Ohio DAS General Services Division | Office of Procurement from Community Rehabilitation Programs
Service · Support · Solutions

--- INSTRUCTIONS ---
Submitting a Community Rehabilitation Program Contract Offer

GETTING STARTED:

Thank you for your interest in submitting an offer to the State of Ohio to establish a Community Rehabilitation Program (CRP) contract. These instructions pertain to CRP Manufacturers and/or Service Providers that are submitting a new offer with the State of Ohio. Please do not proceed with submitting a Contract Approval Form if your organization has not been requested to do so by the Ohio Office of Procurement from Community Rehabilitation Programs (OPCRP).

The CRP submitting a Contract Approval Form is hereby referred to as the "Contractor."

SEE ATTACHMENT A FOR A LIST OF ALL APPLICABLE DOCUMENTS AND THEIR DESCRIPTIONS-PLEASE MAKE SURE YOU ARE USING CURRENT DOCUMENTATION AS FOUND ON THE PROCUREMENT WEBSITE AT http://das.ohio.gov/CRP..

1. **DOCUMENTS REQUIRED TO BE SUBMITTED BY THE CRP:**
   When submitting a CRP offer please include the following in the package, or submit electronically if applicable:

   Documents 1-7, 8 and 9, if applicable, and, if needed, 11.

2. **DOCUMENTS REQUIRED TO BE SUBMITTED BY SUBCONTRACTOR(S):**
   If the Contractor is assigning authorized subcontractors to their CRP contract, and the subcontractor agrees to be bound by all Terms, Conditions and pricing set forth in the CRP Contract, the following form must be completed by each authorized subcontractor, and then returned to the CRP for inclusion in the offer package:

   Document 8, if applicable

3. **DIRECT DEPOSIT OF EFT PAYMENTS:**
   If the Contractor wishes to receive payments via direct deposit (electronic funds transfer), the following form must be completed:

   Document 11

HOW TO SUBMIT THE OFFER PACKAGE:

Prepare one version of each document for your CRP offer package using the appropriate Microsoft Office or text-searchable PDF format. If you are including a price list label your CD "CRP Price List" and include your company name. Include with the CD the originally signed CRP Contract Approval Form, and mail to:

Office of Procurement
Community Rehabilitation Program
Attn: Shavonna Neal
4200 Surface Road
Columbus, OH 43228-1395

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ATTACHMENT A

Document #	Document Name/Description
1.	**Original Signed CRP Contract Approval Form** – If there is multiple years or Services please include the additional form **Multi-Year/Site Form**
2.	**The Business Submission Form**
3.	**Standard Affirmation and Disclosure Form** - Executive Order 2011-12K regarding services offered outside of the United States. **This form is to be completed if any services are performed under this Contract** and a completed form does not already exist under the Contract. Not needed for a janitorial or security service Contract.
4.	**Specifications / Pricelist PDF** – Specifications must accompany the offer. The CRP Contractor must include an electronic pricelist for all new and renewal offers for products unless the product line is limited in size. Any price changes on a renewal must be supported by a justification for the increase. For example, increase in minimum wage, unemployment rates, raw materials increased in market, fuel increases. **Documentation must be provided to support increase.**
5.	**Affirmative Action Program Verification** – The CRP will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders. The form must be filed electronically annually on the Ohio Business Gateway ("OBG") website https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login#MainContainer.
6.	**Certificate of Liability Insurance (Acord 25)** – The CRP will provide a copy of the current certificate of liability insurance that meets coverage requirements defined in section S-13 of the OPCRP Terms and Conditions. This certificate must be provided with all new and renewal Contract documents.
7.	**Registration with the Secretary of State –** Do not send verification. OPCRP will verify your organization's registration.
8.	**W9 Form**– If new to doing business with the State and not set up in OAKS accounting system, a W9 must be completed and sent to vendor@ohio.gov. Forms and instructions for completing these forms can be obtained from http://ohiosharedservices.ohio.gov/VendorsForms.aspx
9.	**Vendor Information Form (OBM-5657)** – If new to doing business with the State and not set up in OAKS accounting system, or if there is a change of address, a Vendor Information Form must be completed and sent to vendor@ohio.gov. Forms and instructions for completing these forms can be obtained from http://ohiosharedservices.ohio.gov/VendorsForms.aspx
10.	**Subcontractor List** – To be completed if the CRP is assigning subcontractors
11.	**Authorization Agreement for Direct Deposit of EFT Payments (OBM-1234)** – ***Do not*** include this form with the CRP offer package. The CRP must mail the form to Ohio Shared Services at the address indicated on the form. The form can be obtained from http://ohiosharedservices.ohio.gov/VendorsForms.aspx