Agency Minority Business Enterprise (MBE) Projected Expenditure Plan
– Fiscal Year 2020 –

Section I.

Agency Information

Agency:	Department of Higher Education
Director/Executive First Name:	Randy
Director/Executive Last Name:	Gardner
Director/Executive Title:	Chancellor
Address:	25 South Front Street
City:	Columbus
ZIP:	43215

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:	43215
Telephone:	614-466-2574
Email:	Dgattedam@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:	43215
Telephone:	614-466-2574
Email:	Dgattedam@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:	43215
Telephone:	614-466-2574
Email:	Dgattedam@HigherEd.ohio.gov

Section II-A.

DAS PROJECTED CONTRACTS *FY2020 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)
Conference AV	527053	stage, sound, computers, projectors	$130,000	No
Conference Registration	524065	online registration system	$24,000	Yes
Conference Decorator	527059	displays, tables, curtains	$100,000	No

Section II-B.

AGENCY PROJECTED CONTRACTS *FY2020 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.)	Plan to Request Release and Permit from DAS (Yes/No)	Projected Solicitation Post Date	New or Renewal?	Projected Total Contract Value	Projected Set-Aside Total Contract Value	Quarter Projected Contract to be Awarded: Q1: July to Sept.	Q2: Oct. to Dec.	Q3: Jan. to Mar.	Q4: Apr. to June
Security	510050	Conference Security	No		New or Renewal?						
Graphic Design	510050	Conference Graphic Design	No		New						
Conference App	524062	Conference App	No								

Section II-C.

Total DAS Projected Contracts for FY2020	$254,000.00
Total DAS Contracts Projected as Set-Aside for FY2020	$24,000.00
Total Agency Projected Contracts for FY2020	$0.00
Total Agency Contracts Projected as Set-Aside for FY2020	$0.00

Section III-A.

AGENCY ELIGIBLE PURCHASES *FY2020 ONLY* | All purchases for FY2020 in the quarter which the voucher is planned - INCLUDE open encumbrances from Fiscal Year 2019

