



Resources to Grow Your Minority-Owned Business

Doing Business with the State of Ohio

Presented by Tonya Prickett, CPPO
Procurement Manager
Office of Procurement Services



Resources to Grow Your Minority-Owned Business

What the State Buys



Computers



Vehicles



Clothing



Pharmaceuticals



Food



Professional Services

\$2+ Billion in supplies and services annually



How the State Buys

- State Resources
 - OPI
 - Community Rehab Program
 - State Printing
 - Central Pharmacy
 - DAS Term Contracts



How the State Buys

- Competitive Procurement Process
 - Invitation to Bid (ITB) ... lowest responsive and responsible bidder
 - Sealed Bid ... submit bid in sealed container
 - Reverse Auction ... prices decrease as bidding continues
 - eBid submit bid electronically
 - Request For Proposal (RFP) ... best value
- Negotiation
 - State Term Schedule (STS) ... most favored customer pricing
 - Agency Direct Purchase Authority



Resources to Grow Your Minority-Owned Business

How the State Buys...

Current Contracts and Procurement Opportunities are available on our Web site @ www.ohio.gov/procure



Resources to Grow Your Minority-Owned Business

The 'Contact List' for all Agency Procurement Officers (APO's) for agencies, boards, commissions, and other institutions is available from our website @ www.ohio.gov/procure

Ohio.gov
So much to Discover!

State Procurement

for Contractors/Vendors for Government Entities for State Employees for the Public

State Procurement

What's New HELP
Selling to the State HELP
Current Contracts HELP

OAKS Information
What's New
Selling to the State
Current Contracts
Find It Fast
Procurement Contacts
Help & Reference Materials
FAQ
Forms
Web Links
Comments/Questions
Training/Tutorials

state home OIT home DAS home site map contact DAS search Ohio.gov privacy policy

The State of Ohio Procurement Web site displays all procurement opportunities and supplies and services contract information administered by the Department of Administrative Services (DAS) and the Office of Information Technology (OIT). These agencies issue all major procurement opportunities and negotiate all contracts displayed unless otherwise noted.



How do I register to do business with the State?



Development
Services Agency



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Registration

www.ohio.gov/procure

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Click
'Selling to
the State'



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P Selling to the State

- Procurement Opportunities **HELP**
- Construction Opportunities **HELP**
- eBid Registration/Log In** **HELP**
- State Term Schedules (STS) **HELP**
- Master Maintenance (MMA) **HELP**
- MBE and EDGE **HELP**

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Click 'eBid
Registration/Log In'



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eBid Vendor and Bidder Notice

The Department of Administrative Services (DAS) is required, by law, to advertise intended purchases for the benefit of competing persons producing or dealing in the supplies or services to be purchased. These intended purchases are listed in an electronic Bid Bulletin maintained on the Procurement Services web site and may be accessed by any interested party.

As a courtesy, DAS will provide electronic notice of such purchases to any bidder who has registered with DAS for the respective supplies or services. This registration does not include opportunities for the architectural, engineering and construction industry. To obtain more information on current bid opportunities for that area please visit the Office of the State Architect web site at <http://www.ohio.gov/sao>.

The Office of Procurement Services is the division of DAS responsible for the registration process. Please provide all required information to complete the application process. Once you have completed the registration process using your user id and password you will be able to maintain your registration information online.

Special Note: DAS will provide notice of intended purchases via e-mail. It is imperative that you provide the correct e-mail address.

By continuing to the eBid Registration / Login page, you acknowledge and accept the above notice.

[Continue to the eBid Registration / Login Page](#)



‘Click Here’ to continue

Need help or would you like to know more about the State of Ohio's eBid System? Please follow the links below:

[eBid FAQs](#) | [eBid Bidder Registration Demo](#) | [eBid User Guide](#) | [Forgot Your Password?](#) | [Additional Help](#)



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Registration

Job Aid, a walk through of the registration steps.

