

STATE OF OHIO, EQUAL OPPORTUNITY DIVISION

FY2012
MBE/EDGE Utilization
Guidance Manual

To: Cabinet Agencies, Boards, Commissions, Colleges and Universities' EEO Officers

From: Melinda Carter, State EEO Coordinator, DAS Deputy Director

Subject: MBE/EDGE Agency Inclusion Plan

Date: June 23, 2011

Note: FY2012 Agency Inclusion Plan submittal deadline is August 30, 2011

Pursuant to Sections 123.151, 125.081 and 123.152 of the Ohio Revised Code, state agencies, boards, commissions, colleges and universities are required to annually set aside 15% of the estimated total value of goods and services purchases for bidding by minority business enterprises (MBE) only. Further, each agency is required to make a good faith effort to utilize socially and economically disadvantaged owned and controlled (Encouraging Diversity, Growth and Equity (EDGE)) companies on 5% of all eligible expenditures.

In addition, Executive Order 2008-13S affirms the State's commitment to minority-owned, socially and economically disadvantaged companies. The order reinforces accountability for state agencies to utilize minority-owned, socially and economically disadvantaged companies in contracting opportunities. The executive order also encourages transparency and the need for a comprehensive review of agency operations and the utilization of Ohio's MBE and EDGE participants.

To assist agencies in meeting these requirements, the Ohio Department of Administrative Services' Equal Opportunity Division (EOD) has developed the Agency Inclusion Plan (AIP) as the vehicle for state agencies to use to ensure adherence to the mandates of the executive order and Ohio Revised Code. The AIP includes the identification of the agency's eligible budget, procurement projections, proposed expenditures to meet the MBE set aside and EDGE goals and any agency MBE/EDGE outreach efforts. The AIP, submitted annually to EOD, will assist agencies as they review their compliance with the MBE set aside mandate and EDGE good faith effort requirements.

To support your agency in its completion of the Agency Inclusion Plan, EOD will be issuing the FY2012 MBE/EDGE Utilization Manual and AIP instructions under separate memorandum. *Please note: The FY2012 AIP is due no later than August 30, 2011.*

If you have questions or concerns not addressed in the MBE/EDGE Utilization Guidance Manual and/or instruction, please contact EOD office at 614.466.8380 or visit our website at www.das.ohio.gov/eod.

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MBE and EDGE Programs

COMPARATIVE OVERVIEW

Encouraging Diversity, Growth and Equity (EDGE) Program vs. Minority Business Enterprise (MBE) Program

| | EDGE | MBE | COMMENTS |
|--|--|---|--|
| ELIGIBLE PARTICIPANTS | Socially and economically disadvantaged owned and controlled companies (race, color, ethnic origin, gender, disability, long-term residence in a qualified census tract or geographic location) | Minority-owned and controlled companies (Blacks, Native Americans, Hispanics or Asians) | |
| MARKET | Competitive - Open Key source - Subcontracts EDGE vendors can vie for prime contracts in open market. Prime contractors may also subcontract to EDGE vendors. | Competitive - Closed (Set aside bidders only) Key source - Prime contracts | |
| PROCUREMENT TYPES | 5% goal applies to all procurements (supplies, services, professional services, IT, construction & design services) | 15% goal applies to supplies and services only | |
| GOAL FLEXIBILITY | Each agency has a agency-wide goal (currently 5%) and is responsible for meeting that goal. Individual contracts may be more or less than the goal. | 15% set aside is a requirement, not a goal. | Goals and projections are separate for each program. (i.e., you cannot accomplish an (EDGE) goal with a MBE procurement) |
| STATE ENTITIES WHO MUST PARTICIPATE | State agencies, boards and commissions (RC 123.152) School Facilities Commission (set own goal under ORC 123.152(B)(14)) Colleges and Universities (set own goal under ORC 123.152(B)(14)) | Any "agency of the state" (125.081(B)) Legislative and judicial branches, boards of elections, and adjutant general except from statute. | |

MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM

The MBE program is designed to assist minority businesses in obtaining state government contracts through a set aside procurement program for goods and services only. The MBE program establishes a 15% goal for state agencies, boards, commissions and state colleges and universities in awarding contracts to certified MBE businesses. The MBE certification process is governed by ORC 125.081 and 123.151 and is administered by the Ohio Department of Administrative Services' (DAS) Equal Opportunity Division (EOD).

MINORITY BUSINESS ENTERPRISE (MBE)

An MBE is an individual partnership, corporation or joint venture of any kind that is owned and controlled by United State citizens, residents of Ohio, who are members of one of the following economically disadvantaged groups: Blacks, Native Americans, Hispanics and Asians and *certified by the Ohio Department of Administrative Services' Equal Opportunity Division.*

MBE SET ASIDE PROJECTIONS

Annually, state agencies are required to select a number of purchases, the aggregate value of which equals approximately 15% for goods/services purchases for the current fiscal year, for sheltered market competition. This competition is reserved for MBEs certified by the State of Ohio and includes both competitive selection by DAS and less formal competition among MBEs for agency purchases, i.e., soliciting quotes from MBEs only for direct purchases. Each agency is required to identify procurement that will be set aside via the Agency Inclusion Plan.

ELIGIBLE EXPENDITURES

The MBE set aside applies only to the procurement of goods and services.

EVALUATE THE IMPACT OF YOUR SET ASIDE SELECTIONS

- Do not arbitrarily set aside 15% of every contract.
- Do not arbitrarily select one entire contract area for set aside, i.e., all of the contracts for the purchase of shoes.
- Consider contract incumbency or longevity (who has had the contract for the last 10 years?).
- Look for opportunities to encourage minority business growth. Look at past years and ask whether a set aside contract has ever been provided by your agency in that contract category.
- Consider industry standards.
- Consider, where appropriate, dividing purchases or contracts into smaller contracts or multiple contracts.
- Consider the pool of certified MBEs in your various contract or purchasing categories.
- Monitor quarterly and adjust your projections and selections as necessary.
- Contact EOD for assistance and guidance.

