are United Nations Standard Products and Services Code codes?

· How to select United Nations Standard Products and Services Code codes?

Search:

A - Raw Materials, Chemicals, Paper, Fuel >
B - Industrial Equipment & Tools >
C - Components & Supplies >
D - Construction, Transportation & Facility Equipment & Supplies >
E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals >
F - Food, Cleaning & Service Industry Equipment & Supplies >
G - Business, Communication & Technology Equipment & Supplies >
H - Defense, Security & Safety Equipment & Supplies >
I - Personal, Domestic & Consumer Equipment & Supplies >
J - Services >

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Selecting Commodities

Commodity selector

- Check all
  - ⊞ ☐ 10000000 - Live Plant and Animal Material and Accessories and Supplies
  - ⊞ ☐ 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
  - ⊞ ☐ 12000000 - Chemicals including Bio Chemicals and Gas Materials
  - ⊞ ☐ 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
  - ⊟ ☐ 14000000 - Paper Materials and Products
    - ⊞ ☐ 14100000 - Paper materials
    - ⊟ ☐ 14110000 - Paper products
      - ⊞ ☐ 14111500 - Printing and writing paper
      - ⊟ ☐ 14111600 - Novelty paper
        - ☐ 14111601 - Gift wrapping paper or bags or boxes
        - ☐ 14111604 - Business cards
        - ☐ 14111605 - Greeting or note or post cards
        - ☐ 14111606 - Art or craft paper
        - ☐ 14111607 - Poster boards
        - ☐ 14111608 - Gift certificate
        - ☐ 14111609 - Cover paper
        - ☐ 14111610 - Construction paper
        - ☐ 14111611 - Invitation or announcement cards

Search for the commodity code that aligns with the company's goods or services.

Multiple codes can be selected for the products or services that you want to receive notifications for.

Department of Administrative Services

OhioBuys Profile
Identifying and Viewing Solicitations

Department of Administrative Services

Viewing and Responding to Solicitations

1. **View a Solicitation**
2. **Send Inquiries**
3. **Submit a Response**
4. **Amend and/or Withdraw a Response**

■ Completed task ■ In progress ■ Not Started

Viewing a Solicitation

Two ways to view solicitations:

1. **Bidder/Supplier Invitation** - When the State of Ohio sends out a solicitation to specific Bidders and/or Suppliers for bidding, they will receive a notification via email inviting them to respond within OhioBuys. The email will contain a link to the specific solicitation record in the OhioBuys to review.

2. **Public Solicitations Page** – Bidders and Suppliers can navigate to the Public Solicitations page to view all active OhioBuys solicitations. To participate and submit a response, Bidders and Suppliers must log in to OhioBuys.

Ohio™ **Department of Administrative Services**
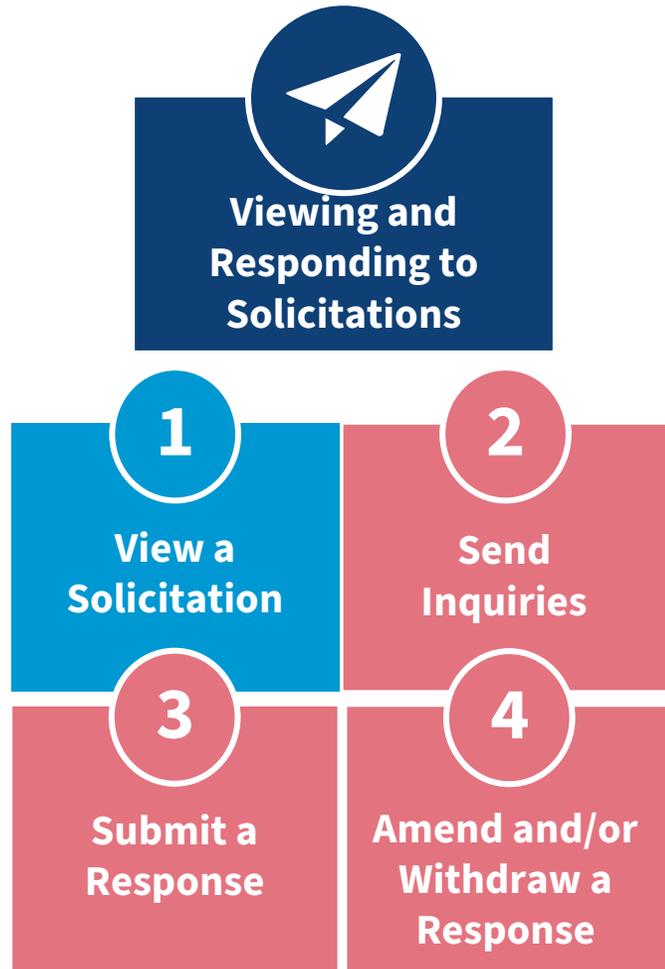
Log in to OhioBuys with your OH|ID

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.

