MBE Projection Plan Review

Presented by the

Equal Opportunity Division

Cassandra Sellan, Program Administrator

OhioDAS
Service · Support · Solutions

Ohio Development Services Agency

Research & Reporting: Mission Statement

"It is the mission of the Research and Reporting Unit to ensure equal opportunity to and fair treatment in government contracting and state employment by providing accurate and timely EOD-program data and reports for internal and external customers."

Agency Projection Plans

- Set-Aside Setting
  - MBE Contracts (Agency Level) = 15%
  - MBE Purchases = 15%
- Projections
  - Each agency is responsible for reviewing its annual procurements and submitting a plan for meeting its MBE requirement
- Plan Due
  - 3rd quarter

Agency MBE Projection Plans

Each fiscal year, state agencies, boards and commissions submit a projection of their upcoming expenditures with Minority Business Enterprises (MBEs). These plans should allow you as the MBE to see where agencies spend dollars as well as in what quarter they plan to do so.

Below, for your reference, are the FY2015 MBE Projection Plans. Click on the icon(s) to view.

Cabinet Agency MBE Projection Plans (FY15)

Agency Name	Projection Plan	1st Quarter Addendum	2nd Quarter Addendum	3rd Quarter Addendum	4th Quarter Addendum
Adjutant General					
Board of Regents					

Services

MBE/EDGE Certification Unit

Construction Compliance Unit

Affirmative Action/Equal Employment Opportunity Unit

Dr. Martin Luther King, Jr. Holiday Commission

Campaign Kick off Poster

A .jpg of the Kick off poster will be placed here

Section I.	
Agency Information	
Agency Name:	
Director/Executive First Name:	
Director/Executive Last Name:	
Director/Executive Title	
Address:	
City:	
State:	
ZIP:	
Designation of Responsibility (Agency MBE/EDGE EEO Officer)	
First Name:	
Last Name:	
Title	
Address:	
City:	
State:	
ZIP:	

DAS Contract Section

Lists all contracts agency projects to have DAS bid on their behalf in the fiscal year and which quarter they project to let it. Includes commodity type, description, contract value, and set-aside (or embedded MBE) amount.

DAS PROJECTED CONTRACTS *FY2016 ONLY* | Agency to have DAS administer or award - ONLY New and/or Renewal

Do not include: purchases to be made from state contracts (e.g., STS, MMA, GDC, LDC, MSA, MCSA, etc.); required sources such as CRP, OPI; or sole-source purchases for which your agency will seek a Controlling Board waiver for "No Competitive Opportunity."

Contract Information

Commodity/Service	Account Code	Contract Description (Do not use the Account Code Description. Please provide details of the type of purchase.)	Projected Total Contract Value	Agency Requests DAS to Set-Aside (Yes/No)
(Example) Diabetic Study	510057	Statewide study to determine causes of advanced diabetes.	$125,000	Yes

OhioDAS Service · Support · Solutions

Ohio Development Services Agency

Agency Contract Section

Lists all contracts agency projects to have in the fiscal year ($50,000 and below) and which quarter they project to let it. Includes commodity type, description, contract value, and set-aside (or embedded MBE) amount.

AGENCY PROJECTED CONTRACTS *FY2016 ONLY* | Agency to award under its own authority - ONLY New and/or Renewal

Include contracts that the agency will award using its direct procurement authority, including those for which the agency will seek a Release and Permit from DAS in order to be able to award independently. Do not include: purchases to be made from state contracts (e.g., STS, MMA, GDC, LDC, MSA, MCSA, etc.); required sources such as CRP, OPI; or sole-source purchases for which your agency will seek a Controlling Board waiver for "No Competitive Opportunity."