REPLACEMENT CONTRACTS

Ohio Revised Code Section 125.081 allows replacement of contracts originally projected for set aside where MBE competition was unsuccessful, i.e., no MBE bidders, etc.

REPORTING MBE PROCUREMENT (15% GOODS/SERVICES) ORC 125.081; 123.151

The Equal Opportunity Division will report certified minority business procurement on set aside contracts as MBE procurement. Only minority business enterprises certified by the Equal Opportunity Coordinator are qualified to compete for state set aside contract opportunities. EOD will report all other expenditures with MBEs as MBE participation.

ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE) PROGRAM

The program is designed by the State to facilitate access to state government contracts and business services for EDGE certified businesses. The EDGE program establishes goals for state agencies in awarding contracts to certified EDGE businesses. EDGE procurement contracts apply to: goods and services, professional services, information technology services, construction, architecture and engineering. The EDGE certification process is governed by ORC 123.152 and is administered by the Ohio Department of Administrative Services' (DAS) Equal Opportunity Division (EOD).

CERTIFIED ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE)

An EDGE is an individual partnership, corporation or joint venture of any kind that is owned and controlled by United State citizens, residents of Ohio, who are both socially and economically disadvantaged and *certified by the Ohio Department of Administrative Services' Equal Opportunity Division*. Socially disadvantaged individuals are those who have at least one objective distinguishing feature that has significantly inhibited their business success, such as: race, ethnic origin, gender, physical/mental disability and/or long-term residency in an environment isolated from mainstream Ohio society.

EDGE GOAL PROJECTIONS

Annually, state agencies are required to make a good faith effort to utilize EDGE vendors on 5% of all eligible expenditures. The 5% goal can be achieved in the following procurement categories: goods and services, professional services, information technology services, construction, architecture and engineering. State agencies may set goals on contracts (as appropriate) to achieve the EDGE goal.

EDGE WAIVERS

In the event a bidder is unable to meet the EDGE goal placed on a project/contract, a request for a waiver of all or part of the goal may be made to the Director of Administrative Services (if administrating the project) or to the contract letting state agency's chief officer authorized to enter into a contract(s) for a waiver or modification of the EDGE goal.

The written request, along with required information and documentation, must be supplied documenting that a Good Faith Effort (GFE) was made to meet the goal. The awardee(s) must provide at a minimum the following information and documentation when requesting an EDGE goal waiver:

1. Formal request for EDGE waiver on company letterhead.
2. Copy(ies) of the "Intent to Perform" form.
3. Dollar value and percentage of contract stated EDGE goal. Dollar value and percentage of waiver request.
4. Print out of EDGE certified businesses search results from EOD website (www.edge.ohio.gov).

5. Documentation contractor utilized reasonable and available means to solicit all certified EDGE business enterprises that have the capability to perform the work of the contract.
6. Signed copy(ies) of each subcontract or purchase order agreement between the prime and EDGE subcontractor utilized in meeting the contract goal.
7. Copy(ies) of dated written communication, fax confirmation, personal contract, follow up and negotiation with all solicited certified EDGE business enterprises that have the capability to perform the work of the contract.
8. Proof that the bidder or contractor selected portions of the contracted work to increase the likelihood of participation by EDGE certified business enterprises.
9. Copy(ies) of dated written communication and/or fax/mail confirmation that EDGE bidders solicited were provided with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
10. Copy(ies) of dated written communication and/or fax confirmation of each EDGE vendor not awarded a contract that includes the dollar value of each reference item and work type.
11. Documentation of all negotiating efforts and basis for rejecting bids to include names, addresses, dates and telephone numbers of the EDGE certified business enterprises considered.
12. Copy(ies) of dated written communication and/or fax confirmation showing that the bidder or contractor utilized the services of one or more organizations that provide contractor assistance in the identification and recruitment of EDGE certified business enterprises.
13. Copy(ies) of dated written communication and/or fax confirmation of EDGEs that were not interested in providing a quote or did not respond for the project.
14. Documentation of GFE to meet the EDGE subcontract goal by looking beyond the items typically subcontract or consideration of subcontracting items normally performed by the prime as a way to meet the EDGE goal.

Please note: This list is not all inclusive. Additional information or documents may be requested by the contract letting agency. The Equal Opportunity Division will conduct GFE audits of state agencies and will issue to the Director of Administrative Services and/or to the contract letting agency's chief officer a letter of compliance or noncompliance. EOD will report agency EDGE waivers annually.

FREQUENTLY ASKED QUESTIONS

Must agencies identify three MBEs before a contract can be set aside?

No. Obviously, the more competition the better and agencies have frequently used a “rule of three available bidders.” However, the threat of another bidder is sufficient to establish the presence of competition *whether or not the other bidder submits a response or bid*. Hence, a competition is established even when there is only one single response. A single response from a bidder would not invalidate the set aside contract for want of competition.

Note: At times, only a single vendor can be identified to provide a particular goods or service to the state. In those instances, the state controlling board waives competition and the contract is awarded, without competition, as a sole source contract.

What are the responsibilities of state agencies under the MBE and EDGE programs?

