

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

**Section I.**  
**Agency Information**

Agency:	State Library of Ohio
Director/Executive First Name:	Beverly
Director/Executive Last Name:	Cain
Director/Executive Title:	State Librarian
Address:	274 East First Avenue, Suite 100
City:	Columbus
ZIP:	43201

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

First Name:	Jamie
Last Name:	Pardee
Title:	Chief Fiscal Officer
Address:	274 East First Avenue, Suite 100
City:	Columbus
ZIP:	43201
Telephone:	614-644-6879
Email:	<a href="mailto:jpardee@library.ohio.gov">jpardee@library.ohio.gov</a>

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

First Name:	Jamie
Last Name:	Pardee
Title:	Chief Fiscal Officer
Address:	274 East First Avenue, Suite 100
City:	Columbus
ZIP:	43201
Telephone:	614-644-6879
Email:	<a href="mailto:jpardee@library.ohio.gov">jpardee@library.ohio.gov</a>

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

First Name:	Jamie
Last Name:	Pardee
Title:	Chief Fiscal Officer
Address:	274 East First Avenue, Suite 100
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**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)	Agency Requests DAS use 2nd-Tier Language (Yes/No)
CSP901615	538151	Subscriptions & continuation services	\$50,000	No	No
CSP900218	524054	Delivery Services to 344 libraries across Ohio	\$2,204,000	Yes	Yes

**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.)	2nd-Tier Language included in Contract (Yes/No)	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
Keystone	526070	Talking Books software	No	Yes		Renewal	\$26,000	\$0				
Counting Opinions	526070	Library Statistics Software	No	No		renewal	\$19,500	\$0				
EE Ward	524053	book shift and transport items to salvage	No	No		new	\$6,000	\$6,000	6000			
Cleaning Services	510050	Janice Smith cleaning contract	No	No		renewal	\$16,000	\$0				

**Section II-C.**

Total DAS Projected Contracts for FY2020	\$2,254,000.00
Total DAS Contracts Projected as Set-Aside for FY2020	\$2,204,000.00
Total Agency Projected Contracts for FY2020	\$67,500.00
Total Agency Contracts Projected as Set-Aside for FY2020	\$6,000.00