OhioBuys Log In

To view the opportunities within OhioBuys, select **Public Solicitations**.

...asing solution that empowers both government buyers and interested suppliers. **OhioBuys** leverages ... to increase efficiency, opportunities, and participation with businesses in Ohio.

...rative Services, **OhioBuys** is currently available to many State agencies. **OhioBuys** will continue to grow, expanding to include other State agencies, local governments, and higher education institutions.

Public Solicitations

Public Contracts

Public Catalog

Public Records

Supplier Portal for Financial Registration

Solicitation ID	Solicitation Name	Solicitation Type	Begin Date (EST.)	End Date (EST.)	Inquiry End Date(EST.)	Commodity	MBE Set Aside
SRC0000018198	Air Purifiers OSC 714 JPW OCSS	Quick Quote	4/3/2024 3:34:45 PM	4/11/2024 3:00:00 PM	4/10/2024 1:00:00 PM	Air cleaners	✔
SRC0000018196	CHJCF_Speakers_ 4/3/2024	Quick Quote	4/3/2024 2:14:21 PM	4/17/2024 4:00:00 PM	4/17/2024 4:00:00 PM	Computer speakers	✔
SRC0000018195	MINE SAFETY DRAGER EQUIPMENT	Quick Quote	4/3/2024 12:00:00 AM	4/24/2024 3:00:00 PM	4/22/2024 3:30:00 PM	Breathing apparatus accessories or supplies	☐

OhioBuys

< ⟳   **View Public Solicitations**

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

[   ] [▼]

SRC0000018179	Golden Buckeye Card/Mailing term Contract	Invitation To Bid (ITB)	4/3/2024 11:50:30 AM	4/9/2024 11:00:00 AM	4/9/2024 11:00:00 AM	55100000 - Printed media	☐
SRC0000018178	Overhead Door Windows and Personnel Door Repairs	Request for Quote (RFQ)	4/3/2024 12:00:00 PM	4/23/2024 12:00:00 PM	4/19/2024 8:00:00 AM	Window and door installation and erection services	☐
SRC0000018177	Req. 4/3/2024	Quick Quote	4/3/2024 11:28:42 AM	4/8/2024 12:00:00 PM	4/8/2024 12:00:00 PM	Vinyl flooring	☐

OhioBuys displays all public solicitations available.

Additional filters can be applied to reduce or expand your search results.

SRC0000018178

Solicitation Name
Overhead Door Windows and Personnel Door Repairs

RFx Type
Request for Quote (RFQ)

Lot #
1

Solicitation Status
Open for Bidding

Round #
1

MBE Set Aside

Begin Date
4/3/2024 12:00:00 PM (EST)

Amendment?

End Date
4/23/2024 12:00:00 PM (EST)

Inquiry End Date
4/19/2024   8:00:00 AM

Summary
The Combined Support Maintenance Shop (CSMS) of the (...)SCC),
at 3990 East Broad Street in Columbus, OH. The facility co...
Additionally, four exterior metal personnel doors require cor... ...lease
see the attached Scope of Work.

Process
BIDS OR QUOTES CAN ONLY BE SUBMITTED ONLINE. Please download and review all documents. Attach an itemized quote in the questionnaire
section. Post questions as an inquiry on this site. Inquiries sent by email will not receive a response.
If you have any difficulties, please contact Ohio Shared Services at 1-877-644-6771.

Contractors are encouraged to arrange to attend a **scheduled site visit on April 16, 2024, at 10AM.**
Point of contact is Thom Thorpe thom.l.thorpe.nfg@army.mil (614) 336-6997.

The solicitation provides detailed information on the opportunity.
- Begin and End Date
- Inquiry Dates
- MBE Set Aside
- Contract Document
- Site Visit Information

Solicitation Documents

Keywords

[   ] [🔍 Search] [Reset]

Title	Type	Att.	Validity End Date	Validity End Date
Request for Quotes	Public Solicitation Documents (Approved)	📄		
Attachment 1 Scope of Work	Public Solicitation Documents (Approved)	📄		
Attachment 2 Standard Terms and Conditions	Public Solicitation Documents (Approved)	📄		
Attachment 3 Instructions to Bidders	Public Solicitation Documents (Approved)	📄		
Bidder's Certification Form	Public Solicitation Documents (Approved)	📄		

5 Record(s)

Solicitation Links

View Questionnaire
View Item Grid

Additional solicitation details provided based on the opportunity.
- Contract Documentation
- Terms and Conditions
- Requirements/Specifications

Ohio **Department of Administrative Services**

Sending Inquiries

OhioBuys allows the ability to submit inquires and correspondence to the State regarding the solicitation posted.