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 FY2019 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.)	Projected Purchases	1st Quarter: 1st Quarter Total	1st Quarter: Set-Aside	1st Quarter: 2nd Tier Set-Aside	1st Quarter: Open	2nd Quarter: 2nd Quarter Total	2nd Quarter: Set-Aside	2nd Quarter: 2nd Tier Set-Aside	2nd Quarter: Open	3rd Quarter: 3rd Quarter Total	3rd Quarter: Set-Aside	3rd Quarter: 2nd Tier Set-Aside	3rd Quarter: Open	4th Quarter: 4th Quarter Total	4th Quarter: Set-Aside	4th Quarter: 2nd Tier Set-Aside	4th Quarter: Open	Fiscal Year To Date: Set-Aside	Fiscal Year To Date: 2nd Tier Set-Aside	Fiscal Year To Date: Open	Fiscal Year To Date: Total Expenditures
Agency Direct Purchase	510050	Conference Security	$8,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$8,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$0.00	$8,000.00
Agency Direct Purchase	510050	Conference Graphic Design	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
DAS Contract	526073	Conference Decorator	$115,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$115,000.00	$0.00	$0.00	$115,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$115,000.00	$115,000.00
DAS Contract	527053	Conference A/V	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$50,000.00
Agency Direct Purchase	510050	Conference Registration	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Agency Direct Purchase	521052	computers	$35,000.00	$0.00	$0.00	$0.00	$0.00	$35,000.00	$35,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,000.00	$0.00	$0.00	$35,000.00
Agency Direct Purchase	537152	software	$2,500.00	$0.00	$0.00	$0.00	$0.00	$1,200.00	$1,200.00	$0.00	$0.00	$1,300.00	$1,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00
Agency Direct Purchase	524063	licenses	$2,500.00	$0.00	$0.00	$0.00	$0.00	$1,200.00	$1,200.00	$0.00	$0.00	$1,300.00	$1,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00
Agency Direct Purchase	520052	Catering	$40,000.00	$10,000.00	$6,000.00	$0.00	$4,000.00	$10,000.00	$5,100.00	$0.00	$4,900.00	$10,000.00	$5,000.00	$0.00	$5,000.00	$10,000.00	$5,000.00	$0.00	$5,000.00	$21,100.00	$0.00	$18,900.00	$40,000.00
Agency Direct Purchase	521050	paper	$2,500.00	$650.00	$650.00	$0.00	$0.00	$650.00	$650.00	$0.00	$0.00	$650.00	$650.00	$0.00	$0.00	$550.00	$550.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00
Agency Direct Purchase	521050	Office Supplies	$5,000.00	$1,250.00	$1,250.00	$0.00	$0.00	$1,250.00	$1,250.00	$0.00	$0.00	$1,250.00	$1,250.00	$0.00	$0.00	$1,250.00	$1,250.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
Agency Direct Purchase	523058	Travel	$90,000.00	$22,500.00	$0.00	$0.00	$22,500.00	$22,500.00	$0.00	$0.00	$22,500.00	$22,500.00	$0.00	$0.00	$22,500.00	$22,500.00	$0.00	$0.00	$22,500.00	$0.00	$0.00	$90,000.00	$90,000.00
Agency Direct Purchase	523065	Travel	$78,000.00	$20,000.00	$0.00	$0.00	$20,000.00	$19,000.00	$0.00	$0.00	$19,000.00	$20,000.00	$0.00	$0.00	$20,000.00	$19,000.00	$0.00	$0.00	$19,000.00	$0.00	$0.00	$78,000.00	$78,000.00
Agency Direct Purchase	523061	Travel	$10,000.00	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$10,000.00	$10,000.00
Agency Direct	521061	drug testing	$525.00	$200.00	$0.00	$0.00	$200.00	$200.00	$0.00	$0.00	$200.00	$125.00	$0.00	$0.00	$125.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$525.00	$525.00
Agency Direct	523058	direct lodging/meals in state	$5,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$2,000.00	$0.00	$0.00	$2,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$5,000.00	$5,000.00
Agency Direct	523061	Airfare/trans out of state	$20,000.00	$5,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$20,000.00	$20,000.00
Agency Direct	523065	direct lodging/meals out of state	$4,500.00	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$4,500.00	$4,500.00
Agency Direct	524062	software license	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,000.00	$25,000.00
Agency Direct	524063	term license	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,000.00	$0.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,000.00	$26,000.00
Agency Direct	524065	hosting services	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,000.00	$25,000.00
Agency Direct	524067	network services	$10,000.00	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$10,000.00	$10,000.00
Agency Direct	527050	records storage and delivery	$2,600.00	$600.00	$0.00	$0.00	$600.00	$600.00	$0.00	$0.00	$600.00	$1,200.00	$0.00	$0.00	$1,200.00	$200.00	$0.00	$0.00	$200.00	$0.00	$0.00	$2,600.00	$2,600.00
Agency Direct	527053	meeting space	$20,000.00	$8,500.00	$0.00	$0.00	$8,500.00	$3,500.00	$0.00	$0.00	$3,500.00	$4,500.00	$0.00	$0.00	$4,500.00	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$0.00	$20,000.00	$20,000.00
Agency Direct	527059	exhibition space	$6,000.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$6,000.00	$6,000.00
Agency Direct	528056	advertising	$13,000.00	$4,000.00	$0.00	$0.00	$4,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$4,000.00	$0.00	$0.00	$4,000.00	$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$0.00	$13,000.00	$13,000.00
Agency Direct	528057	advertising items (banners…)	$25,000.00	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$10,000.00	$10,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00
Agency Direct	527053	Conference Photography	$3,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,000.00	$3,000.00
Agency Direct	522057	Parking	$6,000.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$6,000.00	$6,000.00
Agency Direct	537155	Software	$80,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00	$0.00	$0.00	$70,000.00	$10,000.00	$0.00	$60,000.00	$20,000.00	$0.00	$60,000.00	$80,000.00
Agency direct	527053	Event Internet Services	$100,000.00	$25,000.00	$0.00	$0.00	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$100,000.00	$100,000.00
	Knowledge Services	IT Staff Augmentation				$0.00	$0.00			$0.00	$0.00			$0.00	$0.00			$0.00	$0.00		$0.00	$0.00	$0.00
	InGenesis	Non-IT Staff Augmentation				$0.00	$0.00			$0.00	$0.00			$0.00	$0.00			$0.00	$0.00		$0.00	$0.00	$0.00
FY 2019 PROJECTED TOTALS				$810,125.00	$112,700.00	$12,900.00	$0.00	$99,800.00	$141,100.00	$49,400.00	$0.00	$91,700.00	$380,325.00	$37,500.00	$0.00	$342,825.00	$176,000.00	$21,800.00	$0.00	$154,200.00	$121,600.00	$0.00	$688,525.00	$810,125.00

Section III-B.

Total Projected Purchases	$810,125.00
Total Projected MBE Set-Aside Purchases	$121,600.00

Section IV.

EDGE ELIGIBLE PROJECTIONS *FY2020 ONLY* | All purchases for FY2020

List by procurement category the total EDGE projected expenditures for FY 2020.

Procurement Category	EDGE Eligible Budget	Projected Expenditures
Architecture and Engineering	$0.00	$0.00
Construction	$0.00	$0.00
Goods and Services	$455,500.00	$48,000.00
Information Technology Services	$0.00	$0.00
Professional Services	$1,000,000.00	$25,000.00
Total	$1,455,500.00	$73,000.00

Section V.

CERTIFICATION OF AGENCY DIRECTOR APPROVAL/REVISION

Total Percentage of Contracts Set-Aside by Agency	9.45%
Projected MBE Set- Aside Purchase Percentage	15.01%
Projected EDGE Purchase Percentage	5.02%

By checking this box, ☑ I, the preparer of this document, hereby certify that this Minority Business Enterprise and Encouraging Diversity, Growth and Equity Projection Plan for Fiscal Year 2020 has been reviewed and approved by the Agency Director and Agency Procurement Officer.

Preparer's Name	Dawn Gatterdam
Date Submitted	6/14/2019