EOD will work collaboratively with state agencies to accomplish the following:

1. To identify a liaison (per Executive Order 2008-13S) to work directly with your assigned EOD liaison to achieve the goals of the Agency Inclusion Plan.
2. Provide your EOD liaison with budget forms and to inform EOD of any additions, deletions or other changes to Sections F and G of the Agency Inclusion Plan.
3. Participate as appropriate in EOD outreach initiatives.
4. Develop and implement, with the assistance of EOD, no less than one outreach event per year.
5. Require all departmental evaluation team members and procurement personnel to participate in city/agency-wide “Inclusion Training.”
6. Refer all prime contractors to the assigned EOD liaison or EOD website for potential subcontractors.
7. Notify EOD of measures taken to meet set-aside requirements
8. Create state term schedules judiciously.
9. Provide timely and accurate subcontracting reports from prime contractors as necessary.
10. Adhere to Executive Order 2008-13S.

What are Projections?

Each agency is responsible for reviewing its annual procurements in order to determine and project which purchases could be made from certified MBE/EDGE participants.

What is a MBE Set Aside?

State agencies are required to select a number of purchases, the aggregate value of which equals approximately 15% for goods/services purchased for the current fiscal year, for sheltered market competition for MBEs only.

What constitutes EDGE Participation?

The EDGE participation goal is 5% of all eligible agency procurements (supplies and services, professional services, information technology services, construction and professional design services). It is up to the discretion of the agency to determine how to best meet these percentages. The goals can be met through required subcontracts, preferences under a Request For Proposal (RFP) process, voluntary goals or any combination of these methods.

What happens after we establish goals?

Once goals are established, each agency's designated MBE/EDGE EEO Officer is responsible for monitoring and reporting program compliance to EOD.

How do we identify and remove barriers?

Every cabinet-level state agency is to take appropriate steps to foster, support and encourage the participation of certified MBE and EDGE businesses by examining and removing any unnecessary barriers such as policies or procedures that adversely affect small business participation. Practices that should be reviewed include unnecessary or excessive bonding and licensing requirements, excessive experience requirements, use of proprietary specifications and the unbundling of massive procurements when feasible and practicable.

Is there a difference between “certified” and “registered”?

Yes. EOD *certifies* that applications to Ohio's MBE and EDGE programs have met the five basic requirements for participation: ownership, control, ethnicity, Ohio residency and United States citizenship.

Once applicants have met certification requirements, they then *register* as vendors for the competitive selection notification with the Ohio Department of Administrative Services' Office of State Procurement in the General Services Division.

Who will evaluate the qualifications of the MBE bidders?

OAC 123:2-15-01, Rule (b)(11) states, in part: “Any applicant desiring to bid on a contract awarded by any agency other than the department of administrative services must meet any pre-qualification requirements of that agency.”

Practically speaking, the bid specifications and the evaluation of capability processes that agencies utilize for determining the ability of any open market bidder to perform on the contract will suffice for determining the qualifications of MBE vendors as well.

From what source will agencies obtain registration lists of certified MBEs by business categories?

Certified MBEs will register as vendors with State Purchasing. Agencies will be able to obtain certified MBEs identified by UNSPSC code from EOD's website (www.mbe.ohio.gov or www.edge.ohio.gov). EOD can also assist agencies to locate MBE and EDGE vendors for specific commodities, upon request.