Click here to 'Register as a Sourcing Bidder'

Financials OAKS eBid Registration [Home](#) [Sign out](#) [Help](#)

eBid Login Image

Bidder Login

Welcome to OAKS eBid

OAKS eBid is part of the new eStrategic Sourcing (eSS) Module implemented by the Department of Administration Services, Office of Procurement Services. The bidder registration system provides bidders the opportunity to register by commodity codes, for goods or services they can provide. Notices of bid events are then emailed to registrants and after logging into the system, the bidder can update their registration and respond to bid events electronically.

User ID:

Password:

[Vendor Job Aid](#)

[Register as a Sourcing Bidder](#)
Click here to register as a bidder and to access bid opportunities

[Forgot Password](#)

OAKS is a State of Ohio Computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to Criminal, Civil, and/or administrative action.

Help Desk

If you need assistance or have a question about Bidder Registration, please contact the OAKS Help Desk.

E-mail: oaks_helpdesk@oaks.state.oh.us
Phone: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625)

Hours of Live Support
7am – 5pm Monday - Friday
Unavailable Saturday and Sunday
and [State observed holidays](#)

If you would like to email the OAKS Help Desk after normal business hours, an OAKS staff member will respond to your inquiry the following business day.

System Availability:
6am - Midnight
Unavailable Sundays



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 Financials

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

1. Welcome to the State of Ohio Bidder Registration. Default type will be 'Business'.

Business
 Individual

* Required Field

Bidder Registration

Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form.

*Company Name

URL: http://

User Information

*First Name

*Last Name

Title

*Email ID

*Telephone Ext

Fax

*User ID (User's account login name.)

Other Contact Info (Optional)

Personalization Information

Time Zone

Currency Code US Dollar

An 8-step process that begins by clicking “Next”.

In Step 6 you will enter your selected United Nations Standard Product & Services Code (UNSPSC). The UNSPC determines the bid opportunities you want to be notified about.



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Registration

Register Today!!

The computer lab is open to provide you an opportunity to registration on site today.



How do I find opportunities?





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Finding Opportunities...

By visiting the website you can:

- Register as a Bidder
- View Pending Opportunities
- Review Current Contracts
- Submit Questions
- Locate Other Agencies
- Register with State Purchasing
- Contact Agencies (APO's)
- Watch the Internet for new Procurement Opportunities

Ohio.gov
So much to Discover.

Ohio DAS
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Click 'Selling to the State'



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Selling to the State

Procurement Opportunities **HELP**

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State Term Schedules (STS) **HELP**

Master Maintenance (MMA) **HELP**

MBE and EDGE **HELP**

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Select
'Procurement
Opportunities'



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Finding Opportunities...

for **Contractors/Vendors** for **Government Entities** for **State Employees**



Search for Procurement Opportunities

Search all [active](#) opportunities listed below, or refine your search using [Advanced Search for Opportunities](#). You can follow all [updates](#) to any opportunity by clicking the [Opportunity Updates](#) link below.

View Recent Opportunity Updates

Click to view opportunity updates that include:

- Alerts
- Amendments
- Awards
- Cancellations
- Inquiries
- Postings
- Placed Under Evaluation

Advanced Search for Opportunities

Click to find any opportunity by specifying:

- Agency
- Keyword
- Opportunity Type (ITB/RFP)
- Date Range
- Procurement Program
- More...

View All Active Opportunities

Browse [active](#)* opportunities selecting one or more of the categories, and then press the [Search] button. * [More Information](#)

- Administrative, Financial, Managerial, Courier, Insurance & Temp Svcs (6)
- Arts, Crafts, Entertainment, Theatre & Gaming (1)
- Clothing, Textiles, Laundry Equipment & Supplies (1)
- Communication Equipment & Services (1)
- Computers, Software, Supplies & Services (3)

for Contractors/Vendors **for Government Entities** **for State Employees**

- OAKS Information
- Procurement Home
- Selling to the State
- Advanced Search
- Find It Fast
- Procurement Contacts
- Help & Reference Materials
- FAQ
- Forms
- Web Links
- Comments/Questions
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Narrow your search by 'Category' or 'Select All' at the bottom of the screen.



Resources to Grow Your Minority-Owned Business

Finding Opportunities...