Any submission for clarifications, Q&A, and negotiations must be through OhioBuys.

Bidders and Suppliers can compose a new message type, or search within the message history to reference and/or export older conversations.

Question	Date Answer Provided	Answer	Id
Question 1: Will the Lottery please provide the location of the site visits that will occur from June 15-July 15? Question 2: Will the Lottery please provide an agenda for the presentation at the time of invitation or will the demonstration agenda be at the discretion of the invited Offeror?		Question 1) The location of the site visits will be arranged by the offeror. Question 2) 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 the] [demon]strations, and interviews may vary from one [...] particular issues or concerns the State may [...] [...]y presentations or demonstrations the State [...]or's facilities, at an existing lottery location, at a [...] acceptable to the State. [...] Offerors the opportunity to clarify its Proposal [...] the Proposal's content and showcase its [...] team may request the Offeror to demonstrate [...]roposed response for clarification.	32605
Will the Agency please provide additional guidance regarding the following: *"The submission with the technical proposal will be electronically sealed and contain a signed technical section, and the submission with the cost proposal also will be electronically sealed."?*	2/23/2024	An electronic seal is a piece of data attached to an electronic document or other data, which ensures data origin and integrity. When a technical proposal or cost proposal is submitted and uploaded to OhioBuys, the document is time and date stamped and tagged with the identity of the submitter, the number of the submission, and the number of documents in the submission.	33202
There are several requirements and sections that are not *listed in the Evaluation Table; therefore, would the Agency*		The non-listed sections will not be scored in the Technical Proposal evaluation. These	

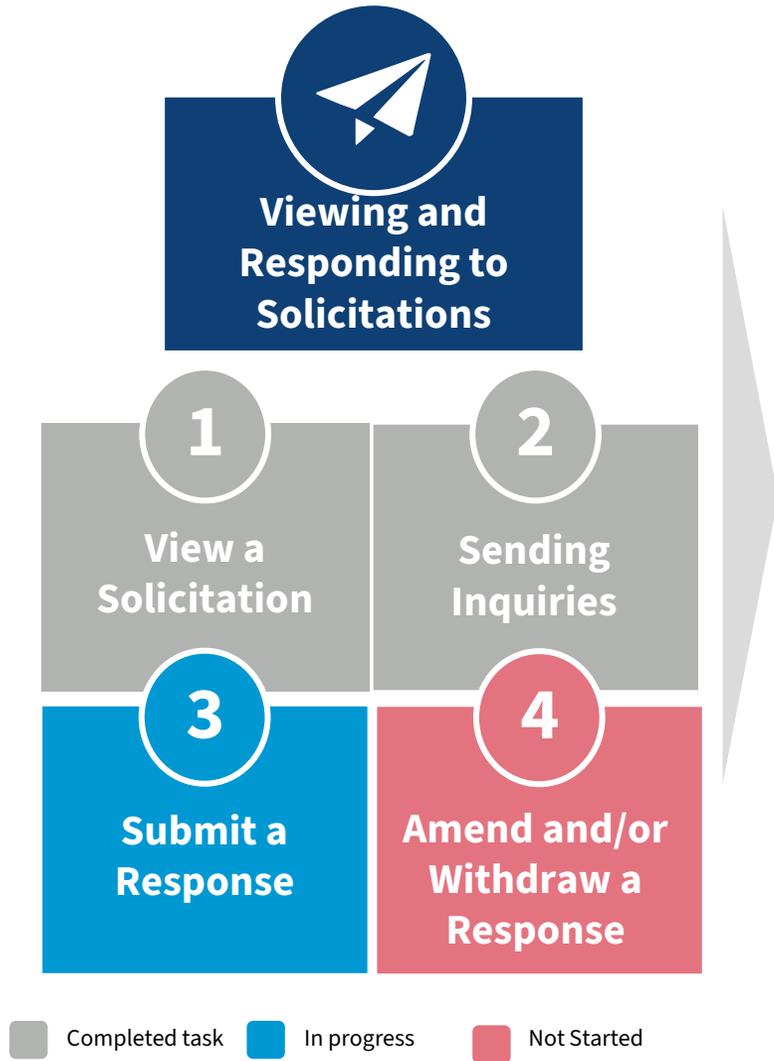Inquiries document questions regarding solicitation. Answers are displayed for all to view.

Responding to a Solicitation

Department of Administrative Services

Submitting a Response

Once a solicitation is reviewed and the associated Terms & Conditions have been accepted, you will have the ability to provide responses to the Questionnaire and Item tabs and submit the responses.

Additional colleagues can be added to assist with responding to a solicitation, if needed.

Completed responses will see a confirmation flag in the corner of the screen stating that the bid has been submitted with the associated time stamp. The response history can be viewed at any time.

