

Welcome

**OHIO DEPARTMENT OF
ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OPCRP**

CRP Orientation & the Contract Process

OFFICE OF PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS (OPCRP)

*Connecting the Resources of Community
Rehabilitation Programs with the
Needs of Government to Provide Employment
Opportunities for Persons with Disabilities*

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OUTLINE

- OPCRIP Overview
- Certification of CRPs and Agent(s)
- Contract Form, Business Submission Form, Contract Terms & Conditions, and Specifications
- Contract Document Submission & Timeline
- Contract Payment Process
- Complaint to Vendor (CTV) Process
- CRP Annual Report & Quarterly Reporting
- Questions?

OPCRP = ADMINISTRATION

- Certify CRPs as qualified nonprofit agencies (QNA).
- Certify agents as qualified to represent CRPs (Note: A CRP does not need an agent to negotiate a government contract.)
- Assist government entities in navigating the requirements pursuant to ORC 125.60-125.6012.
- Receive and process contracts.
- Establish fair-market pricing (only when agreement cannot be reached).
- Assist CRPs with the process of developing new products and services.

OPCRP = ADMINISTRATION

Continued

- Continually maintain and update the "Procurement List" of approved products and services.
- Issue waivers when appropriate.
- Set competition.
- Resolve conflicts.
- Moderate and solve complaints.
- Monitor.
- Train.

BUSINESS PARTNERS

OPCRP
(Administration)

CRPs
(Vendors)



Agents
(Vendors)

Government Buyers
(Customers)*

** A state agency, board, commission, institution; a county, township, village or school district; a special purpose district, board, commission or authority; a college, university or other educational institution; or any other entity supported in whole or in part by funds appropriated by the general assembly.*

QNA & AGENT CERTIFICATION

Interested
CRP

Apply

- ✓ Nonprofit
- ✓ Registered with Secretary of State
- ✓ Sheltered workshop (if applicable)
- ✓ OSHA Compliant
- ✓ For individuals with work-limiting disabilities
- ✓ Other criteria

Approved

Certified
QNA

Interested
Agent

Apply

- ✓ Nonprofit
- ✓ Registered with Secretary of State
- ✓ Agrees to state's terms and conditions

Approved

Certified
Agent

QNA & AGENT CERTIFICATION

- Annually each contractor (CRP or Agent) with purchases of \$2,500 or more is required to file a description of the affirmative action program and a progress report on its implementation with the equal employment opportunity office (EEO) of the Department of Administrative Services. You can file the report at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>

QNA & AGENT CERTIFICATION

- Any CRP or Agent who seeks to do business with the state, who applies for state-issued licenses, or anyone seeking public employment, business contracts, or state funding must complete a “Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization” (DMA) form. You can file the report at:

