

Ohio Department of Administrative Services

Legal Authority (Ohio Revised Code)

The following is a list of DAS Director duties contained in Chapters 9, 124, 125, 126, 709, 1307, 1347 and 5703 of the Ohio Revised Code (highlights). The list provides a brief description of the director's duties by code section and the position currently overseeing the obligation.

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| RC 9.01 | Requires director to create and maintain a certificate of authenticity and completeness. Administrator of State Printing. |
| RC 9.24 | DAS may not enter into a contract with anyone against whom a finding for recovery has been issued by the auditor of state. Administrator of State Purchasing and OIT. |
| RC 9.25 | DAS may acquire supplies from the federal government directly when director determines that they can be obtained at a lower price than competitive bidding would generate. Administrator of State Purchasing and OIT. |
| RC 9.31 | Withdrawing bids made in error. State Architect |
| RC 9.312 | Except for contracts let under RC 125.11, DAS must provide notice to an apparent low bidder that has been determined to be not responsive or responsible by first class mail. Notice must include the reasons for the finding. State Architect. |
| RC 9.32 | When the state lets a contract for construction, demolition, alteration, repair, or reconstruction of a public improvement, the contracting authority must simultaneously notify the surety on the contractor's bond. State Architect. |
| RC 9.33 - | Construction management services. DAS' duties are the same as any other public owner. State Architect. |
| RC 9.41 | Director must certify the estimate, payroll, or account for salary or compensation before any payroll warrants can be issued. Administrator of Payroll Administration. |
| RC 9.47 | Equal employment opportunity coordinator must determine if bidder has complied with all affirmative action programs the bidder was required to comply with during last five years. Any bidder denied a certificate of compliance may appeal to director. Equal Employment Opportunity Coordinator. |
| RC 9.821 | DAS to provide risk management services and insurance programs for the state. Administrator of Risk Management. |

- RC 9.822 DAS must establish a self insured insurance plan or purchase coverage that protects (1) state real and personal property from accidental loss, (2) state officers or employees from civil actions due to the performance of their official duties (except when the act is manifestly outside the scope of the officer's or employee's official responsibilities, is with malicious purpose, in bad faith, or wanton or reckless) and (3) the state through fidelity bonding of state officers, employees, and agents who are required by law to provide a bond. Administrator of Risk Management.
- RC 9.823 Director must administer the risk management reserve fund on an actuarially sound basis. Administrator of Risk Management.
- RC 9.83 Director must operate the vehicle liability fund on an actuarially sound basis. Administrator of Risk Management.
- RC 9.87 DAS may purchase policies of insurance to provide coverage in connection with any civil action, against an officer or employee. Administrator of Risk Management.
- 124.02 The director of administrative services and the state personnel board of review shall exercise all functions, powers, and duties that formerly were by law vested in the state civil service commission and the offices of commissioners and members and upon their employees, agents, and representatives.
- 124.04 The powers, duties, and functions of the director of administrative services shall include, but shall not be limited to, the following powers, duties, and functions:
- (A) To prepare, conduct, and grade all competitive examinations for positions in the classified state service;
 - (B) To prepare, conduct, and grade all noncompetitive examinations for positions in the classified state service;
 - (C) To prepare eligible lists containing the names of persons qualified for appointment to positions in the classified state service;
 - (D) To prepare or amend, in accordance with section 124.14 of the Revised Code, specifications descriptive of duties, responsibilities, requirements, and desirable qualifications of the various classifications of positions in the state service;
 - (E) To allocate and reallocate, upon the motion of the director or upon request of an appointing authority and in accordance with section 124.14 of the Revised Code, any position, office, or employment in the state service to the appropriate classification on the basis of the duties, responsibilities, requirements, and qualifications of that position, office, or employment;
 - (F) To develop and conduct personnel recruitment services for positions in the state service;
 - (G) To conduct research on specifications, classifications, and salaries of positions in the state service;
 - (H) To develop and conduct personnel training programs, including supervisory training programs and best practices plans, and to develop merit hiring processes, in cooperation with appointing authorities;