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

**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.)	2nd-Tier Language Included in Contract (Yes/No)	Projected Purchases	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter				Fiscal Year To Date			
					1st Quarter Total	Set-Aside	2nd Tier Set-Aside	Open	2nd Quarter Total	Set-Aside	2nd Tier Set-Aside	Open	3rd Quarter Total	Set-Aside	2nd Tier Set-Aside	Open	4th Quarter Total	Set-Aside	2nd Tier Set-Aside	Open	Set-Aside	2nd Tier Set-Aside	Open	Total Expenditures
LIB-Direct purchase	521050	Office Supplies	No	\$100,000.00	\$25,000.00	\$15,000.00	\$0.00	\$10,000.00	\$25,000.00	\$15,000.00	\$0.00	\$10,000.00	\$25,000.00	\$15,000.00	\$0.00	\$10,000.00	\$25,000.00	\$17,000.00	\$8,000.00	\$62,000.00	\$0.00	\$38,000.00	\$100,000.00	
LIB-Direct purchase	521052	IT Equipment < \$1,000 per item	No	\$35,000.00	\$5,000.00	\$2,000.00	\$0.00	\$3,000.00	\$10,000.00	\$4,000.00	\$0.00	\$6,000.00	\$10,000.00	\$4,000.00	\$0.00	\$6,000.00	\$10,000.00	\$4,000.00	\$0.00	\$6,000.00	\$0.00	\$14,000.00	\$35,000.00	
LIB-Direct purchase	521053	Small IT items	No	\$8,000.00	\$2,500.00	\$2,000.00	\$0.00	\$500.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00	\$1,500.00	\$0.00	\$500.00	\$1,500.00	\$1,000.00	\$0.00	\$500.00	\$0.00	\$5,500.00	\$8,000.00	
LIB-Direct purchase	521076	cleaning supplies for SEO	No	\$5,000.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$800.00	\$0.00	\$200.00	\$1,000.00	\$800.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$4,000.00	
LIB-Direct purchase	523061	airfare for staff to attend conferences	No	\$6,000.00	\$2,000.00	\$0.00	\$0.00	\$3,000.00	\$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	\$0.00	\$7,000.00	\$7,000.00	
LIB-Direct purchase	523065	staff lodging for conferences	No	\$6,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$6,000.00	\$6,000.00	
LIB-Direct purchase	526053	lawn care, building repairs, etc	No	\$14,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$10,000.00	\$2,000.00	\$0.00	\$8,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$12,000.00	\$14,000.00	
LIB-Direct purchase	526070	various software maintenance	No	\$400,000.00	\$160,000.00	\$60,000.00	\$0.00	\$100,000.00	\$100,000.00	\$40,000.00	\$0.00	\$60,000.00	\$60,000.00	\$40,000.00	\$0.00	\$20,000.00	\$80,000.00	\$60,000.00	\$0.00	\$20,000.00	\$200,000.00	\$0.00	\$200,000.00	\$400,000.00
LIB-Direct purchase	537153	IT Equipment > \$1,000 per item	No	\$40,000.00	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00	\$20,000.00	\$0.00	\$20,000.00	\$40,000.00
LIB-Direct purchase	524053	Messenger/Courier	No	\$70,000.00	\$17,500.00	\$0.00	\$0.00	\$17,500.00	\$17,500.00	\$0.00	\$0.00	\$17,500.00	\$17,500.00	\$0.00	\$0.00	\$17,500.00	\$17,500.00	\$0.00	\$0.00	\$17,500.00	\$0.00	\$70,000.00	\$70,000.00	
DAS contract	524054	Statewide deliver services	Yes	\$2,200,000.00	\$550,000.00	\$0.00	\$154,000.00	\$396,000.00	\$550,000.00	\$0.00	\$154,000.00	\$396,000.00	\$550,000.00	\$0.00	\$154,000.00	\$396,000.00	\$550,000.00	\$0.00	\$154,000.00	\$396,000.00	\$0.00	\$616,000.00	\$2,200,000.00	
DAS contract	538151	Subscriptions & continuation Svcs	No	\$90,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$90,000.00	\$90,000.00	
agency contract	526070	Talking Books software	No	\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$26,000.00	\$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	\$26,000.00	\$26,000.00	
agency contract	526070	counting opinions/library stats	No	\$19,500.00	\$19,500.00	\$0.00	\$0.00	\$19,500.00	\$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	\$19,500.00	\$19,500.00	
agency contract	510050	cleaning contract for SEO	No	\$16,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$16,000.00	\$16,000.00	
				\$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	
		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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>FY 2020 PROJECTED TOTALS</b>				<b>\$3,035,500.00</b>	<b>\$836,500.00</b>	<b>\$85,000.00</b>	<b>\$154,000.00</b>	<b>\$598,500.00</b>	<b>\$792,500.00</b>	<b>\$67,800.00</b>	<b>\$154,000.00</b>	<b>\$570,700.00</b>	<b>\$693,500.00</b>	<b>\$66,300.00</b>	<b>\$154,000.00</b>	<b>\$473,200.00</b>	<b>\$712,000.00</b>	<b>\$87,000.00</b>	<b>\$154,000.00</b>	<b>\$471,000.00</b>	<b>\$306,100.00</b>	<b>\$616,000.00</b>	<b>\$2,113,400.00</b>	<b>\$3,035,500.00</b>

**Section III-B**

Total Projected Purchases	\$3,035,500.00
Total Projected MBE Set-Aside Purchases	\$922,100.00

**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	Goal %
Architecture and Engineering	\$0.00	\$0.00	0.00%
Construction	\$0.00	\$0.00	0.00%
Goods and Services	\$0.00	\$0.00	0.00%
Information Technology Services	\$50,000.00	\$3,000.00	6.00%
Professional Services	\$0.00	\$0.00	0.00%
<b>Total</b>	<b>\$50,000.00</b>	<b>\$3,000.00</b>	<b>6.00%</b>

**Section V**  
**CERTIFICATION OF AGENCY DIRECTOR APPROVAL/REVISION**

Total Percentage of Contracts Set-Aside by Agency	95.20%
Projected MBE Set-Aside Purchase Percentage	30.38%
Projected EDGE Purchase Percentage	6.00%

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	Jamie Pardee
Date Submitted	5/6/2019