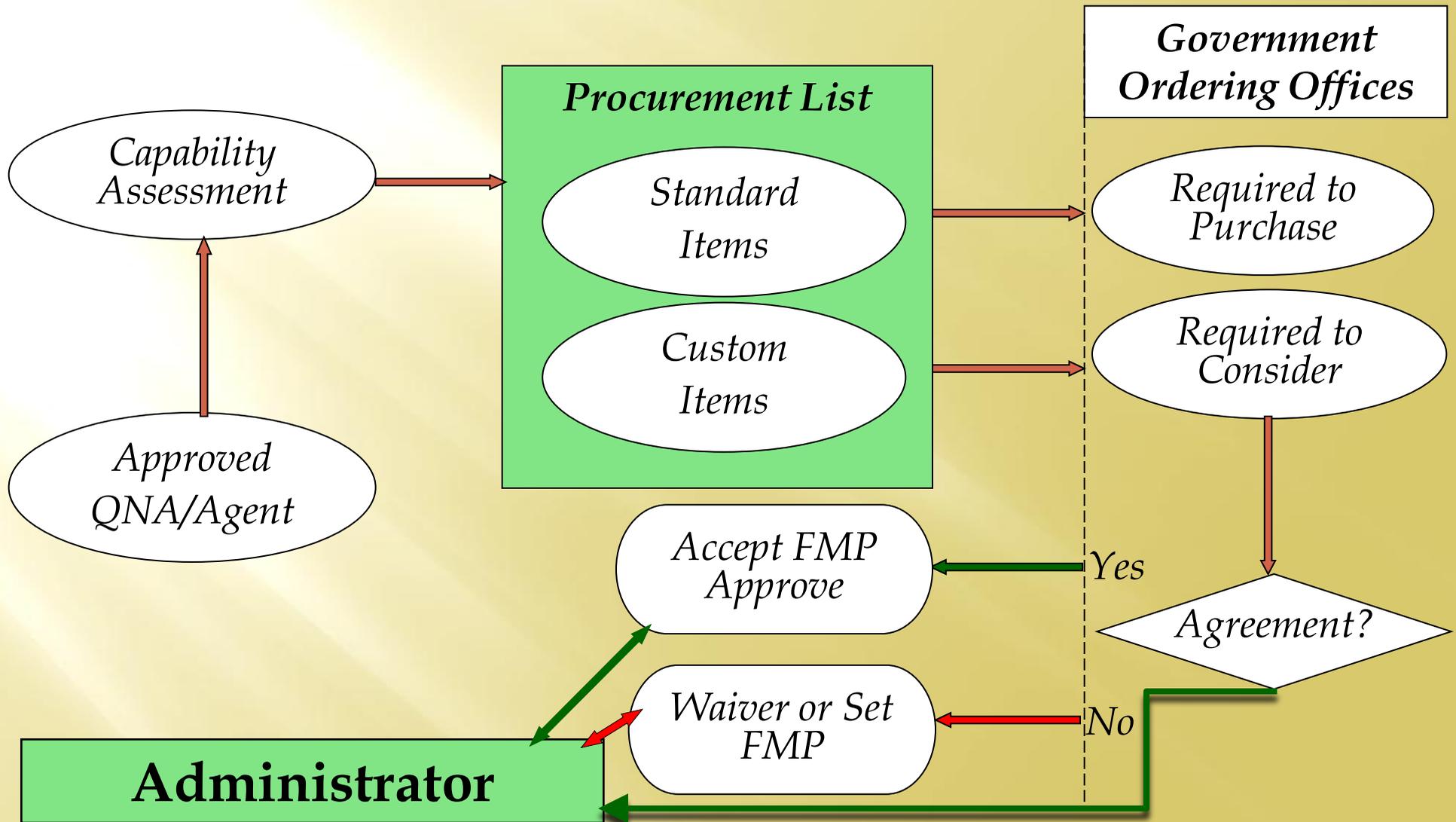
<http://www.homelandsecurity.ohio.gov>

Click on "Fill out the Declaration of Material Assistance form (on the right side of the page.)"

QNA & AGENT CERTIFICATION

Any CRP or Agent that has contract(s) through the Office of Procurement from CRPs must supply a copy of its Declaration of Liability Insurance for our records. Item S-12 of the Supplemental Terms and Conditions (OPCRP Terms and Conditions) states "Workers' compensation insurance, as required by Ohio law or the laws of any other state where work under this Contract will be done. The Contractor will also maintain employer's liability insurance with at least a \$1,000,000.00 limit"

CONTRACTS



CONTRACTING PROCESS

- CRP or its agent approaches government ordering office or government ordering office approaches CRP/ Agent regarding contract opportunity.
- CRP/ Agent contacts OPCRP & OPCRP gives approval to proceed.
- CRP/ Agent tours site and negotiates contract price.
- CRP/ Agent prepares contracting paperwork, signs Contract Approval form, and submits to government ordering office for review and signature.
- CRP/ Agent retrieves documents, copies documents, & submits *original* documents to OPCRP.

CONTRACTING PROCESS *Continued*

- OPCRP processes contract , it is displayed on State Procurement Website & added to the Procurement List.
- OR OPCRP sends a contract opportunity notice to CRPs (in geographical area for services) on behalf of a government agency or a statewide notice is sent (generic products) to inquire about CRP interest.
- Interested CRPs respond to OPCRP.
- OPCRP coordinates a tour of the site (if applicable).
- CRPs submit proposal to government agency.
- Government agency selects CRP.
- Selected CRP works with government agency to prepare contract paperwork, etc (see above).

A Word About

GENERAL DISTRIBUTION CONTRACTS (GDCs)

- General Distribution Contracts are contracts set up similar to a catalog. Items are assigned an identification number, a brief description (form, fit, & function), and any quantity and price breaks.
- GDC contracts are mandatory for state agencies and available to co-op members.
- Paperwork for a GDC contract is the same as all other contracts, except there is not government ordering office to sign Contract Approval Form.

CONTRACT SUBMISSION

What Do I Submit to OPCRP for Contract Approval?

- Contract Approval Form *with Terms and Conditions (T&Cs) attached* and a copy of the Contract Specifications.
- Business Submission Form*
(* Your customer does not need to see this form.)