- (I) To include periodically in communications sent to state employees both of the following:
 - (1) Information developed under section 2108.34 of the Revised Code promoting the donation of anatomical gifts under Chapter 2108. of the Revised Code;
 - (2) Information about the liver or kidney donor and bone marrow donor leave granted under section 124.139 of the Revised Code.
- (J) To enter into agreements with universities and colleges for in-service training of officers and employees in the civil service and to assist appointing authorities in recruiting qualified applicants;
- (K) To appoint examiners, inspectors, clerks, and other assistants necessary in the exercise of the powers and performance of the duties and functions which the director is by law authorized and required to exercise and perform, and to prescribe the duties of all of those employees;
- (L) To maintain a journal, which shall be open to public inspection, in which the director shall keep a record of the director's final decision pertaining to the classification or reclassification of positions in the classified civil service of the state and assignment or reassignment of employees in the classified civil service of the state to specific position classifications;
- (M) To delegate any of the powers, functions, or duties granted or assigned to the director under this chapter to any other state agency of this state as the director considers necessary;
- (N) To delegate any of the powers, functions, or duties granted or assigned to the director under this chapter to any political subdivision with the concurrence of the legislative authority of the political subdivision.
- (O) To administer a state equal employment opportunity program.

124.07 Director may appoint examiners, inspectors, clerks, and other assistants to carry out the requirements of Chapter 124. Director may enter into agreements with counties, cities, or other political subdivisions to provide any services or facilities of DAS for functions related to human resources and such agreement must provide that the department shall be reimbursed for the reasonable costs of those services and facilities as determined by the director. Director may designate the municipal civil service commission of the largest city in a county as the director's agent for reporting purposes.

124.08 Director must maintain suitable offices for the purpose of carrying out the duties of Chapter 124.

124.09 Director shall have the following civil service duties:

- (A) Prescribe, amend, and enforce administrative rules for the purpose of carrying out the functions, powers, and duties vested in and imposed upon the director by Chapter 124.
- (B) Keep records of the director's proceedings and records of all applications for examinations and all examinations conducted by the director.
- (C) Prepare, continue, and keep in the office of the department of administrative services a complete roster of all persons in the classified

civil service of the state who are paid directly by warrant of the director of budget and management.

(D) Approve the establishment of all new positions in the civil service of the state and the reestablishment of abolished positions.

(E) Require the abolishment of any position in the civil service of the state that is not filled after a period of twelve months unless it is determined that the position is seasonal in nature or that the vacancy is otherwise justified;

(F) Make investigations concerning all matters touching the enforcement and effect of this chapter and the administrative rules of the director of administrative services prescribed under this chapter.

(G) Have the power to subpoena and require the attendance and testimony of witnesses and the production of books, papers, public records, and other documentary evidence pertinent to the investigations, inquiries, or hearings on any matter which the director has authority to investigate, inquire into, or hear, and to examine them in relation to any matter which the director has authority to investigate, inquire into, or hear.

(H) Make a report to the governor, on or before the first day of Jan. of each year, showing the director's actions, the rules and all exceptions to the rules in force, and any recommendations for the more effectual accomplishment of the purposes of this chapter. The director shall also furnish any special reports to the governor whenever the governor requests them.

- 124.10 Notice of garnishment actions against state employees to be served upon the director for processing within payroll.
- 124.11 Director may determine that certain limited positions are impracticable to include in the classified civil service. The director is responsible for establishing rules as to competitive classified service, although the statute sets forth the director's general requirements for filling vacancies. In the event an unclassified employee exercises fallback rights to the classified service, the director is responsible for certifying that the classified position is comparable in compensation to the position the person previously held in the classified service.
- 124.12 DAS shall develop and provide each appointing authority in the state service with a general written description of the nature of employment in the unclassified civil service.
- 124.133 Director may establish, by rule, an experimental program to be implemented on a limited basis only which grants to employees in the service of the state vacation leave, sick leave, disability leave, personal leave, life insurance, or medical insurance benefits that differ from these benefits as granted by sections 124.13, 124.134, 124.382, 124.385, 124.386, 124.81, and 124.82 of the Revised Code. However, this program shall not reduce the number of hours of vacation leave, sick leave, or personal leave which an employee has accrued as of the effective date of the rule.