Contract Information										Quarter
Commodity/Service (Contract name, if known)	Account Code	Contract Description (Do not use the Account Code Description. Please provide details of the type of purchase.)	2nd-Tier Language included in Contract (Yes/No)	Plan to Request Release and Permit from DAS (Yes/No)	Projected Solicitation Post Date		New/ Renewal	Projected Total Contract Value	Projected Set-Aside Total Contract Value	Quarter 1 (July-September)
(Example) Personal Services Contract (Orient Prison)	510057	Research Project - Mental Health Disorder	Yes	Yes	11/15/2016	http://www.procure.ohio.gov	New	$47,500	$47,500	N/A

OhioDAS Service · Support · Solutions

Ohio Development Services Agency

Agency Purchase Section

Lists all purchases agency projects to have in the fiscal year and which quarter they project to buy. Disbursements for purchasing are represented in sections (DAS contracts and Agency Contracts) plus non-contract expenditures and debit purchases where agency intends to voucher payments

AGENCY ELIGIBLE PURCHASES *FY2016 ONLY* | All purchases for FY2016 in the quarter which the voucher is planned - INCLUDE open encumbrances from Fiscal Year 2015

Include disbursements for the purchasing represented in Section II (DAS Projected Contracts) and Section III (Agency Projected Contracts) plus all purchases to be made from existing DAS contracts (e.g., STS, MMA, GDC, LDC, MSA, MCSA, etc.), non-contract expenditures and debit purchases in the quarter the agency intends to voucher the payments. Include disbursements to be made by vouchers that reference FY2015 encumbrances. Do not include: purchases to be made from required sources such as CRP, OPI; purchases that reference non-MBE-eligible account codes; or sole-source purchases for which your agency will seek a Controlling Board waiver for "No Competitive Opportunity."

PURCHASE INFORMATION

Purchase Type (Agency Direct Purchase or DAS Term Contract)	Account Code	Description (Do not use the Account Code Description. Please provide details of the type of purchase.)	2nd-Tier Language included in Contract (Yes/No)	Total Purchases	1st Qtr.			2nd Qtr.		
					Set-Aside	2nd Tier Set-Aside	Open	Set-Aside	2nd Tier Set-Aside	
(Example) Agency Direct Spend	539151	Other Security Equipment	No	$12	$1	$1	$1	$1	$1	

Projection Plan Summary Section

Shows agency's eligible MBE budget and amount of projected set-aside spend. Agency must project 15% of eligible budget to be set-aside for projection plan to be approved.

Section V.	
Total Projected Purchase	
Total Projected MBE Set-Aside Purchases	
Total MBE Set- Aside Purchase Percentag	#DIV/0!
Total Percentage of Contracts Set-Aside by Agency (From Section III)	#DIV/0!

Director Approval Section

Agency projection plans now must be signed off by their director, as opposed to the MBE/EDGE officer. This allows for more top-down buy-in, knowledge, and commitment.

Section VII.	
CERTIFICATION OF AGENCY DIRECTOR APPROVAL/REVISION	
By checking this box, ☑	I, the preparer of this document, hereby certify that this Minority Business Enterprise Projection Plan for Fiscal Year 2016 has been reviewed
Preparer's Name	
Date Submitted	

OhioDAS Service · Support · Solutions

Ohio Development Services Agency

Different Constituents Usage

- Minority Businesses
- State Agencies, Boards and Commissions
- Governor’s Office
- MBE Task Force
  - EOD
  - GSD
  - DSA
  - PTAC
  - MBAC
  - SOS