FY2012 MBE/EDGE Inclusion Plan

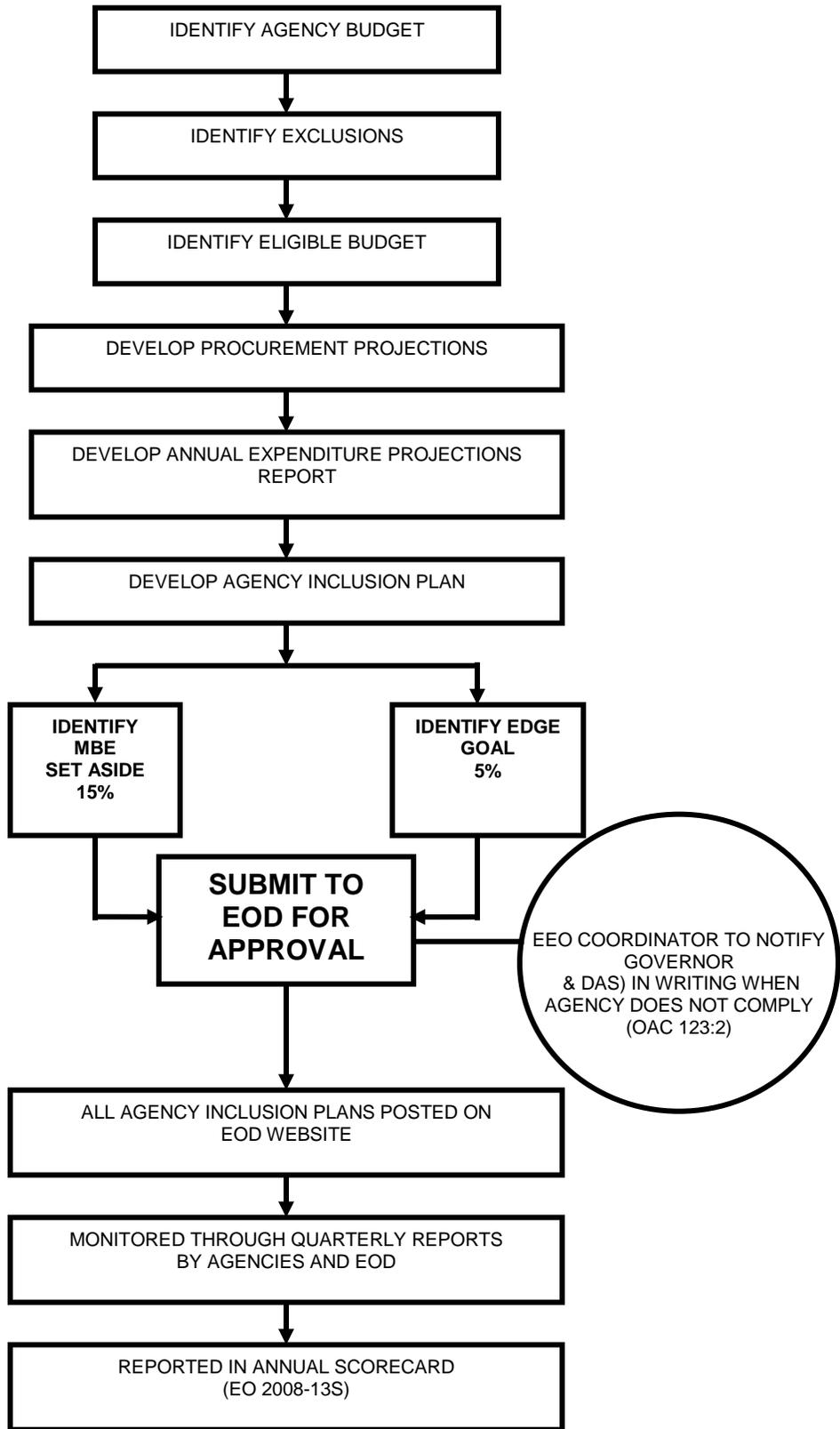
AGENCY INCLUSION PLAN

Agency Inclusion Plan (AIP) Defined: A comprehensive plan developed by each state agency. The AIP includes the identification of the agency's eligible budget, procurement projections, and proposed expenditures to meet the MBE set aside and EDGE goals and any agency MBE/EDGE outreach efforts.



The key to an agency's commitment to the MBE and EDGE programs begins with the commitment of purchasing.

AGENCY INCLUSION PLAN PROCESS



MBE/EDGE Agency Inclusion Plan

INSTRUCTIONS FOR COMPLETING THE FY2012 AGENCY INCLUSION PLAN

Section A. **DESIGNATION OF RESPONSIBILITY**

- Question 1. Identify the person(s) responsible for implementing, monitoring and meeting the goals of the MBE and EDGE programs. This person(s) should have firsthand knowledge of the agency's procurement needs and is the primary designee to handle minority and small business purchasing or can direct MBE/EDGE vendors to the proper person.
- Question 2. List requested information for the both the agency's MBE/EDGE EEO Officer and Procurement Officer.
- Question 3. List the requested information for the person completing the Inclusion Plan.

Section B. **POLICY STATEMENT**

Enter a policy statement defining the agency's commitment to the MBE/EDGE programs. This section is to reference the Ohio Revised Codes 123.151, 125.081 and 123.152. Additionally, it should include the agency's policy regarding the use of MBE/EDGE companies, actions to be taken if willful violation occurs and who is responsible for the administration of the program.

Section C. **OVERVIEW OF AGENCY PURCHASING PROCESS**

- Question 1. Enter the agency's purchasing process, as it would be explained to an MBE/EDGE vendor seeking to do business with your agency.
- Question 2. Enter the agency's methodology for determining what purchases will be made with an MBE/EDGE company.

Section D. **OVERVIEW OF AGENCY PURCHASING PROCESS IN REGARDS TO MEETING THE MBE/EDGE GOALS**

- Question 1. Describe in detail how the agency will meet its targeted goals to attract and utilize MBE/EDGE vendors. Examples include MBE/EDGE interfaces, educational programs, job fairs, newsletters, handouts, etc.
- Question 2. Outline the agency's procurement procedure and indicate the specific point(s) in the procedure where MBE/EDGE participation review is considered.
- Question 3. Outline the specific process for reviewing all purchasing and contracts by the Agency MBE/EDGE EEO Officer or Procurement Officer for MBE/EDGE participation.

Section E.
UPCOMING MBE SET ASIDE CONTRACTS

List the contracts projected to be set aside for FY2012 (15%) for MBE participation only. This should include 15% of your total contracts to be awarded.

The following are fields to be completed and explanations of the information to provide:

| |
|--|
| Contract Name |
| Enter the contact name for identification purposes. |
| Description |
| Brief description of the scope of work. |
| Est. Annual Value |
| Est. value of the contact at the end of the contract life. |
| Est. Contract Eff. Date |
| Projected effective date. |
| Est. Contract Exp. Date |
| Projected expiration date (include contract extension/renewals). |
| Administrating Agency |
| Agency that is responsible for the contract. |
| Location |
| Website, bid board, etc., where vendor may read and bid on the contract. |

Please note: If a contact is later not awarded, the AIP will need to be updated with a replacement contract.

Section F.
PROJECTED MBE BUDGET

List the Total MBE Eligible Budget for goods & services. List Total Set Aside Expenditures for goods and services. This total must be 15% or higher.

The following are fields to be completed and explanations of the information to provide:

| |
|--|
| Total MBE Eligible Budget |
| The eligible budget is comprised of the amount of dollars available for procurement with MBE companies (not to include construction expenditures). This information is available from EOD. |

| |
|---|
| The budget excludes purchases that meet the following criteria: 1) Payment to governmental entities or governmental agents; 2) Payments made because of negotiated settlements and required by the court system or the federal government; 3) Payments made to the following regulated utilities: railroads, telephone, electric and/or gas; 4) Payments that fall outside the realm of a purchase as defined by the set aside law, those purchases that are not for the following: equipment, materials, supplies and/or services; 5) Payments made because of prompt pay penalties; 6) Right-of-Way payments made to owner for the purchase of land and/or property; and/or 7) Sole source. |
| Total Set Aside Expenditures |
| Fifteen percent of the MBE total eligible budget. This amount includes all goods and services expenditures that can be bid competitively. |
| Set Aside % |
| Percentage amount set aside (field will auto-populate). This represents actual goods and services expenditures made to certified MBEs, <i>through set aside bidding</i> , and appropriately flagged in OAKS as a set aside expenditure. |

Section G.
LIST THE AGENCY PROJECTED MBE EXPENDITURES

List by account code all purchases that equal the Total Set Aside Expenditures listed in Section F.