- 124.137 Creates the parental leave benefit fund and outlines the director's duties in making payments from the fund and establishing rates for payroll charges to cover the administrative costs of the fund.
- 124.138 Director is authorized to establish paid leaves and employee benefits for eligible full-time fire fighters employed by the adjutant general's department that are comparable to paid leaves and employee benefits provided to other full-time permanent employees, with certain constraints, and to adopt rules in this regard.
- 124.139 Director is responsible for providing information as to organ donor leave to all full-time employees.
- 124.14 Director must establish, and may modify or rescind, by rule, a job classification plan for all positions, offices, and employments the salaries of which are paid in whole or in part by the state and is responsible for reclassifying positions that are incorrectly classified. Director may establish, modify, or rescind a classification plan for county agencies that elect not to use the services and facilities of a county personnel department. Director shall establish the rate and method of compensation for all employees who are paid directly by warrant of the director of budget and management and who are serving in positions that the director of administrative services has determined impracticable to include in the state job classification plan. Director shall set the rate of compensation for all intermittent, seasonal, temporary, emergency, and casual employees in the service of the state who are not considered public employees under R.C. 4117.01.
- 124.141 Director may establish, by rule, an appointment incentive program that allows an appointing authority to pay to certain officers or employees a salary and benefits package that differs from the salary and benefits otherwise provided by law for such officer or employee, but such program cannot include a provision for health care benefits to a covered officer or employee that are different from those otherwise provided by law for that officer or employee.
- 124.15 Director shall determine the manner and amount an employee must pay for lodging, meals, laundry, or other personal services that are furnished an employee in the service of the state. Director may review collective bargaining agreements entered into under Chapter 4117. of the Revised Code that cover employees in the service of the state and determine whether certain benefits or payments provided to the employees covered by those agreements should also be provided to employees in the service of the state who are exempt from collective bargaining coverage. Director has certain limited authority to establish pay rates for certain positions and has authority to adjust the pay rate step in certain circumstances.
- 124.151 Director shall provide, by rule, for the direct deposit in a financial institution of the compensation of an employee who fails to provide to the appointing authority a written authorization for payment by direct deposit.

- 124.17 Director may institute an employee awards system designed to encourage all state employees to submit suggestions that will reduce the costs, or improve the quality, of state services. Director may establish a program for the recognition of exemplary performance of employees.
- 124.18 Director may approve an appointing authority's policy to grant compensatory time or to pay compensation to certain state employees who are exempt from overtime compensation.
- 124.181 Director must approve the eligibility of an employee to receive pay supplements, upon application by the appointing authority substantiating the employee's qualifications for the supplement. The effective date of such supplement is to be determined by the director. Claims for temporary hazard pay are subject to an administrative audit by the director as to the extent and duration of the employee's exposure to the hazardous condition. Director may establish a shift differential for employees and, in conjunction with the appointing authority, shall designate which positions shall be covered. Director shall approve all temporary working levels. Director must approve an appointing authority's supplementary compensation schedule for any licensed physicians employed by the agency, board, or commission in positions requiring a licensed physician.
- 124.182 Director to administer the professional development fund.
- 124.20 Director to adopt rules, with approval of State Personnel Board of Review, for appointments, promotions, transfers, layoffs, suspensions, reductions, reinstatements, and removals in and examinations and registrations for offices and positions in the civil service of the state and for maintaining and keeping records of the efficiency of officers and employees in the civil service of the state.
- 124.21 Director may divide the state into civil service districts, and establish an officer in each of such districts.
- 124.23 With respect to civil service examinations, the director may determine certain limitations as to citizenship, age, experience, education, health, habit, and moral character. Director shall have control of all examinations administered for positions in the service of the state.
- 124.25 Director is responsible for the application process for civil service examination.
- 124.26 Director is responsible for preparing eligible list from results of examination.
- 124.27 Director is responsible for certifying a group of candidates from the eligibility list to a requesting appointing authority.
- 124.30 Director may suspend the provisions of R.C. 124.01 to 124.64 that require competition in the specific case of a vacancy in a position in the classified

service where peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in this special case is impracticable and that the position can best be filled by a selection of some designated person of high and recognized attainments in those qualities, but no suspension shall be general in its application. Director must report all such cases of suspension in the annual report of the director with the reasons for each suspension. Director shall suspend the provisions when the director of job and family services provides the certification under section 5101.051 of the Revised Code that a position with the department of job and family services can best be filled if the provisions are suspended.