Different Event Usage

- Outreach Events
- Expo Book
- Reconciliation Meetings
- Recruitment

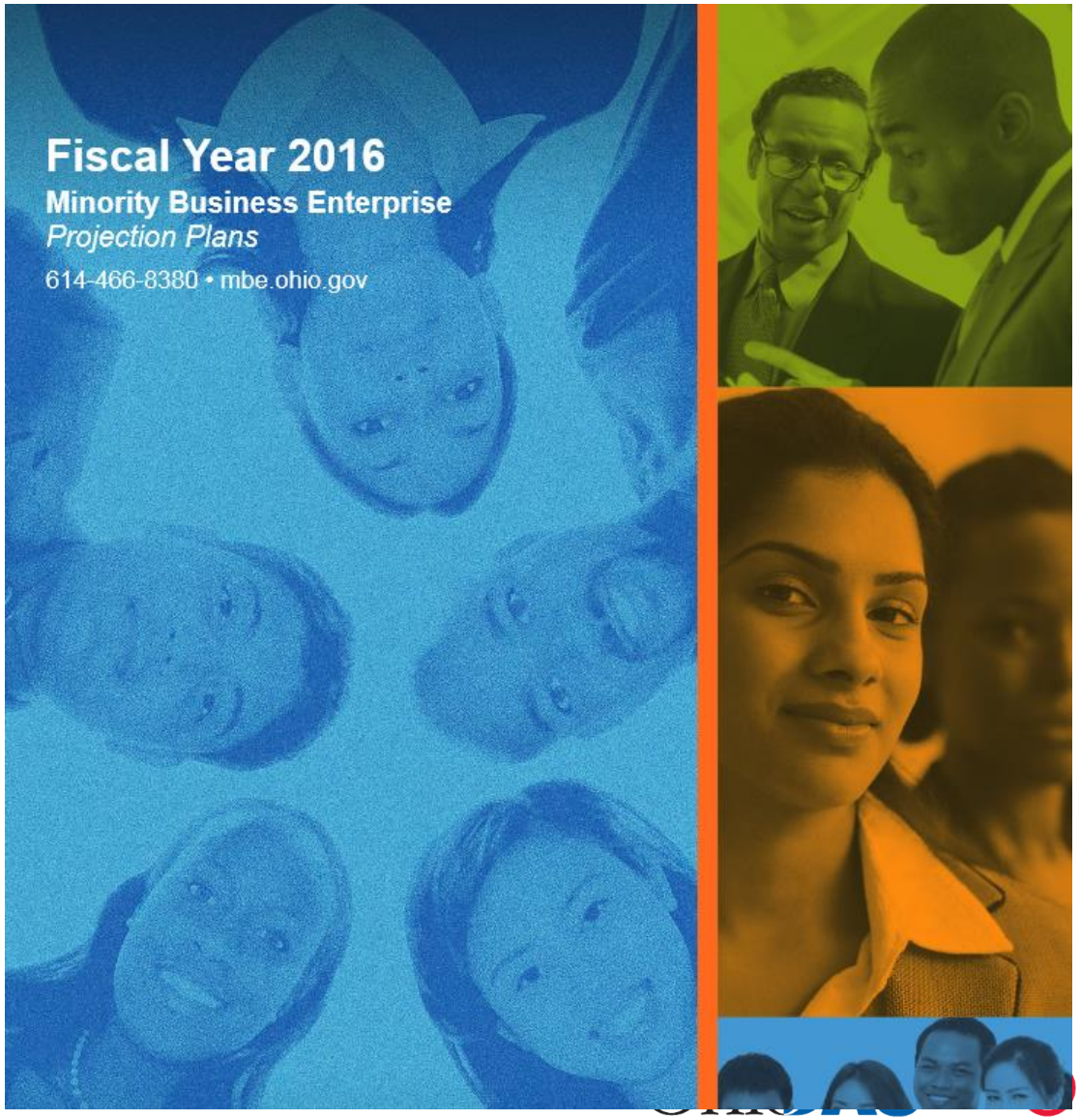
FY2016
MBE Projection Plan Analysis

MBE.ohio.gov

Equal Opportunity Division

Publications

FY2015 MBE Projection Plan Analysis



Ohio Development Services Agency

Service · Support · Solutions

Table of Contents

Minority Business Enterprise (MBE) Program Overview and Statistical Analysis 1

State Agencies, Boards and Commissions' MBE and Encouraging Diversity, Growth and Equity (EDGE) Purchasing Contacts 4

MBE Contracts Administered by the Ohio Department of Administrative Services 18

Individual State Agency, Board and Commission FY 2016 MBE Projection Plans 24

FY 2016 Expenditure Projections: Commodity Type 256

Glossary: State of Ohio Procurement Terms 317

Appendices 337

- Responding to State of Ohio Requests for Proposals (A)
- MBE Program (B)
- Largest Commodity Types for MBE Vendors (C)
- Minority Business Assistance Centers (D)