The following are fields to be completed and explanations of the information to provide:

| |
|--|
| Account Code & Description |
| This is a drop down box with approved account codes (excluded account codes have been removed). Select an account code to auto populate the field. |
| Projected Set Aside Expenditure Amount |
| Percentage is calculated based upon actual set aside dollars compared with eligible expenditure dollars (field will auto-populate). |

Section H.
LIST THE AGENCY PROJECTED EDGE BUDGET

List the Total EDGE Eligible Budget for all procurement categories (not to include projected set aside expenditures). This total must be 5% or higher. This information is available from EOD.

The following are fields to be completed and explanations of the information to provide:

| |
|---|
| Total EDGE Eligible Budget |
| The eligible budget is comprised of the amount of dollars available for |

| |
|---|
| procurement with EDGEs. This amount accounts for all expenditures that can be bid competitively (includes goods and services, professional services, information technology services, construction and architecture & engineering services) |
| Total Projected Expenditures |
| Five percent of the EDGE total eligible budget. This amount includes all expenditures that can be bid competitively. |
| Actual EDGE % |
| Percentage amount projected (field will auto-populate). This represents expenditures in all procurement categories made to certified EDGEs and appropriately flagged in OAKS as an EDGE expenditure. |

Section I.
BREAKDOWN THE AGENCY EDGE PROJECTED BUDGET CATEGORIES

List a breakdown by procurement category the Total Projected Expenditures listed in Section H.

Section J.
LIST THE AGENCY PROJECTED EDGE EXPENDITURES

List by account code all purchases that equal the Total Projected expenditures in Section H. This amount accounts for all expenditures that can be bid competitively (includes goods and services, professional services, information technology services, construction and architecture & engineering services) and excludes projected MBE set aside expenditures.

The following are fields to be completed and explanations of the information to provide:

| |
|---|
| Account Code & Description |
| This is a drop down box with approved account codes (excludes account code have been removed). Select an account code to auto populate the field. |
| Projected Expenditure Amount |
| Percentage is calculated based upon actual projected dollars compared with eligible expenditure dollars (field will auto-populate). |

Section K.
AGENCY APPOINTING AUTHORITY

The agency director or his/her designee is to complete Section K. *This person must be the agency director or his/her designee.*

Minority Business Enterprise and Encouraging Diversity, Growth and Equity Agency Inclusion Plan

Fiscal Year: 2012

Agency Name: Department of Administrative Services

A. DESIGNATION OF RESPONSIBILITY

1. List the following information for implementing, monitoring and meeting the goals of the program. This person should have firsthand knowledge of the agency's procurement needs and is the primary designee to handle minority purchasing or can direct MBE/EDGE to the proper designee.

MBE Plan

E-mail Address: JSmith@DAS.state.oh.us
First Name: Jim
Last Name: Smith
Title: Procurement Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3333

EDGE Plan

E-mail Address: JSmith@DAS.state.oh.us
First Name: Jim
Last Name: Smith
Title: Procurement Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3333

2. List the following information for the agency's MBE/EDGE EEO Officer and Procurement officer.

MBE/EDGE EEO Officer

E-mail Address: JSmith@DAS.state.oh.us
First Name: Jim
Last Name: Smith
Title: Procurement Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3333

Agency Procurement Officer

E-mail Address: MJohnson@DAS.state.oh.us
First Name: Mary
Last Name: Johnson
Title: Fiscal Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3444

3. Name of person completing the Inclusion Plan

E-mail Address: BJones@DAS.state.oh.us
First Name: Brenda
Last Name: Jones
Title: CIO
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3555

(Please provide the following information for both MBE and EDGE programs.)

B. POLICY STATEMENT

Describe in detail the agency's commitment to the MBE/EDGE programs.

EXAMPLE:

It is the policy of this agency to comply with the State of Ohio's Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity programs, specifically, Section 123.151, 123.152 and 125.081 of the Ohio Revised Code. This legislation requires each state agency to set aside 15% of the estimated aggregate dollar value of all of its direct Information Technology Services, Professional Services, Construction and Architect & Engineering with certified EDGEs.

The direct purchase of Goods and Services, Information Technology Services, Professional Services, Construction and Architect & Engineering contracts/purchases shall not be administered to act adversely against MBE or EDGE vendors. We have, therefore, developed an Affirmative Action Plan for Minority Business Participation in order to correct any existing problems. All personnel of this agency are asked to assist in this effort. Any willful or deliberate violation of this policy will be cause for appropriate disciplinary action.

The Assistant Directors, Deputy Directors, Business Managers, Fiscal Officers, Office of Finance, Equal Opportunity Division and Office of State Purchasing share the responsibility for the administration of this program.

C. OVERVIEW OF AGENCY'S PURCHASING PROCESS

1. Describe in detail the agency's purchasing process as it would be explained to an MBE/EDGE vendor seeking to do business with your agency. Please note if special procedures are required.

EXAMPLE:

To attract and utilize MBE/EDGE vendors, the Department uses a purchasing process where substantial amounts of purchases go through the purchasing coordinator at the Fiscal Division. Each Division makes purchase requests, which are routed to the purchasing coordinator, who reviews the requests and searches vendor databases to determine whether it is feasible to make the purchase from a MBE/EDGE vendor.

On a quarterly basis, the MBE/EDGE designee will review the department's MBE/EDGE expenditures and communicate to the management updates on the progress towards meeting its targeted goals.