- 124.301 Director shall waive any residency requirement for the civil service established by a rule adopted under division (A) of section 124.09 of the Revised Code if the director of job and family services provides the director certification under section 5101.051 of the Revised Code that a position with the department of job and family services can best be filled if the residency requirement is waived.
- 124.31 In all cases where vacancies are to be filled by promotion, the director shall certify to the appointing authority the names of the three persons having the highest rating on the eligible list.
- 124.32 No person in the classified civil service of the state may be transferred without the consent of the director of administrative services. Any person holding an office or position in the classified service who has been separated from the service without delinquency or misconduct on the person's part may be reinstated within one year from the date of that separation to a vacancy in the same office or in a similar position in the same department, except that a person in the classified service of the state only may be reinstated with the consent of the director of administrative services.
- 124.321 In case of layoff for lack of work for appointing authorities whose employees are paid by warrant of the director of budget and management, the director of administrative services shall determine whether a lack of work exists. For employees to displace other employees during a layoff, the director may establish a paper lay-off process under which employees who are to be laid off or displaced may be required, before the date of their paper layoff, to preselect their options for displacing other employees.
- 124.322 Director shall adopt rules establishing a method for determining layoff procedures and an order of layoff of, and the displacement and recall of, laid-off state and county employees.
- 124.324 & 124.325 For purposes of layoff displacement rights, the director shall verify the calculation of the retention points of all employees in the service of the state in an affected classification.

- 124.326 Director shall establish layoff districts for state agencies, boards, and commissions.
- 124.33 No employee shall be temporarily transferred more than once during any six-month period without the approval of the director, if the employee is in the service of the state.
- 124.382 Director shall determine in which increments of an hour and at which compensation rate used sick leave shall be deducted from the employee's credit on the basis of absence from previously scheduled work.
- 124.383 Director shall establish procedures to allow a full-time or part-time employee who is credited with sick leave to elect one of the statutory options with respect to sick leave credit remaining at the end of the year.
- 124.384 In certain circumstances and with the approval of the director of budget and management, the director may establish a plan for early payment of accrued sick leave and vacation leave.
- 124.385 Director shall, by rule, establish a disability leave program.
- 124.386 Director shall, by rule, establish a pro-rated personal leave credit for employees.
- 124.389 Director may establish an employee exchange program for employees whose salary or wage is paid directly by warrant of the director of budget and management.
- 124.391 Director may establish a program under which an employee paid directly by warrant of the director of budget and management may donate that employee's accrued but unused paid leave to another employee paid directly by warrant of the director of budget and management who has no accrued but unused paid leave and who has a critical need for it because of circumstances such as a serious illness or the serious illness of a member of the employee's immediate family.
- 124.392 Director may establish a voluntary cost savings program for exempt employees and shall establish a mandatory cost savings program applicable to exempt employees.
- 124.64 Prosecutions for the violation of civil service rules or statutes shall be instituted by the attorney general or by the director acting through special counsel, or by the county prosecutor for the county in which the offense is alleged to have been committed.
- 124.821 Director to administer the health care spending account fund.
- 124.822 Director to administer the dependent care spending account fund.