***Submit Original, Signed document(s) to OPCRP.
Facsimiles of any type cannot be approved.***

***Keep a Copy of All
Documents for Your Records***

CONTRACTING FORMS

Contract Approval Form

- CRP/agent completes the *current* Contract Approval Form with ODAS Terms and Conditions (T&Cs) attached. Include the Special T&Cs for political subdivision contracts.

Be sure to enter the *Index Number* at the top of the form.

For *Multiple Year/Multiple Item* contracts, check the box marked "Check = Multiple Years or Multiple Items, See Attached List". Attach list to form.

- CRP/agent signs the Contract Approval Form.

CONTRACTING FORMS

(Contract Approval Form Continued)

- CRP/agent presents the Contract Approval Form with T&Cs attached along with specifications to the government ordering office.
- Government ordering office reviews all information and signs the Contract Approval Form.
- Government ordering office copies and returns all *original* documents to the CRP/Agent.

CONTRACTING FORMS (*Continued*)

Business Submission Form (Shell)

- CRP/agent completes the Business Submission Form, filling in each box. Any information that is not specific to the contract should be completed using N/A.
- Include the *index number and vendor number* on the business submission form. The index number does not change from year to year.
- Include the business submission form with the signed *original* Contract Approval Form and Specifications when submitting to OPCRP.

CONTRACTING FORMS (*Continued*)

Specifications (Scope of Work)

The specifications are a written description of the work that is going to be provided to the government ordering office or a statement of work to produce a product.

- Specifications can be a simple, comprehensive list of the work.

Review

CONTRACT/BUSINESS SUBMISSION FORMS

COPIES WILL NOT BE ACCEPTED

- Original documents only.
- Original signatures only.
- Forms completely filled out.
- Type “N/A” if item on form does not apply.
- ODAS director will not sign any contract after the negotiated start date.

THE TIMELINE

Contracts Should Be Submitted to OPCRP

45 Days Before the Contract Start Date

- OPCRP needs the documents **45 days** before the contract starts in order to process the contract prior to the implementation date.
- 45 Days allows for the contracts to be reviewed and evaluated, typed, entered into OAKS (as appropriate), approved and forwarded for display on the State Procurement Website.
- Government ordering offices look up contracts on the State Procurement Website and use the information to enter their purchase orders.

OPCRP CONTRACTING PROCESS

What We Do

- OPCRP receives and date stamps submitted contract documents and specifications.
- OPCRP reviews documents for completeness, correct pricing, original signatures and dates.
- OPCRP assigns a contract number (and index number on new business), reviews the documents, enters the information into OAKS (if applicable), and prepares the final document for the ODAS Director's signature.
- Contract is displayed on the State Procurement Website.

OAKS

Ohio Administrative Knowledge System

- OAKS is the State of Ohio's Administrative Database.
- The information submitted on the contract and business forms by CRPs and government ordering offices is entered into OAKS.
- State government ordering offices use OAKS to issue Purchase Orders (POs), which allow for payment of the CRP/Vendor's invoices.
- On state contracts, CRPs cannot issue payments if the information is not in OAKS.

PAYMENT PROCESS

The payment process is different for state agencies and political subdivisions.