Account Code	Account Description	Account Definition
510050	Administrative and Management Service	Services related to administrative or management services. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510051	Medical Services	Medical services (e.g., medical exams, general medical practitioner, psychiatrist, psychologist, dentist, optometrist, ophthalmologist, pharmacist, podiatrist, paraprofessional, nurse, dental hygienist, and physicians' assistant, radiologist, speech and physical therapy, or veterinarian). Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510052	Legal Services Available for Bid	Legal services not defined in 510053 (e.g., attorney, judge, hearing officer, legal transcription, court reporters, interns, fact finder, depositions, expert witness fees). Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510053	Legal Services – Assigned	Legal services when, 1. the vendor has been assigned by the Attorney General 2. reimbursement to counties (ORC 190.121) and for any individual providing legal services as judge in connection with the Ohio Supreme Court, 3. witness fees (when cost is greater than $600) and travel expenses when individuals appear at Unemployment Comp Hearings, 4. subpoena delivery fees, or 5. legal rep, court appearances, case management, and one–time costs associated with advocacy and protective services for clients. Use 510062 for contractor's travel, when travel is not included in base cost of fee. Use 510073 to pay witness fees under $600.
510054	Architect and Engineer Services	Architect and engineer services. Include designing fees for state buildings. Architect, engineer, and design fees for state highways should be charged to 570059 if capital funds are used. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510055	IT and Network	Full–time or temporary IT services including, but not limited to, software design, systems analysis, IT planning, and network (telecommunication) personal services. A DAS/OIT release and permit is required. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510056	IT Development – IT / Network Services	IT DEVELOPMENT EXPENSES ONLY. Payments made to individuals, organizations, or private companies, including temporary services companies, for development–specific IT services including, but not limited to, development, systems analysis, IT planning, and network (telecommunication) personal services. A DAS/OIT release and permit is required. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510057	Research Services	Payments for research projects such as causes of mental health disorders, coal development, health research, scientific projects, and temporary service companies. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510058	Gaming Commission Purchased Personal Services – Lottery	Lottery services (e.g., facility management of on–line system, gaming corporation for on–line ticket sales, production of tickets, management of instant ticket vending machines). Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510059	Advertising – Purchased Personal Service	Expenses for contracted Lottery advertising service. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
		Seminar, registration fees, training classes, webinars, etc., when the State plans or determines the material/topic presented (bid opportunity exists). Use Account Code

Fiscal Year 2016 Expenditure Projections by Commodity Type

Account Description	Agency	Total Purchase Amount	Includes Set-Aside Purchases
523065 – Lodge / meals out of state		**$317,740.90**	
Lodge and mails in – state	Ohio Department of Commerce	$50,000.00	x
Lodge and mails in – state	Ohio Department of Developmental Disabilities	$6,000.00	
Lodge and mails in – state	Ohio Department of Education	$40,000.00	X
Lodge and mails in – state	Ohio Department of Mental Health and Addiction Services	$5,771.00	X
Lodge and mails in – state	Ohio Department of Mental Health and Addiction Services	$14,348.56	
Lodge and mails in – state	Public Utilities Commission of Ohio	$6,920.00	
Lodge and mails in – state	Ohio Department of Rehabilitation and Correction	$8,468.00	
Lodge and mails in – state	Ohio Department of Youth Services	$45,000.00	
Lodge and mails in – state	Industrial Commission	$40,000.00	
Lodge and mails in – state	Ohio Department of Natural Resources	$23,117.00	
523058 – Lodge and mails in – state		**$239,624.56**	
Lodging out of state	Ohio Department of Commerce	$4,036.73	
Lodging out of state	Ohio Department of Public Safety	$60,000.00	
Lodging out of state	Ohio Department of Youth Services	$3,000.00	
523066 – Lodging out of state		**$67,036.73**	
Mainframe hardware maintenance	Ohio Department of Public Safety	$162,000.00	X
Mainframe hardware maintenance	Opportunities for Ohioans with Disabilites	$50,000.00	
526063 – Mainframe hardware maintenance		**$212,000.00**	
Mainframe proprietary software	Ohio Department of Administrative Services	$32,000.00	
Mainframe proprietary software	Ohio Department of Agriculture	$175,000.00	X
537157 – Mainframe proprietary software		**$207,000.00**	
Mainframe proprietary software maintenance	Ohio Department of Public Safety	$472,000.00	
Mainframe proprietary software maintenance	Ohio Department of Public Safety	$100,000.00	
Mainframe proprietary software maintenance	Ohio Department of Public Safety	$200,000.00	
Mainframe proprietary software maintenance	Ohio Department of Rehabilitation and Correction	$45,800.00	X
526071 – Mainframe proprietary software maintenance		**$817,800.00**	
Meals with overnight in–state	Ohio Department of Public Safety	$150,000.00	
523053 – Meals with overnight in – state		**$150,000.00**	
Medical / medical laboratory / therapeutic	Ohio Department of Natural Resources	$23,586.00	
Medical / medical laboratory / therapeutic	Ohio Department of Rehabilitation and Correction	$4,528.00	X
Medical / medical laboratory / therapeutic	Ohio Environmental Protection Agency	$500,000.00	X
Medical / medical laboratory / therapeutic	Ohio Department of Youth Services	$4,000.00	
Medical / medical laboratory / therapeutic	Ohio Department of Veterans Services	$191,067.00	X
Medical, laboratory, therapeutic	Ohio Department of Commerce	$30,480.00	
Medical / medical laboratory / therapeutic	Ohio Department of Rehabilitation and Correction	$3,500.00	
Medical / medical laboratory / therapeutic	Ohio Department of Transportation	$36,818.00	X
535150 – Medical / medical laboratory / therapeutic		**$793,979.00**	
Medical / veterinarian fees – non hospital	Ohio State Dental Board	$100.00	
Medical / veterinarian fees – non hospital	Opportunities for Ohioans with Disabilites	$400.00	
Medical / veterinarian fees – non hospital	Ohio Department of Administrative Services	$1,056.00	
Medical / veterinarian fees – non hospital	Ohio Bureau of Workers' Compensation	$159,270.00	