- 124.86 Director to administer the employee educational development fund in accordance with the terms of collective bargaining agreement.
- 124.87 DAS to administer the state employee health benefit fund.
RC 125.02 DAS may establish supplies or services for state agencies. DAS shall prescribe uniform rules governing forms of specifications, advertisements for proposals, the opening of bids, the making of awards and contracts, and the purchase of supplies and performance of work. Administrator of State Purchasing.
- RC 125.021 DAS may contract for, operate and superintend telephone, telecommunication and computer services for state agencies. OIT.
- RC 125.022 DAS may establish cooperative agreements with one or more states, the federal government, other purchasing consortiums or any political subdivision of this state. Administrator of State Purchasing.
- RC125.023 DAS may suspend the purchasing requirements of Chapter 125 and any requirements of Chapter 153 in response to a defined period of emergency for the emergency management agency and any other state agency participating in recovery activities. Administrator of State Purchasing.
- RC 125.03 When the annual premium for insurance is over \$1,000, DAS must purchase in conformity with purchasing statutes in Chapter 125. Administrator of Risk Management.
- RC 125.04 DAS determines supplies and services to be purchased. DAS may allow political subdivisions and defined others to participate in DAS contracts. DAS may charge a reasonable fee for such participation. Administrator of State Purchasing and OIT.
- RC 125.05(A) DAS must establish written procedures to assist state agencies when exercising direct purchasing authority. Administrator of State Purchasing.
- RC 125.05(B) DAS must make purchases through competitive selection on behalf of state agencies unless the state agency is purchasing a supply or service that costs more than twenty-five thousand dollars but less than fifty thousand dollars if the purchases are made under the direction of an employee of the agency who is certified by the department to make purchases and if the purchases comply with the department's purchasing procedures. Administrator of State Purchasing and OIT.
- RC 125.05(C) If director determines it is not possible or not advantageous to the state for DAS to make the purchase, DAS must grant the agency a release and permit. If an agency's purchase exceeds the threshold limit, but is less than Controlling Board limit (\$50,000) DAS approves the purchase. Administrator of State Purchasing and OIT.

- RC 125.051 The director of DAS shall certify employees of state agencies to make purchases of supplies and services under division (B) of section 125.05 of the Revised Code. The director shall adopt rules in accordance with Chapter 119. of the Revised Code governing certification
- RC 125.06 DAS may issue release and permits to agencies to make purchases. Administrator of State Purchasing and OIT.
- RC 125.07 When conducting competitive selection, DAS must provide the notice specified by this section to competing businesses. Administrator of State Purchasing and OIT.
- RC 125.071 DAS may make purchases by competitive sealed proposal when director determines that use of competitive sealed bidding is not possible or not advantageous to the state. Administrator of State Purchasing and OIT.
- RC 125.072 When director determines that it is advantageous to the state, DAS may conduct competitive selection through reverse auction. Administrator of State Purchasing.
- RC 125.073 DAS must actively promote and accelerate the use of electronic procurement, including reverse auctions.
- RC 125.08(A) DAS must maintain a competitive selection notification list. DAS may divide the state into purchasing districts. Administrator of State Purchasing.
- RC 125.081(A) Director must select state purchases to be set aside for competition by minority business enterprises. Administrator of State Purchasing and OIT.
- RC 125.081(E) The director of DAS certifies to the equal employment opportunity coordinator, the clerk of the senate, and the clerk of the house of representatives of the general assembly that approximately fifteen per cent of the aggregate amount of the projected expenditure for such purchases in the fiscal year has been set aside as provided for in this section.
- RC 125.082 The director of administrative services shall adopt rules in accordance with Chapter 119. of the Revised Code establishing guidelines for the procurement of recycled products pursuant to division (A) of this section. In addition, DAS and DNR annually shall prepare and submit to the governor, president of the senate, and speaker of the house of representatives a report that describes, so far as practicable, the value and types of recycled products that are purchased with moneys disbursed from the state treasury by the general assembly; the offices of all elected state officers; and all departments, boards, offices, commissions, agencies, and institutions of this state

- RC 125.09(A) DAS may prescribe conditions under which competitive sealed bids will be received as it considers necessary. Administrator of State Purchasing and OIT.
- RC 125.09(B) DAS may require that each bidder provide sufficient information about energy efficiency or energy usage of product or service. Administrator of State Purchasing and OIT.
- RC 125.092 The director shall establish a biobased product preference program, which shall ensure that the department of administrative services, other state agencies, and state institutions of higher education purchase biobased products and adopt a policy of setting minimum biobased content specifications for awarding contracts with related RC 199 rules.
- RC 125.10 DAS may require that all competitive sealed bids, competitive sealed proposals, and bids received in a reverse auction be accompanied by a performance bond or other cash surety acceptable to director. DAS must ensure that a representative of auditor of state is present at the opening of all competitive sealed bids and proposals. The auditor must certify the opening of each bid and proposal. Bids and proposals that are not so certified are not valid. Administrator of State Purchasing and OIT.
- RC 125.11(A) Contracts that are awarded pursuant to reverse auction or competitive sealed bidding must be let to the lowest responsive and responsible bidder on each item in accordance with RC 9.312. Administrator of State Purchasing and OIT.
- When purchasing meat or poultry products, only those bids received from vendors offering products from establishments on the current list of meat and poultry vendors established and maintained by DAS are eligible for award. Administrator of State Purchasing.
- When the contract is for services or products available from a qualified nonprofit agency, as defined by RC 125.60 through 125.6012, the contract must be awarded to that agency. Administrator of State Purchasing and OIT.
- 125.11(B) Bids must be evaluated according to the criteria and rules established pursuant to RC 125.09(C), which sets out the procedures for preference of US and Ohio products. Administrator of State Purchasing and OIT.
- RC 125.11(E) DAS must publish a model act for political subdivisions to use to apply a preference for Ohio products and contractors and incorporate the Buy America Act to the maximum extent possible. Administrator of State Purchasing.
- RC 125.111 DAS must ensure that every contract it enters into has the required provision that prohibits discrimination. Administrator of State Purchasing and OIT.