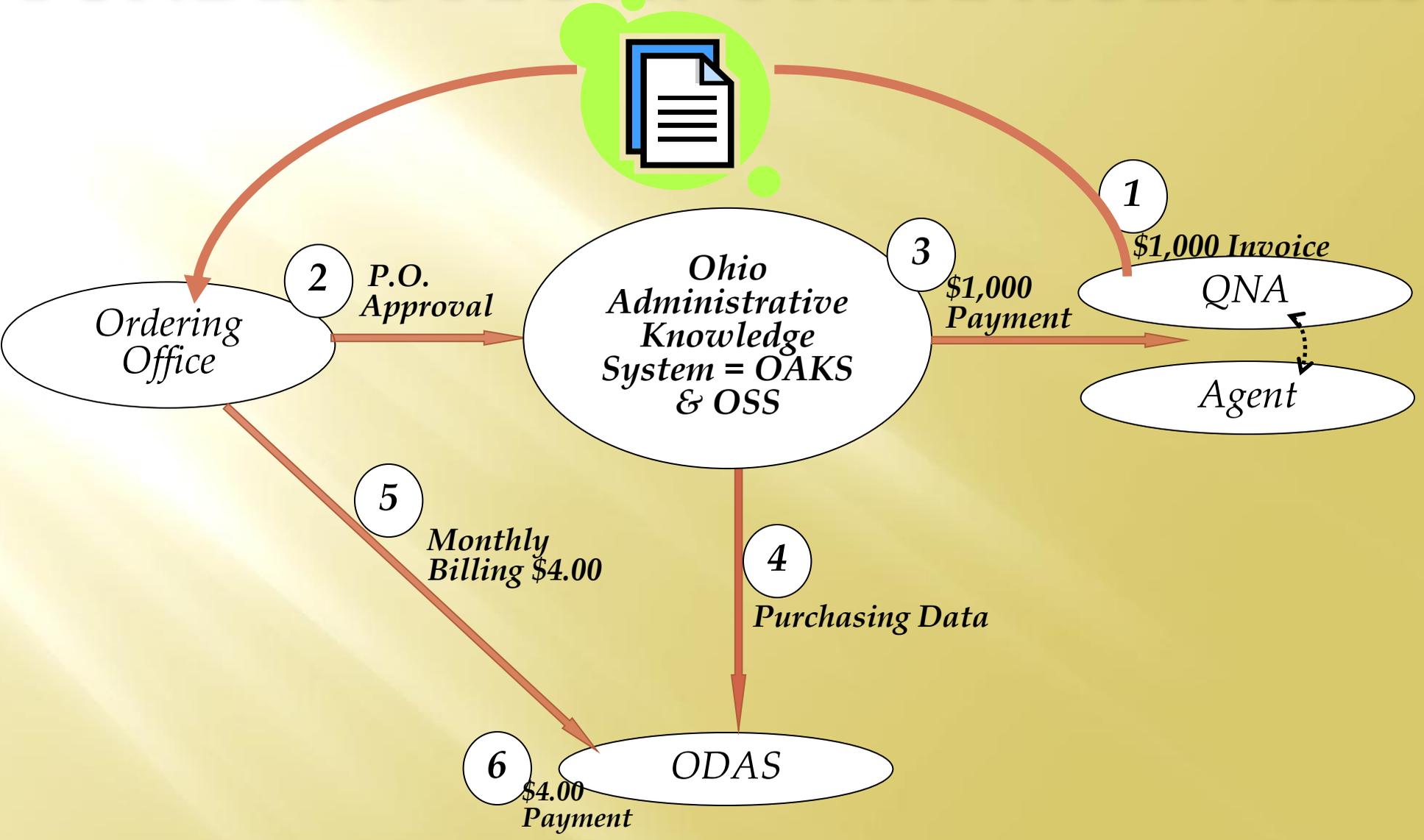


- State agency payment by check within 30 days.
- CRPs/ Agent may set terms (e.g. 2% - 10, net 30 days) which the state will honor
- State agency payment by electronic data interchange (EDI) within five days.
- State agency payment by p-card within 48 hours.