2. Describe in detail the agency's methodology for determining what purchases will be made with an MBE/EDGE company.

EXAMPLE:

A "Bid Result Form" shall be completed by each Division for all contracts, direct purchase agreements and personal service contracts, except where the decision is bilateral through collective bargaining agreement.

Each Deputy Director or designee, shall be responsible for ensuring that MBE/EDGE vendors are made aware of opportunities to bid on contracts, direct purchase agreements and personal service contracts. Whenever possible, a MBE/EDGE vendor should be included in a bid result form. If MBE/EDGE vendors do not appear on the bid form, the effort made by the Division to secure a MBE/EDGE bid will be indicated in writing and attached to the Bid Result Form. In addition, if a MBE/EDGE bid is received and rejected, a written explanation for the decision will be provided.

It is the responsibility of each Deputy Director or designee to complete the Bid Result Form for each order request or personal service contract and to assure that appropriate documentation is maintained to verify compliance with this requirement.

Each Division shall evaluate its planned expenditures for the fiscal year and shall identify certified MBEs available and how they might be used. The information is consolidated and submitted as part of this Agency Inclusion Plan. The MBE/EDGE Purchasing Coordinator will monitor the plan and progress toward achieving MBE/EDGE percentage goals. Each Deputy Director will receive a quarterly comparison report of planned versus actual MBE/EDGE expenditures by Administrative Responsibility Center for their Division.

3. Outline the specific process for reviewing all purchases and contracts by the agency MBE/EDGE EEO Officer or Procurement Officer for MBE/EDGE participation.

EXAMPLE:

Prior to purchasing, all contracts must be reviewed by the MBE/EDGE EEO Officer for MBE/EDGE participation. The MBE/EDGE EEO Officer determines if a MBE/EDGE is to be used. All contract purchases require the MBE/EDGE EEO Officer sign-off.

All purchases must go to central accounting for possible MBE/EDGE utilization.

D. OVERVIEW OF AGENCY'S PURCHASING PROCESS IN REGARDS TO MEETING THE GOALS

- 1. Describe how the agency will meet its targeted goals to attract and utilize MBE/EDGE vendors. Examples include MBE/EDGE interfaces, educational programs, job fairs, newsletters, handouts, etc.**

EXAMPLE:

Determine the spending plan for agency based on account code spending history, larger anticipated projects/services/supplies and upcoming FY equipment purchases.

Identify local and frequently utilized vendors that may be eligible to participate in MBE and/or EDGE programs. Compile packets of information on MBE and EDGE programs, including descriptions of programs, benefits of becoming a certified vendor and applications. Encourage these vendors to participate by following up with a telephone call to the vendor. Continue mailing information packets to local and frequently utilized vendors. Include packets of information with formal letterhead bids for services, agreements and commodities as a need arises. Packets will be included in solicitations for personal service contractors and advertising for these positions.

When contracts are up for bid, the Office of Support Services (OSS) calls various vendors to encourage them to bid on these contracts. New vendors are located through various sources including the Internet. OSS encourages MBE/EDGE vendors to carry products we need. OSS works with State Purchasing to obtain MBE/EDGE vendors on State Term Schedules.

Develop recruitment package to be used to present to any vendor new to the State system of purchasing. Provide application to each eligible vendor as part of purchasing process. Develop listings and review "most used" vendors to encourage participation. This information is to be made available to all departments who initiate purchasing. Special emphasis will be made on high use departments such as maintenance, property management and storeroom.

Participate in trade and job fairs to advertise goods and services the department utilizes and/or needs.

2. **Outline the agency's procurement procedures and indicate the specific point(s) in the procedure where review for MBE/EDGE participation is considered.**

EXAMPLE:

A "Bid Result Form" shall be completed by each Division for all contracts, direct purchase agreements and personal service contracts, except where the decision is bilateral through collective bargaining agreement.

Each Deputy Director or designee, shall be responsible for ensuring that MBE/EDGE vendors are made aware of opportunities to bid on contracts, direct purchase agreements and personal service contracts. Whenever possible, a MBE/EDGE vendor should be included in a bid result form. If MBE/EDGE vendors do not appear on the bid form, the effort made by the Division to secure a MBE/EDGE bid will be indicated in writing and attached to the Bid Result Form. In addition, if a MBE/EDGE bid is received and rejected written explanation for the decision will be provided.

It is the responsibility of each Deputy Director or designee to complete the Bid Result Form for each order request or personal service contract and to assure that appropriate documentation is maintained to verify compliance with this requirement.

Each Division shall evaluate its planned expenditures for the fiscal year and shall identify certified MBEs available and how they might be used. The information is consolidated and submitted as part of this Agency Inclusion Plan. The MBE/EDGE Purchasing Coordinator will monitor the plan and progress toward achieving MBE/EDGE percentage goals. Each Deputy Director will receive a quarterly comparison report of planned versus actual MBE/EDGE expenditures by Administrative Responsibility Center for their Division.

3. **Outline the specific process for reviewing all purchases and contracts by the agency MBE/EDGE EEO Officer or Procurement Officer for MBE/EDGE participation.**

EXAMPLE:

Prior to purchasing, all contracts must be reviewed by the MBE/EDGE EEO Officer for MBE/EDGE participation. The MBE/EDGE EEO Officer determines if a MBE/EDGE is to be used. All contract purchases require the MBE/EDGE EEO Officer sign-off.

E. UPCOMING MBE SET ASIDE CONTRACTS

Instructions: List contracts projected to be set aside (15%) for MBE participation only.

