Agency Minority Business Enterprise (MBE) Projected Expenditure Plan
– Fiscal Year 2016–

Section I.

Agency Information

Agency:	Board of Cosmetology
Director/Executive First Name:	Christopher
Director/Executive Last Name:	Logsdon
Director/Executive Title:	Executive Director
Address:	1929 Gateway Circle
City:	Grove City, OH
ZIP:	43123
Telephone:	614-644-6139
Email:	Christopher.Logsdon@cos.state.oh.us

Designation of Responsibility (Agency MBE/EDGE EEO Officer)

First Name:	Michelle
Last Name:	Rathburn
Title:	Supervisor of Administration
Address:	1929 Gateway Circle
City:	Grove City, OH
ZIP:	43123
Telephone:	614-466-3834
Email:	michelle.rathburn@cos.state.oh.us

Designation of Responsibility (Agency Procurement Officer)

First Name:	Lori
Last Name:	Flanery
Title:	Administrative Assistant
Address:	1929 Gateway Circle
City:	Grove City, OH
ZIP:	43123
Telephone:	614-466-3834
Email:	lori.flanery@cos.state.oh.us

Designation of Responsibility (Chief Fiscal Officer)

First Name:	Marsha
Last Name:	Tyo
Title:	Business Manager
Address:	1929 Gateway Circle
City:	Grove City, OH
ZIP:	43123
Telephone:	614-728-0335
Email:	marsha.tyo@cos.state.oh.us

Section II.

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

Section III.

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

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 Projected Contract to be Awarded: Quarter 1 (July-September)	Quarter 2 (October - December)	Quarter 3 (January - March)	Quarter 4 (April - June)
(Example) Personal Services Contract (Orient Prison)	510057	Research Project - Mental Health Disorder	Yes	Yes	11/15/2015	New	$47,500	$47,500	N/A	N/A	X	N/A
Court Reporter	510052	Transcriptions	No	No	7/1/2015	New	$5,000	$5,000	X			
Hearing Officer	510052	Hearing Officer	No	No	7/1/2015	Renewal	$10,000		X			

Total Contracts Projected - FY2016	$15,000
Total Contracts Projects as Set-Aside - FY2016	$5,000
Total Agency Set-Aside Contract Percentage Projected for FY2016	33.33%

Section IV.

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 by Quarter (Dollar Values)

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.			3rd Qtr.			4th Qtr.			Fiscal Year To Date			
					Set-Aside	2nd Tier Set-Aside	Open	Set-Aside	2nd Tier Set-Aside	Open	Set-Aside	2nd Tier Set-Aside	Open	Set-Aside	2nd Tier Set-Aside	Open	Set-Aside	2nd Tier Set-Aside	Open	Total Expenditures
(Example) Agency Direct Spend	539151	Other Security Equipment	No	$12	$1	$1	$1	$1	$1	$1	$1	$1	$1	$1	$1	$1	$4	$4	$4	$12
Agency Direct Spend	510050	Deaf Interpreter	No	$1,000			$250			$250			$250			$250	$0	$0	$1,000	$1,000
Agency Direct Spend	510052	Hearing Officer & Court Reporter	No	$15,000	$1,250		$2,500	$1,250		$2,500	$1,250		$2,500	$1,250		$2,500	$5,000	$0	$10,000	$15,000
DAS Term Contract	510055	IT Services	No	$30,000			$7,500			$7,500			$7,500			$7,500	$0	$0	$30,000	$30,000
DAS Term Contract	510063	Temporary Services	No	$1,000				$500						$500			$1,000	$0	$0	$1,000
Agency Direct Spend	510060	Training Classes/Seminars	No	$3,595						$2,000			$1,595				$0	$0	$3,595	$3,595
DAS Term Contract	521050	Office Supplies/Paper	No	$19,000	$4,500		$500	$4,000		$500	$4,500		$500	$4,000		$500	$17,000	$0	$2,000	$19,000
DAS Term Contract	521051	Printers/Scanners	No	$4,000	$1,800						$2,200						$4,000	$0	$0	$4,000
DAS Term Contract	521052	IT Supplies	No	$5,000	$500			$3,000			$500			$1,000			$5,000	$0	$0	$5,000
DAS Term Contract	521053	IT Supplies & Equipment	No	$11,000	$1,000			$7,000			$2,000			$1,000			$11,000	$0	$0	$11,000
Agency Direct Spend	521080	Lab Tests	No	$2,000			$500			$500			$500			$500	$0	$0	$2,000	$2,000
DAS Term Contract	524052	Moving Expense	No	$1,000						$1,000							$0	$0	$1,000	$1,000
DAS Term Contract	524063	Software Packages	No	$15,140			$12,000						$3,140				$0	$0	$15,140	$15,140
Agency Direct Spend	524065	Backup and Recovery Solution	No	$11,000	$11,000												$11,000	$0	$0	$11,000
Agency Direct Spend	526051	Office Equipment Service/Mainter	No	$5,200			$1,300			$1,300			$1,300			$1,300	$0	$0	$5,200	$5,200
Agency Direct Spend	526052	Janitorial/Housekeeping Service	No	$500			$125			$125			$125			$125	$0	$0	$500	$500
Agency Direct Spend	526053	Building Maintenance	No	$500			$125			$125			$125			$125	$0	$0	$500	$500
Agency Direct Spend	527051	Record Storage and Services	No	$1,500			$375			$375			$375			$375	$0	$0	$1,500	$1,500
Agency Direct Spend	528050	Custom License/Renewal Paper	No	$30,000												$30,000	$0	$0	$30,000	$30,000
DAS Term Contract	537151	IT Equipment	No	$5,400							$5,400						$5,400	$0	$0	$5,400
				Quarterly Totals	$20,050	$0	$25,175	$15,750	$0	$16,175	$15,850	$0	$17,910	$7,750	$0	$43,175	$59,400	$0	$102,435	$161,835
FY 2016 ANNUAL PURCHASES				$161,835																

Section V.

Total Projected Purchase	**$161,835**
Total Projected MBE Set-Aside Purchases	**$59,400**
Total MBE Set- Aside Purchase Percentage	**36.70%**
Total Percentage of Contracts Set-Aside by Agency (From Section III)	**33.33%**

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 and approved by the Agency Director and Agency Procurement Officer.**

Preparer's Name	Christopher H. Logsdon
Date Submitted	2/24/2015