You can select one of the links under 'Doc/Bid#' to see an overview /summary of the opportunity

Title	Type	Issued By	Market Type	Index #	Doc/Bid #	Posted	Opening
Click Circle to Sort by Column							
Actuarial Services for Medicaid Managed care <i>[Not Issued by DAS]</i>	RFP	JFS	Open		JFSR1213078006	3/18/2011	4/18/2011
Administration of the Insurance Agent Continuing Education Program	RFP	DAS	Open	INS003	CSP900612	3/31/2011	4/29/2011
Assist with the First Year of Planning for Design and Implementation of a Federally Mandated American Health Benefits Exchange	RFP	DAS	Open	INS005	CSP904311	3/17/2011	4/8/2011
Audiologist Services - Gallipolis Developmental Center <i>[Not Issued by DAS]</i>	RFP	DMRDD	Open	--	DDD-GDC-0005	3/15/2011	4/14/2011
Audiologist-YDC <i>[Not Issued by DAS]</i>	RFP	DMR	Open	--	DDD-YDC-0018	3/15/2011	4/5/2011
Audiology Services-Columbus DC <i>[Not Issued by DAS]</i>	RFP	DMR	Open	--	DDD-CDC-0011	3/15/2011	4/7/2011
Bathing Beach Monitoring and Notification Project <i>[Not Issued by DAS]</i>	RFP	DOH	Open	--	DOH-PREV30893	3/10/2011	4/11/2011
BCFHS Medicinal Director <i>[Not Issued by DAS]</i>	RFQ	DOH	Open	--	DOH-FAM32013	4/1/2011	5/4/2011
Beans, Lima, Green, Frozen <i>[eBid Online Event]</i>	EBD	DAS	Open	--	OBF0000002	3/25/2011	4/6/2011
Biscuits, Buttermilk, Prepared, Frozen	ITB	DAS	Open	--	OB117911	4/5/2011	4/15/2011
Broccoli, Chopped, Frozen	ITB	DAS	MBE	--	OB117511	4/5/2011	4/15/2011
Cargo Pocket Uniform Duty Trousers	ITB	DAS	Open	GDC059	RS900911	3/29/2011	4/13/2011
Carrots, Sliced, 20 lb., Frozen	ITB	DAS	Open	--	OB117211	4/5/2011	4/15/2011
Columbus and I-90, Cuyahoga County, Westlake, Ohio Tower <i>[Not Issued by DAS]</i>	RFQ	OIT	Open	--	OITRFQ029	3/29/2011	4/5/2011
Comprehensive Laboratory Director/Consultant & Cytotechnology Services <i>[Not Issued by DAS]</i>	RFP	DRC	Open	--	DRCP-11-0581	3/4/2011	4/6/2011
Comprehensive Optometry Services <i>[Not Issued by DAS]</i>	RFP	DRC	Open	--	DRCP-11-0583	3/4/2011	4/6/2011
COMPREHENSIVE OPTOMETRY SERVICES FOR <i>[Not Issued by DAS]</i>	RFP	DRC	Open	--	DRCP11-0602	3/28/2011	4/27/2011
Comprehensive Physical Therapy Services <i>[Not Issued by DAS]</i>	RFP	DRC	Open	--	DRCP-11-0582	3/4/2011	4/6/2011



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Finding Opportunities...

Ohio.gov
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Title
Cargo Pocket Uniform Duty Trousers

Description
Cargo Pocket Uniform Duty Trousers

General Information

- Commodity Category 1:** Clothing, Textiles, Laundry Equipment & Supplies
- Opportunity Type:** Invitation To Bid
- Opportunity Status:** Active
- Document/Bid #:** RS900911
- Index #:** GDC059
- Requesting Agency:** Administrative Services, Department of Administrative Services, Department of
- Issued By:** Administrative Services, Department of

Dates

- Posted Date:** 3/29/2011
- Inquiry Period:** 3/29/2011 thru 4/6/2011 8:00:00 AM
- Opening Date:** 4/13/2011

Procurement Program

- MBE Set Aside:** No
- Open Market:** Yes

Associated PDF Files

- Document:**  [Click to View RS900911.PDF](#)

Associated Link

- URL:**

Other

- Submit Inquiry:**
- View Q and A:**

[Back to Previous Page](#)
[Back to Procurement Opportunities](#)

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Summary Page:
(for bids submitted in
hard copy)



What preference programs exist?