Annually DAS must receive a description of the affirmative action plans and a progress report from every contractor that has a contract with the state or any political subdivision of the state. Equal Employment Opportunity Coordinator.

- RC 125.112 The department of administrative services shall establish and maintain a single searchable web site, accessible by the public at no cost, listing all contract awards. Administrator of State Purchasing and OIT.
- RC 125.13 With certain exceptions, director must take control of, inventory and dispose of state agencies excess and surplus property. Statute sets out process and limits on disposal. Administrator of State and Federal Surplus Property.
- RC 125.14 Director must allocate funds from disposal of excess and surplus property to the account that originally funded the purchase, the investment recovery fund or the recycled materials fund as appropriate. DAS may charge a service fee to state agencies to eliminate any deficit. Administrator of State and Federal Surplus Property.
- RC 125.16 DAS must maintain current certified inventory records of state tangible personal and real property. Administrator of Fixed Assets and State Property.
- RC 125.17 DAS must establish and maintain a list of approved meat and poultry vendors. Administrator of State Purchasing.
- RC 125.18 The director must appoint a state chief information office and the director must approve the office of information technology's establishment of cooperative agreements with federal and local government agencies and state agencies that are not under the authority of the governor for the provision of technology services and the development of technology projects.
- Lead, oversee, and direct state agency activities related to IT development and use;
 - Coordinate and superintend statewide efforts to promote common use and development of technology by state agencies;
 - Establish policies and standards for the acquisition and use of common information technology by state agencies;
 - Establish criteria and review processes to identify state agency information technology projects or purchases that require alignment or oversight; and
 - Provide the governor and the director of budget and management with notice and advice regarding the appropriate allocation of resources for those projects.
 - Establish policies and procedures for the security of personal information that is maintained and destroyed by state agencies;
 - Employ a chief information security officer
 - Employ a chief privacy officer

- Establish policies on the purchasing, use and reimbursement of handheld computing devices
- Establish policies for reduction of printing and the use of electronic records
- Establish policies for the reduction of energy consumption
- Assist each agency with development of an information technology security strategic plan
- Review and reject requested purchases for noncompliance with information technology direction, plans, standards, policies, or project-alignment criteria
- Establish cooperative agreements with federal and local government agencies and state agencies not under the authority of the governor

- RC 125.181 The director shall establish the state information technology investment board within the department of administrative services.
- RC 125.19 DAS must develop and conduct orientation and training programs for energy efficiency and energy conservation purchasing measures. Administrator of Energy Services.
- RC 125.21 Director must process payroll information and provide data to auditor of state for drawing of employee pay warrants. Administrator of Payroll Administration.
- RC 125.211 Director of DAS in consultation with director of budget and management must establish procedures to pay converted unused vacation leave, sick leave, or personal leave credit.
- RC 125.212 The life insurance investment fund must be used to pay the costs of the state's life insurance benefit program. All investment earnings of the life insurance investment fund must be credited to the fund. DAS Director of Finance
- RC 125.22 DAS must establish a central services agency to provide routine support for various boards and commissions. Director is appointing authority for central services agency. Agency may charge fees for services provided. Administrator of CSA.
- RC 125.23 DAS may provide for regular deductions from salary and wages of employees for IRAs. Administrator of Payroll Administration.
- RC 125.25 Pursuant to Chapter 119 hearing, director may bar firms from contracting with the state. Director must maintain a current list of firms that have been barred. Administrator of State Purchasing and OIT.
- RC 125.28 Director must determine the reimbursable cost of state owned or leased facilities. Administrator of Real Estate Services.
- RC 125.31 -125.58, 125.68, 125.71, 125.76. Supervision of public printing. Administrator of State Printing.
- RC 125.60-125.6012 The office of procurement from community rehabilitation programs must establish and keep current a procurement list of approved supplies and services available from qualified nonprofit agencies; monitor procurement

