



# Doing Business with the Ohio Department of Education



Department  
of Education

# Doing Business with the Ohio Department of Education

## Purpose:

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Explain the processes and requirements to conduct business with the Ohio Department of Education

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This includes the complete business cycle from solicitation & performance to invoicing and payment

# Doing Business with the Ohio Department of Education

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Outline how vendors can ensure a good experience with Education

Explain how to keep information current

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# Solicitations

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- Education can meet with vendors regarding a specific need in the present or near future
  - Solicitations are posted on the DAS website and Education's intranet
  - Vendor's first step is to access and review potential solicitations
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# DAS Procurement Website

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- Education Procurement Opportunities may be accessed on the Department of Administrative Services (DAS) Procurement website:

<http://procure.ohio.gov/proc/viewWhatsNewSolicitations.asp>

- Solicitations from *all* state agencies listed
  - DAS is primary manager of website
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# DAS Procurement Website

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## To Access:

- Sort the list by document number via the *Document* bubble
  - Scroll through to reach documents beginning with EDU
  - Select the desired document number to open the *Disclaimer* page
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# DAS Procurement Website

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## To Access:

- Select *View Opportunity Detail* to view summary page
  - View the document via document link
  - To submit questions, utilize *Submit Inquiry*
  - To view prior questions and responses, select *View Q and A*
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# DAS Procurement Website

## Note:

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The Department will post responses to questions online to share information with other interested vendors

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Questions on Finding Education Solicitations on the DAS website?

# Education Procurement Website

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- Procurement Opportunities may also be accessed via Education's website

<http://education.ohio.gov/About/Vendors>

- Select *Notices for Information Technology Vendors* for information on technology solicitations
  - Select *Notices for Professional Service Vendors* for information on non-IT solicitations
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# Education Procurement Website

- To view solicitation select *Project Name*
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- **Note:** No Inquiry Option available at this website
- Email written inquiries to [BidSubmission@education.ohio.gov](mailto:BidSubmission@education.ohio.gov)

# Education Phone Solicitations

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- For telephone inquiries, contact the following people

Amadu Sankoh, Agency Procurement,  
MBE & EDGE Officer: 614-752-1553

Aaron Ashley, Procurement Analyst:  
614-644-6238

Randy Russell, Fiscal Officer:  
614-752-1187

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# Vendor Selection

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A consensus meeting is held in collaboration with internal stakeholders and a vendor is selected.

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# Potential Vendor Concerns

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- Vendor is not in OAKS
  - Vendor address is incorrect
  - Vendor address does not match invoice Bill to Address
  - Vendor name changed but not updated in OAKS
  - Vendor is in OAKS with an obsolete address
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To register as a vendor you will go through Ohio Shared Services and takes five (5) business days to complete

# Vendor Registration

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[Vendor Information Form \(OBM-5657\)](#)

[IRS Form W-9](#)

[IRS Form W-8ECI](#)

[Authorization Agreement for Direct Deposit of EFT Payments \(OBM-4310\)](#)

[Change of Tax Identification Number](#)

[Change of Vendor Name](#)

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Available at <http://ohiosharedservices.ohio.gov/VendorsForms.aspx>

# Potential Concerns

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- MBE certification valid?
  - Date MBE certification expires
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# Invoicing and Payment

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- State of Ohio will not pay until services are provided or goods are received
  - How is the vendor paid?
    - For invoices  $\leq$  \$2,500, state credit card
    - For invoices  $>$  \$2,500, purchase order
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# Invoicing and Payment

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- Invoice is **always** required
  - Proper invoicing is critical to ensuring timely payment
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# Invoicing and Payment

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- Invoices must be submitted to Education's dedicated email address

[Fiscal.Management@education.ohio.gov](mailto:Fiscal.Management@education.ohio.gov)

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# Proper Invoicing

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- Proper invoices must include the following:
    - Vendor name
    - Vendor address
    - Date work was performed or delivery date
    - Itemization of work performed, materials supplied or labor furnished
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# Proper Invoicing

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- Proper invoices must include the following:
    - Amount due pursuant to contract or obligation
    - On company letterhead and billed to ODE
    - Valid purchase order number with money available for correct vendor, product(s), or service(s) if applicable
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# Questions?

**Thank you for coming**

**Make FY 2016 your MBE success**