Viewing and Responding to Solicitations

1. View a Solicitation
2. Sending Inquiries
3. Submit a Response
4. Amend and/or Withdraw a Response

Completed task | In progress | Not Started

Department of Administrative Services

General Info.   Sourcing   Contracts   Catalogs   Orders   Performance

Save   **Do**

- Solicitation Overview
- History
- Setup
- Inquiries ⓘ
- Item
- Manage my Team

Remaining time : 0d 21h 24min 05s - ⚠ No proposal has been submitted

Acknowledgement

By clicking the below "I Agree", you are agreeing t

1. If you are quoting against a contract in whic
2. If this solicitation includes terms and condit
3. If this neither references a current contract

eing to

Read State Terms & Conditions

I Agree

Important steps for responding:

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

- Respond to Questionnaire tabs and Item grids.

- Attach any requested information.

- Submit your proposal on time.

Viewing and Responding to Solicitations

1 View a Solicitation	**2** Sending Inquiries
3 Submit a Response	**4** Amend and/or Withdraw a Response

Completed task   In progress   Not started

Amending and/or Withdrawing a Response

If the State issues an amendment (i.e., a new round), you will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration.

In addition, the ability to withdraw a response and remove it from being considered for award is available. If you have submitted multiple responses for a solicitation, you will need to individually withdraw each response if you want all of the responses to be withdrawn.

Lastly, all response withdrawals need to occur prior to the Bid Due Date for a solicitation.

Ohio **Department of Administrative Services**

Evaluation Process Begins

- Certified bids are reviewed and evaluated by an analyst.

- Bidders may <u>not</u> communicate with the state regarding the solicitations during the evaluation time.

The Award

- The Invitation to Bid (ITB) is awarded to the *lowest responsive and responsible* bidder, then the awarded contract will be posted to the OhioBuys public portal.

- Request for Proposals (RFP) are scored as indicated in the solicitation (i.e., proposed solution to scope of work requirements and cost) and then awarded on "Best Value" to the state.

Resources

Department of Administrative Services
Procurement Services

BIDDERS & **SUPPLIERS**

STATE & LOCAL **AGENCIES**

ABOUT **PROCUREMENT**

? Contact

Q Search

Procurement Services

As part of the Department of Administrative Services, the Offices of Procurement Services provide a centralized procurement service to all State and Local Agencies as well as support to all State Suppliers.

Resources for **Bidders & Suppliers** to access OhioBuys information.

Link : https://procure.ohio.gov/home

207.
210.9
149.16
27,752.93
0.00

General Procurement

Learn About OhioBuys

Get to know the State's new purchasing solution, which

Public Solicitations & Contracts

List of current State solicitations and contracts with

Public Catalog

List of public catalog items with current pricing.

Department of
Administrative Services
Procurement Services

Contact   Search

Procure / Bidders & Suppliers

Bidders & Suppliers

Select from a wide range of resources to assist you with OhioBuys.

Selling to the State
What you need to know about doing business in the State of Ohio, including certification programs and forms along with upcoming webinars.

How the State Buys
Learn more about the various purchasing programs in Ohio.

Using OhioBuys
Learn more about using OhioBuys at the State.

Public Catalog
List of public catalog items with current pricing.

Submitting a Response
Find directions to submit a response to bid requests.

OhioBuys Training
OhioBuys Bidder and Supplier Training Resources, including webinars, videos, learner guides and job aids.

Invoice Processing
The Ohio Supplier Portal provides suppliers access to real-time status of purchase orders, invoices, and payments through the Office of Budget and Management (OBM).

Additional Resource Links

Selling to the State

State of Ohio Procurement

OhioBuys Public Solicitations

OhioBuys Supplier Training & Resources

OhioBuys Supplier FAQs

OhioPays Portal

Department of Development

OhioPays FAQs and Help

Minority Business Information

Ohio Department of Transportation

Ohio Interactive Budget

State Printing and Mail Services

Ohio Political Subdivisions

Ohio Facilities Construction Commission

Community Rehabilitation Program

State and Federal Surplus Services

Ohio

Department of
Administrative
Services

OhioBuys Supplier Webinars

Date & Time	Topic
Friday, February 13 10-11:00 a.m.	[Accessing and Navigating OhioBuys](#)
Friday, February 20 10-11:00 a.m.	[Responding to OhioBuys Opportunities](#)

Department of Administrative Services

Bidder & Supplier Issues

If you have additional questions, or encounter any issues, please contact our support team at:

- **OBM.ContactCenter@obm.ohio.gov**
- **1-877-644-6771, Monday-Friday 8 a.m.-5 p.m. EST**

Additional Resources:

- **OhioBuys Bidder and Supplier Training Resources**
- **Register and Manage OhioPays Profile**

Ohio
Department of Administrative Services

Ohio

Department of Administrative Services

das.ohio.gov