Ohio|Buys allows State and Co-op users to submit a Request to Purchase (RTP) to place sourcing and contracting requests with the DAS Office of Procurement Services (OPS).

State agencies using Ohio|Buys to create purchase requisitions (PRs) must submit a RTP for purchases of products, supplies, and/or services that:

- Are potentially valued at $50,000 or more; and
- Do not reference a contract established by OPS.

State agencies not using Ohio|Buys to create PRs must submit a RTP to DAS for off-contract purchases of products, supplies, and/or services potentially valued at $25,000 or more.

State agencies are not required to submit a RTP and should move directly submitting a PR if:

- The purchase is being made from a Requisite Procurement Program;
- The purchase is being made from an existing state contract*;
- The purchase is covered by an existing non-IT Blanket R&P; or,
- The purchase is exempt from DAS authority in the Ohio Revised Code.

*Except for services being requested under the Third-Party Administrator (TPA) for Facility Maintenance and Repair Projects contract (#CSP905120-1) and competitive selection two phase prequal contracts, in which case a RTP is required.

Log in to Ohio|Buys. From the Main Menu Navigation bar, click Procurement and select Create Request to Purchase from the drop-down menu.

**Note:** you can also access this request form by clicking Request DAS to Source in the Purchase Options section on the Header tab of a PR.

At a minimum, complete the following fields in the **Header** and **Source Information** sections (see the next page for a screenshot of these fields):

- **Label** (a summary of what the request is for)
- **Commodity** (the UNSPC commodity code that matches what the request is for)
- **Description of Request** (a detailed description of what the request is for)
- **Is there an existing DAS contract for similar items/services?** (yes or no)
- **Date on which you will need this purchase?** (when the request should be completed)
- **Estimated Amount** (the estimated amount should total the full amount of the request. If the request is for multiple fiscal years, the estimated amount should be the amount of all years)
- **Organization** (the agency or division requesting the solicitation)
- **Contact Person** (who DAS should contact within the agency or division regarding the request – this should be the person who is submitting the request)
- **Is this a one time need or ongoing?** (one time or ongoing)
In addition, you should also provide any relevant details such as the type of purchase, any supporting attachments, and the associated potential Suppliers for the purchase (if known).

At a minimum, complete the following fields in the **Funding Information** section:

a) **Funding Source** (Capital, Federal, Grant, GRF, Operating)

b) **Fiscal Year** (agencies should list each fiscal year that the RTP pertains to in this field. For example, if our agency is seeking a non-IT R&P for an entire biennium, you should list both years of the biennium to be covered)

If known, please also select the corresponding **Account**.
How to Submit a Request to Purchase

Step-by-Step Instructions for Submitting a Request to Purchase

1. **Click the **Save** button.**

2. **If you would like to have a user from your agency review the request before it is submitted for subsequent Requisite Program and DAS review, enter and select the approver’s name(s) in the Agency Approver field. Any users from your agency who have the Additional Approver role can be selected.**

3. **Click the **Send for Approval** button.**

4. **After a RTP has been submitted, it is automatically routed for Agency Approval (as needed), Requisite Procurement Program review (as needed), and subsequent DAS OPS review. Requisite Procurement Programs are State agencies that offer a variety of goods and services as part of State contracts. If a Requisite Procurement Program can fulfill the request, they will reject the Request to Purchase back to you with comments/instructions on how to go about ordering the needed goods/service.**

5. **Depending on the details of a RTP, DAS will either complete the associated sourcing/contract request on behalf of the submitting agency/Co-op or assign a R&P number (for relevant non-IT purchases). If a non-IT R&P number is assigned, DAS will enter this number in OAKS on behalf of agencies not yet using Ohio|Buys to develop PRs. For agencies using Ohio|Buys to develop PRs, the R&P will be available for selection on the PR’s line items.**

6. **You will receive email notifications as actions are taken on your request.**

7. **If for some reason you need to cancel your RTP after it has been submitted (e.g., it is no longer needed), you are able to do this by completing the following steps:**

   1. Log in to Ohio|Buys. From the Main Menu Navigation bar, click **Procurement** and select **Browse Request to Purchase** from the drop-down menu.
   2. Used the displayed search fields to search for your RTP and then click the **Pencil** icon to open it.
   3. Navigate to the **Workflow** tab.
   4. Enter a comment in the **Add a comment** field that indicates why the RTP is being canceled and then click **Save.**
   5. Click the **Cancel** button at the top of the page. This will cancel the RTP and move it to a “Deleted” status.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).