of government ordering offices to ensure compliance with RC 125.60 through 125.6012. Administrator of State Purchasing.

- RC 125.81 DAS must analyze the use of all structures and real estate owned by the state or used by its agencies; DAS must promulgate standards relating to the architecture and use of buildings, structures and other public improvements. Administrator of Real Estate Services.
- RC 125.82 Upon notice that any state agency is scheduled to terminate its operations, DAS must provide for the final payment by mail of the wages or salaries and the value of accumulated vacation leave to former employees of the agency. Also DAS must certify the employment status of former employees who are eligible for unemployment compensation. Deputy Director of Human Resources.
- RC 125.83-125.832 DAS must maintain and oversee a fleet of state vehicles and fleet program. Administrator of Fleet Management.
- RC 125.832 (M) Director must implement to the greatest extent possible the recommendations of the 2002 report entitled "Administrative Analysis of the Ohio Fleet Management Program". Administrator of Fleet Management.
- RC 125.833 DAS must house the vehicle management commission, which must periodically review DAS' fleet management program. Deputy Director of General Services.
- RC 125.834-125.838 Alternative fuel purchases, appointment of alternative fuel officer, and reporting on use of alternative fuels.
- RC 125.84-125.87 DAS must oversee the acquisition and disposal of federal surplus property in conformity with state and federal laws Administrator of State and Federal Surplus Property.
- RC 125.89 Subject to the approval of the governor, DAS may enter into agreements with several states or the federal government or political subdivisions for the exchange of property, facilities personnel and services. Administrator of State and Federal Surplus Property.
- RC 125.92-125.93 DAS must develop and maintain a state forms management program to simplify, consolidate, or eliminate forms, surveys, and other documents used by state agencies. The program must assist agencies in developing internal forms and management capabilities. Administrator of State Printing.
- RC 126.24 Establishment of the OAKS support organization fund
- RC 126.503 Control of nonessential travel expenses including use of fleet vehicles and DAS mileage reimbursement restrictions
- RC 126.504 Use of DAS interoffice mail service mandated, consolidation of printing, copying, and mail preparation services into DAS

RC 126.505	Compliance with purchasing standardization and strategic sourcing directives of DAS
RC 126.506	Participation in DAS IT consolidation efforts mandated, agencies to maintain IT asset records and costs
RC 126.507	DAS director to monitor and report to governor and general assembly on effectiveness of spending plan strategies
R.C. 709.02(E)	Annexation: ORC Chapter 709 establishes the procedures for annexing territory. Under R.C. 709.02(E), the DAS director is the authorized agent for the state. As a result, DAS is often contacted with a request to give consent for an annexation. When a request is received, DAS attains approval from the agency that uses the property, ensures there is no local opposition to the annexation, and reviews the paperwork drafted by the requester to ensure statutory requirements are met. This packet including a recommendation is presented to the DAS Director If an agency requests the annexation, we draft the paperwork. Chief Legal Counsel.
RC 1306.20	Agency implementation of electronic signatures and electronic records to be consistent with rules adopted by DAS in consultation with state archivist
RC 1306.21	DAS to adopt rules and publish recommendations for the implementation of electronic signatures and electronic records in consultation with the state archivist
RC 1347.06	DAS to adopt rules with regard to maintaining personal information systems
R.C. 1347.15	<p>Assist agencies:</p> <ul style="list-style-type: none"> • In ensuring that confidential personal information is properly protected and that agencies comply with ORC 1347.15 • In assessing the risks of collecting, maintaining, and disseminating confidential personal information, and • In adopting privacy protection processes designed to mitigate those risks. Office of Information Security and Privacy.
RC 5703.57	Establishment of the Ohio Business Gateway Steering Committee