

**Section I.**

**Agency Information**

Agency:	Ohio Department of Higher Education
Director/Executive First Name:	John
Director/Executive Last Name:	Carey
Director/Executive Title:	Chancellor
Address:	25 South Front Street, 2nd Floor
City:	Columbus
ZIP:	Ohio

**Designation of Responsibility (Agency MBE/EDGE EEO Officer)**

First Name:	Dawn
Last Name:	Gatterdam
Title:	Fiscal Director
Address:	25 South Front Street, 2nd Floor
City:	Columbus
ZIP:	Ohio
Telephone:	614-466-2574
Email:	dgatterdam@highered.ohio.gov

**Designation of Responsibility (Agency Procurement Officer)**

First Name:	Dawn
Last Name:	Gatterdam
Title:	Fiscal Director
Address:	25 South Front Street, 2nd Floor
City:	Columbus
ZIP:	Ohio
Telephone:	614-466-2574
Email:	dgatterdam@highered.ohio.gov

**Designation of Responsibility (Chief Fiscal Officer)**

First Name:	Dawn
Last Name:	Gatterdam
Title:	Fiscal Director
Address:	25 South Front Street, 2nd Floor
City:	Columbus
ZIP:	Ohio

**Section II.**

**DAS PROJECTED CONTRACTS FY2017 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
Conference AV	527053	stage, sound, computers, projectors, breakout room equip, cameras, recording...	\$130,000	Yes
Conference Registraion	524065	online registration system	\$24,000	Yes
Conference Decorator	527059	displays, tables, curtains...	\$100,000	No

**Section III.**

**AGENCY PROJECTED CONTRACTS FY2017 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	11/15/2016	New	\$47,500	\$47,500	N/A	N/A	X	N/A
Security	510050	Conference Security	No	No	7/1/2016	New	\$10,000	\$0	X			
Graphic Design	510050	Conference Graphic Design	No	No	7/1/2016	New	\$12,000	\$0	X			
Conference App	524062	Conference App	No	No	7/1/2016	New	\$15,000	\$0	X			

<b>Total Contracts Projected - FY2017</b>	<b>\$37,000</b>
<b>Total Contracts Projects as Set-Aside - FY2017</b>	<b>\$0</b>
<b>Total Agency Set-Aside Contract Percentage Projected for FY2017</b>	<b>0.00%</b>

**Section IV.**  
**AGENCY ELIGIBLE PURCHASES FY2017 ONLY | All purchases for FY2017 in the quarter which the voucher is planned - INCLUDE open encumbrances from Fiscal Year 2016**