Total Value – Contracts Dollar 2012 = \$3,125,695

| Contract Name | Description | Est. Annual Value | Est. Contract Eff. Date | Ext. Contract Exp. Date | Administrating Agency | Location (Web page, bid board, etc., where vendor may read and bid on the contract) |
|------------------------------|--------------------------------------|--------------------------|--------------------------------|--|------------------------------|--|
| Janitorial Supplies | Supply mops, brooms, chemicals, etc. | \$88,000 | 08/11/2011 | 01/01/2012 | DAS | Bid can be view at WWW.DAS.state.oh.us/procue ADD |
| Ford Car Contract | Supply 200 Ford Crown Victoria vans | \$412,0000 | 04/12/2012 | 12/12/2013 | DAS | Bid can be view at WWW.DAS.state.oh.us/procue ADD |
| Total Contracts Value | | \$500,000* | | Percentage of Contracts Dollars Set Aside | | 16.0%* |

* This field will auto-populate based on the numbers entered above.

F. PROJECTED MBE BUDGET

Instructions: List the Total MBE Eligible Budget for goods and services. List the Total Set Aside Expenditures for goods and services.

Please note: ONLY numbers can be used in this section.

| Total MBE Eligible Budget | Total Set Aside Expenditures | Set Aside %* |
|----------------------------------|-------------------------------------|---------------------|
| \$32,002,000 | \$4,800,300 | 15.0%* |

* This field will auto-populate based on the numbers entered above.

G. PROJECTED MBE EXPENDITURES

Instructions: List by account code all purchases that equal the total set aside expenditures listed in Section F.

| Account Code & Description | Projected Set Aside Expenditures Amount |
|---|---|
| 521222 DRUG TESTING | \$45,200 |
| 532201 VANS AND BUSES/POLICE AND FIRE | \$752,100 |
| Select an Account Code & Description | \$0 |
| Total | \$756,600* |

* This field will auto-populate based on the numbers entered above.

H. PROJECTED EDGE EXPENDITURES

Instructions: List the total EDGE eligible budget and total projected expenditures with EDGEs.

Please note: ONLY numbers can be used in this section.

| Total EDGE Eligible Budget | Total Projected Expenditures | Actual EDGE %* |
|----------------------------|------------------------------|----------------|
| \$66,215,333 | \$3,310,766 | 5.0%* |

* This field will auto-populate based on the numbers entered above.

I. EDGE CATEGORIES

Instructions: List procurement categories that encompass the Total Projected Expenditures with EDGEs.

Please note: ONLY numbers can be used in this section.

| Procurement Category | EDGE Eligible Budget | Projected Expenditures | Goal %* |
|---------------------------------|----------------------|------------------------|--------------|
| Construction | \$10,215,222 | \$510,761 | 5.0%* |
| Architecture & Engineering | \$2,215,114 | \$332,267 | 15.0%* |
| Professional services | \$5,124,555 | \$409,964 | 8.00%* |
| Goods and services | \$41,303,554 | \$2,057,774 | 5.0%* |
| Information technology services | \$7,456,888 | \$0 | 0%* |
| Totals: | \$66,215,333* | \$3,310,766* | 5.0%* |

* These fields will auto-populate based on the numbers entered above.

J. PROJECTED EDGE EXPENDITURES

Instructions: List by account code all purchases that encompass the total projected expenditures listed in Section H.

| Account Code & Description | Projected Expenditures Amount |
|---|--------------------------------------|
| 571016 OTHER STRUCTURES-MATERIALS | \$510,761 |
| 537400 DESKTOP & NOTEBOOK HARDWARE | \$35,112 |
| Select an Account Code & Description | \$0 |
| Total \$545,873* | |

* This field will auto-populate based on the numbers entered above.

K. AGENCY APPOINTING AUTHORITY

Instructions: The agency director or his/her designee is to complete Section K.

I, (Name) John Director, (Title) Director of *The Department of Administrative Services, hereby certify that the above figures accurately reflect the purchasing goals of this agency for both the MBE Set Aside program and the EDGE program for the *2012 fiscal year.

Date * 03/23/2011

Save and Finish Later

Save and Submit Plan to EOD

MBE/EDGE University Inclusion Plan

Section A.
DESIGNATION OF RESPONSIBILITY

- Question 1. Identify the person(s) responsible for implementing, monitoring and meeting the goals of the MBE and EDGE programs. This person(s) should have firsthand knowledge of the agency's procurement needs and is the primary designee to handle minority and small business purchasing or can direct MBE/EDGE vendors to the proper person.
- Question 2. List requested information for the both the agency's MBE/EDGE EEO Officer and Procurement Officer.
- Question 3. List the requested information for the person completing the Inclusion Plan.

Section B.
POLICY STATEMENT

Enter a policy statement defining the agency's commitment to the MBE/EDGE programs. This section is to reference the Ohio Revised Codes 123.151, 125.081 and 123.152. Additionally, it should include the agency's policy regarding the use of MBE/EDGE companies, actions to be taken if willful violation occurs and who is responsible for the administration of the program.

Section C.
OVERVIEW OF AGENCY PURCHASING PROCESS

- Question 1. Enter the agency's purchasing process, as it would be explained to an MBE/EDGE vendor seeking to do business with your agency.
- Question 2. Enter the agency's methodology for determining what purchases will be made with an MBE/EDGE company.

Section D.
OVERVIEW OF AGENCY PURCHASING PROCESS IN REGARDS TO MEETING THE MBE/EDGE GOALS

- Question 1. Describe in detail how the agency will meet its targeted goals to attract and utilize MBE/EDGE vendors. Examples include MBE/EDGE interfaces, educational programs, job fairs, newsletters, handouts, etc.
- Question 2. Outline the agency's procurement procedure and indicate the specific point(s) in the procedure where MBE/EDGE participation review is considered.
- Question 3. Outline the specific process for reviewing all purchasing and contracts by the Agency MBE/EDGE EEO Officer or Procurement Officer for MBE/EDGE participation.