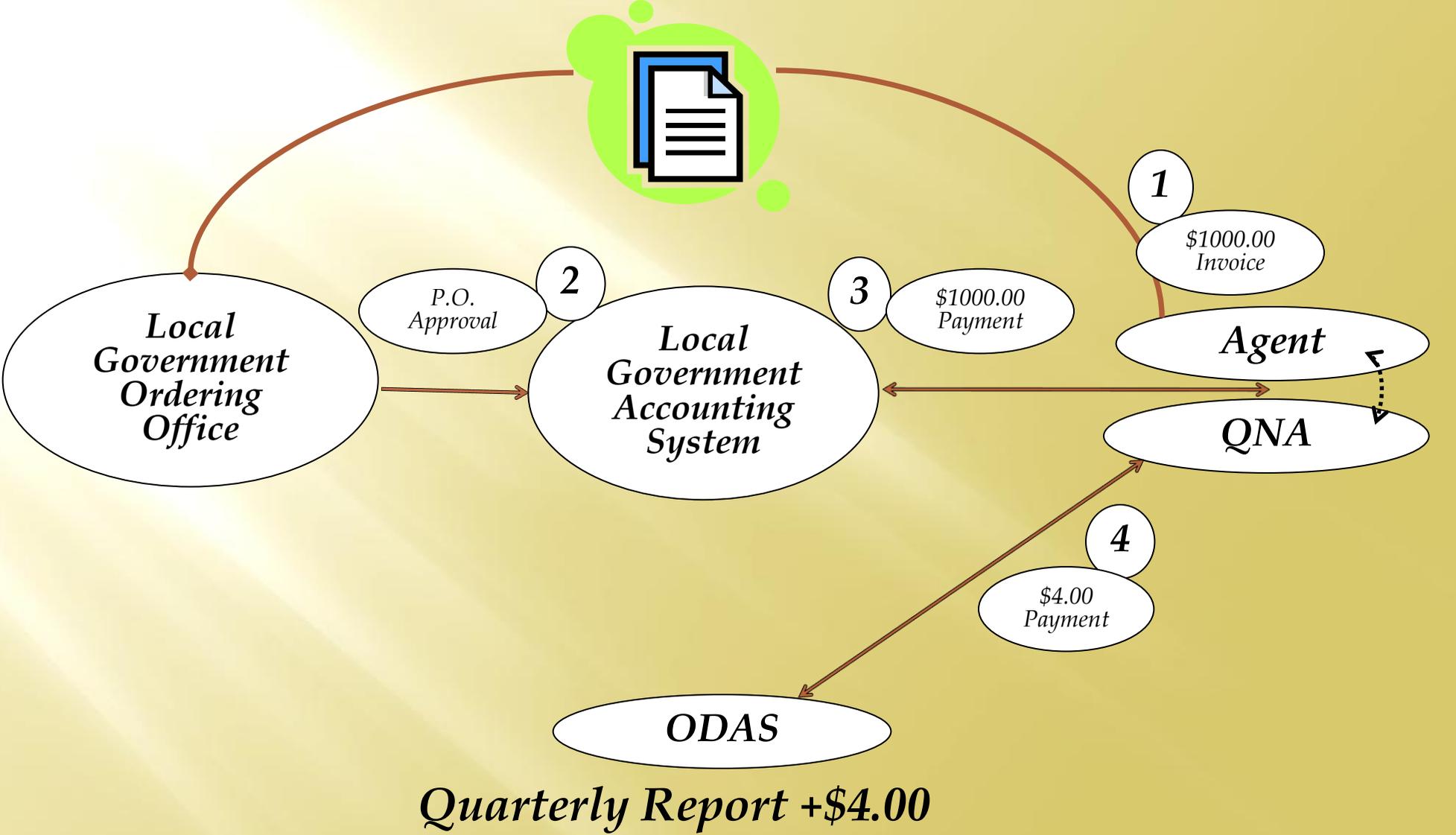
PAYMENT PROCESS - *Invoices*

- Many payments for the State of Ohio are processed through Ohio Shared Services (OSS). OSS will return invoices to any vendor who does not include a PO number on their invoice.
- Every invoice should have an invoice number. No duplicate invoice numbers.
- When addressing invoices, please reference the agency name and satellite location in addition to OSS.
Example: OSS/DRC-Lorain Correctional, 4310 East 5th Avenue, Columbus, Ohio 43219
- Website: www.ohiosharedservices.ohio.gov

FUNDING FLOW: STATE AGENCIES



FUNDING FLOW: LOCAL GOVERNMENT



Quarterly Report +\$4.00

COMPLAINT TO VENDOR (CTV)

- Government ordering office determines that the CRP is failing to perform its contract obligations.
- Government ordering office provides OPCRP a detailed notice of deficiencies.
- Government ordering office and OPCRP agree to an appropriate period of time to correct the deficiencies.

COMPLAINT TO VENDOR (CTV)

(Continued)

- After the designated time has passed, the government ordering office provides OPCRP a detailed report on the results of the CRP's attempt to correct the deficiencies.
- Government ordering office asks to be released from the contract obligation if they feel justified. However, the government ordering office is not released if:
 1. CRP corrects the deficiencies.
 2. OPCRP feels that the deficiencies have been corrected.

QUARTERLY REPORTING

Due October 15, January 15, April 15, July 15

- Total dollar value (itemized) of purchases made by state government ordering office where the CRP was contractor of record. *Include Index Number.*
- Total dollar value (itemized) of purchases made by political subdivisions where the CRP was the contractor of record. *Include Index Number.*
- Payment for .4% (4/10 of 1%) of the sales total of the value of purchases made by political subdivision where the CRP was the contractor of record. This percentage can and does change.

ANNUAL REPORTING

Due August 15 Each Year

- Total number of individuals who worked to manufacture products or provide services to government ordering offices.
- Total number of individuals with work-limiting disabilities who worked to manufacture products or provide services to government ordering offices.

ANNUAL REPORTING

(Continued)

- Total number of all direct labor hours worked to manufacture products or provide services to government ordering offices.
- Total number of all direct labor hours worked by individuals with work-limiting disabilities in the manufacture of products or the provision of services to government ordering offices.
- Total wages paid to individuals with work-limiting disabilities on total sales to all government ordering offices.

ANNUAL REPORTING

(Continued)

- Total number of individuals with work-limiting disabilities who worked to manufacture products or provide services to government ordering offices and transitioned to competitive employment.
- Total sales through an agent.
- Total sales when self-represented.
- Total Sales

QUESTIONS?