Development
Services Agency



State Preference Programs

- **Minority Set Aside (1999)**

Section 125.081 of the Ohio Revised Code requires that state agencies select a number of purchases, the aggregate value of which equals approximately 15% of the value of all such purchases for competition by certified minority business enterprises only.

- **In-state Preference (1999)**

Ohio Revised Code Sections 125.09 & 125.11 establish procedures for administering the in-state preference program of Buy Ohio. DAS and state agencies are required to give “Ohio” bidders a 5% preference over other bidders.



Responding to a Sealed Bid

1 thing to remember:

Must be received **PRIOR TO** the advertised open date/time!!

Date/time stamp certified by Auditor of State.

Late proposals are not considered for award.

There is no appeal.



Development
Services Agency



Completing the Bid Document

- AGAIN – Note the due date/time!
- Sign Page 1 in blue ink;
- Complete Page 2, Buy America/Buy Ohio Certification; (for ITB only)
- Complete all required attachments.



Completing the Bid Document

- Complete the Cost Summary Page(s) provided in the bid document;
- Attach any relevant product/service literature;
- If first time doing business with the State, obtain New Vendor forms from Ohio Shared Services at www.ohiosharedservices.ohio.gov



Completing the Bid Document

- Place completed, signed bid document in a sealed envelope;
- Bids may be submitted via mail, courier or, hand-delivered;
- Sealed bids **MUST** be received prior to the advertised open date/time to be considered for award.



Bid Opening

- Bids are opened at 1:00 PM EST on Mondays, Wednesdays and Fridays;
- Bids are certified (on-time/Registered MBE if a set-aside) by an attending State Auditor;
- Bidders may attend bid openings.



Bid Opening

- For the Invitation to Bid process during the bid opening, bidders may view other bids that have been submitted;
- Sign-in at the bid desk for viewing ITB of interest;
- Bids may be viewed **ONLY** at the bid desk area.



The Evaluation Begins

- Bids received are delivered to the assigned analyst;
- Bidders may not communicate with the analyst or agency during the evaluation time;
- Bidders may track the status of the bid on the website (Selling to the State).



The Award

- The Invitation to Bid is awarded to lowest responsive, responsible bidder;
- Awarded bidders are notified by
 - one-time requirement = purchase order;
 - on-going (annual) need = notified by email.



Questions?

$$f(x) = a_0 \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

???



The RFP Document

RFP Construction:

- Cover Page
- Five (5) Parts + Ten (10) Attachments
 - Part 1: Executive Summary
 - Part 2: Structure of RFP Document
 - Part 3: General Instructions
 - Part 4: Evaluation of Proposals
 - Part 5: Award of the Contract



The RFP Document

- Things to Note & Remember!
 - Due Date and Time:
 - DO NOT BE LATE!
 - Date/time stamp certified by Auditor of State.
 - Late proposals are not evaluated.
 - There is no appeal.



Proposal Construction

Attachment One: Work Requirements

Attachment Two: Proposal Format

Attachment Three: State of Ohio Boilerplate

Attachment Four: Contract



Proposal Construction

Additional Forms to be completed by Offeror:

- Attachment Five: Offeror Profile
 - Nature of Business & Previous Projects
- Attachment Six: Offeror References
- Attachment Seven: Offeror Staff References
 - References for staff & related work experience
- Attachment Eight: Offeror Performance
- Attachment Nine: Offshore Services



Proposal Construction

Attachment Ten: Cost Summary

- Format will vary depending on the nature of the project
- Cost Proposal is submitted in a sealed envelope separate from Technical Proposal



Possible Show Stoppers

- Failure to meet mandatory requirements
- Signatures missing from Cover letter and Contract (Attachment Four)
- Forms not completed properly
- Missing certificates
- Direct contact with state employees for information



Advice

- Read RFP document thoroughly
- Avoid taking exceptions to Ts & Cs
- Exclude confidential/proprietary information
- Don't assume
- Make use of the Inquiry Process
- Submit early
 - Proposals are secured for auditor's review & certification



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Questions?

?



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THANK YOU!