Source: Fiscal Year 2016 Projection Plan

OhioDAS Service · Support · Solutions
Ohio Development Services Agency

Ohio Adjutant General's Department

Major General Deborah A. Ashenhurst, The Adjutant General

www.ong.ohio.gov

FISCAL YEAR 2015 PROJECTION PLAN

Total Projected Purchases:	**$5,594,900.00**
Total Projected MBE Set-Aside Purchases:	**$839,400.00**
Total MBE Set-Aside Purchase Percentage:	**15.00%**

FISCAL YEAR 2014 ACTUAL EXPENDITURES

Total Expenditures:	**$8,187,394.00**
Total MBE Set-Aside Expenditures:	**$2,056,047.00**
Total MBE Set-Aside Percentage Obtained:	**25.11%**

FY2015 Projected Agency Purchases

Description	Total Purchases	Includes Set-Aside Purchases
Bobcats and Mower Services	$9,000.00	
Camp Perry Communications	$2,400.00	
Camp Perry Communications	$5,600.00	
Camp Perry TV cable	$6,200.00	X
Copying Machine Service	$100.00	

Matching Companies with State Agencies

Cathy Armstrong
EEO Contract Officer
DAS/Equal Opportunity Division

OhioDAS Service · Support · Solutions

Ohio Development Services Agency

How do state agencies discover my business?

- Database search (edge.ohio.gov / mbe.ohio.gov)
  - Common searches:
    - UNSPS Codes
      - ✓ What are UNSPS codes?
      - ✓ How to search UNSPS codes
      - ✓ How to add codes to the business profile

- Common searches (continued):
  - Keywords
    - ✓ How are keyword results derived?
      - Business profile (i.e., scope of work)
        - Comprehensive list/description of the services your company provides

How do state agencies discover my business?

- Database search (edge.ohio.gov / mbe.ohio.gov)
  - Common searches:
    - CSI codes
      - ✓ What are CSI codes?
      - ✓ How to search CSI codes
      - ✓ How to add codes to the business profile

Contact us:

- Phone: 614-466-8380
- Web: das.ohio.gov/eod
- EDGE Program: edge.ohio.gov
- MBE Program: mbe.ohio.gov
- OBG: obg.ohio.gov
- Email: das.mbe-edge@das.ohio.gov

Questions

?

OhioDAS
Service · Support · Solutions
Ohio Development Services Agency

Thank You