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 FY2016 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	Purchase by Quarter												Fiscal Year To Date			
					1 <sup>st</sup> Qtr.			2 <sup>nd</sup> Qtr.			3 <sup>rd</sup> Qtr.			4 <sup>th</sup> Qtr.			Set-Aside	2nd Tier Set-Aside	Open	Total Expenditures
					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
DAS Projected Contract	527053	Conference A/V	No	\$150,000.00									\$150,000				\$0	\$0	\$150,000	\$150,000
DAS Projected Contract	527059	Conference Decorator	No	\$115,000.00									\$115,000				\$0	\$0	\$115,000	\$115,000
DAS Projected Contract	524065	Conference Registration	No	\$12,000.00			\$3,000			\$3,000			\$3,000			\$3,000	\$0	\$0	\$12,000	\$12,000
Agency Projected Contract	510050	Conference Security	No	\$10,000.00							\$10,000						\$10,000	\$0	\$0	\$10,000
Agency Projected Contract	510050	Conference Graphic Design	No	\$12,000.00									\$12,000				\$0	\$0	\$12,000	\$12,000
Agency Projected Contract	524063	Conference App	No	\$15,000.00									\$15,000				\$0	\$0	\$15,000	\$15,000
Agency Direct	595051	Conference Refunds	No	\$10,000.00			\$4,000			\$4,000			\$2,000				\$0	\$0	\$10,000	\$10,000
Agency Direct	528056	Misc Conf	No	\$10,000.00			\$3,000			\$3,000			\$3,000			\$1,000	\$0	\$0	\$10,000	\$10,000
Agency Direct	520052	Event food	No	\$23,000.00			\$6,000			\$6,000			\$6,000			\$5,000	\$0	\$0	\$23,000	\$23,000
Agency Direct	521050	office supplies	No	\$15,000.00	\$3,000		\$1,000	\$3,000		\$1,000	\$3,000		\$1,000	\$3,000		\$1,000	\$12,000	\$0	\$4,000	\$15,000
Agency Direct	521052	computers	No	\$70,000.00			\$3,000			\$3,000	\$60,000		\$1,000			\$3,000	\$60,000	\$0	\$10,000	\$70,000
Agency Direct	521053	computers	No	\$5,000.00	\$2,500			\$2,500								\$5,000	\$0	\$0	\$5,000	\$5,000
Agency Direct	521061	drug testing	No	\$525.00			\$150			\$150			\$150			\$75	\$0	\$0	\$525	\$525
Agency Direct	523058	direct lodging/meals in state	No	\$5,000.00			\$1,250			\$1,250			\$1,250			\$1,250	\$0	\$0	\$5,000	\$5,000
Agency Direct	523061	Airfare/trans out of state	No	\$20,000.00	\$5,000			\$5,000			\$5,000			\$5,000			\$20,000	\$0	\$0	\$20,000
Agency Direct	523065	direct lodging/meals out of state	No	\$4,500.00			\$1,000			\$1,000	\$500		\$1,000			\$1,000	\$500	\$0	\$4,000	\$4,500
Agency Direct	524062	software license	No	\$25,000.00			\$5,000			\$5,000			\$5,000			\$10,000	\$0	\$0	\$25,000	\$25,000
Agency Direct	524063	term license	No	\$26,000.00						\$10,000			\$10,000			\$6,000	\$0	\$0	\$26,000	\$26,000
Agency Direct	524065	hosting services	No	\$25,000.00			\$6,250			\$6,250			\$6,250			\$6,250	\$0	\$0	\$25,000	\$25,000
Agency Direct	524067	network services	No	\$24,000.00			\$6,000			\$6,000			\$6,000			\$6,000	\$0	\$0	\$24,000	\$24,000
Agency Direct	527050	records storage and delivery	No	\$2,600.00			\$600			\$600			\$700			\$700	\$0	\$0	\$2,600	\$2,600
Agency Direct	527053	meeting space	No	\$15,000.00						\$3,000			\$10,000			\$2,000	\$0	\$0	\$15,000	\$15,000
Agency Direct	527059	exhibition space	No	\$3,000.00						\$1,000			\$1,000			\$1,000	\$0	\$0	\$3,000	\$3,000
Agency Direct	528056	advertising	No	\$13,000.00			\$8,000									\$5,000	\$0	\$0	\$13,000	\$13,000
Agency Direct	528057	advertising items (banners...)	No	\$5,000.00			\$1,250			\$1,250			\$1,250			\$1,250	\$0	\$0	\$5,000	\$5,000
<b>Quarterly Totals</b>					\$10,500	\$0	\$49,500	\$10,500	\$0	\$55,500	\$78,500	\$0	\$350,600	\$8,000	\$0	\$53,525	\$107,500	\$0	\$509,125	\$616,625
<b>FY 2017 ANNUAL PURCHASES</b>					\$616,625															

**Section V.**

Total Projected Purchase	\$616,625
Total Projected MBE Set-Aside Purchases	\$107,500
Total MBE Set-Aside Purchase Percentage	17.43%
Total Percentage of Contracts Set-Aside by Agency (From Section III)	0.00%

**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 2017 has been reviewed and approved by the Agency Director and Agency Procurement Officer.

Preparer's Name: Dawn D. Gatterdam  
 Date Submitted: 6/21/2016