Section E.
UPCOMING MBE SET ASIDE CONTRACTS

List the contracts projected to be set aside for FY2012 (15%) for MBE participation only. This should include 15% of your total contracts to be awarded.

The following are fields to be completed and explanations of the information to provide:

| |
|--|
| Contract Name |
| Enter the contact name for identification purposes. |
| Description |
| Brief description of the scope of work. |
| Est. Annual Value |
| Est. value of the contact at the end of the contract life. |
| Est. Contract Eff. Date |
| Projected effective date. |
| Est. Contract Exp. Date |
| Projected expiration date (include contract extension/renewals). |
| Administrating Agency |
| Agency that is responsible for the contract. |
| Location |
| Website, bid board, etc., where vendor may read and bid on the contract. |

Please note: If a contact is later not awarded, the AIP will need to be updated with a replacement contract.

Section F.
PROJECTED MBE BUDGET

List the Total MBE Eligible Budget for goods & services. List Total Set Aside Expenditures for goods and services. This total must be 15% or higher.

The following are fields to be completed and explanations of the information to provide:

| |
|--|
| Total MBE Eligible Budget |
| The eligible budget is comprised of the amount of dollars available for procurement with MBE companies (not to include construction expenditures). This information is available from EOD. |
| The budget excludes purchases that meet the following criteria: 1) Payment to governmental entities or governmental agents; 2) Payments made because of |

| |
|---|
| negotiated settlements and required by the court system or the federal government; 3) Payments made to the following regulated utilities: railroads, telephone, electric and/or gas; 4) Payments that fall outside the realm of a purchase as defined by the set aside law, those purchases that are not for the following: equipment, materials, supplies and/or services; 5) Payments made because of prompt pay penalties; 6) Right-of-Way payments made to owner for the purchase of land and/or property; and/or 7) Sole source. |
| Total Set Aside Expenditures |
| Fifteen percent of the MBE total eligible budget. This amount includes all goods and services expenditures that can be bid competitively. |
| Set Aside % |
| Percentage amount set aside (field will auto-populate). This represents actual goods and services expenditures made to certified MBEs, through set aside bidding, and appropriately flagged in OAKS as a set aside expenditure. |

Section G.
PROJECTED MBE EXPENDITURES BY CATEGORY

List by category all purchases that equal the Total Set Aside Expenditures listed in Section F.

Section H.
LIST PROJECTED EDGE EXPENDITURES

List the Total EDGE Eligible Budget for all procurement categories (not to include projected set aside expenditures). This total must be 5% or higher. This information is available from EOD.

The following are fields to be completed and explanations of the information to provide:

| |
|---|
| Total EDGE Eligible Budget |
| The eligible budget is comprised of the amount of dollars available for procurement with EDGEs. This amount accounts for all expenditures that can be bid competitively (includes goods and services, professional services, information technology services, construction and architecture & engineering services) |
| Total Projected Expenditures |
| Five percent of the EDGE total eligible budget. This amount includes all expenditures that can be bid competitively. |
| Enter University's EDGE Goal |
| Percentage amount projected to achieve. This represents expenditures in all procurement categories made to certified EDGEs. |
| Actual EDGE % |
| Percentage amount projected (field will auto-populate). This represents |

expenditures in all procurement categories made to certified EDGEs as an EDGE expenditure.

Section I.
BREAKDOWN THE EDGE PROJECTED CATEGORIES

List a breakdown by procurement category the Total Projected Expenditures listed in Section H.

Section J.
LIST THE PROJECTED EDGE EXPENDITURES

List by account code all purchases that equal the Total Projected expenditures in Section H. This amount accounts for all expenditures that can be bid competitively (includes goods and services, professional services, information technology services, construction and architecture & engineering services) and excludes projected MBE set aside expenditures.

The following are fields to be completed and explanations of the information to provide:

| |
|---|
| Account Code & Description |
| This is a drop down box with approved account codes (excludes account code have been removed). Select an account code to auto populate the field. |
| Projected Expenditure Amount |
| Percentage is calculated based upon actual projected dollars compared with eligible expenditure dollars (field will auto-populate). |

Section K.
APPOINTING AUTHORITY

The director/president or his/her designee is to complete Section K. *This person must be the director/president or his/her designee.*

Minority Business Enterprise and Encouraging Diversity, Growth and Equity University Inclusion Plan

Fiscal Year: 2012
Agency Name: Buckeye University

A. DESIGNATION OF RESPONSIBILITY

1. List the following information for the person(s) responsible for implementing, monitoring and meeting the goals of the program. This person should have firsthand knowledge of the university's procurement needs and is the primary designee to handle minority purchasing or can direct MBE/EDGE to the proper designee.

MBE Plan

E-mail Address: JSmith@BUE.state.oh.us
First Name: Jim
Last Name: Smith
Title: Procurement Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3333

EDGE Plan

E-mail Address: JSmith@BUE.state.oh.us
First Name: Jim
Last Name: Smith
Title: Procurement Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3333

2. List the following information for the university's MBE/EDGE EEO Officer and Procurement officer.

MBE/EDGE EEO Officer

E-mail Address: JSmith@BUE.state.oh.us
First Name: Jim
Last Name: Smith
Title: Procurement Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3333

Agency Procurement Officer

E-mail Address: MJohnson@BUE.state.oh.us
First Name: Mary
Last Name: Johnson
Title: Fiscal Officer
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3444

3. Name of person completing the Inclusion Plan.

E-mail Address: BJones@BUE.state.oh.us
First Name: Brenda
Last Name: Jones
Title: CIO
Address: 123 No Name Street
City: Anywhere
State: Ohio
ZIP: 12345
Telephone: (111) 222-3555

(Please provide the following information for both MBE and EDGE programs.)

B. POLICY STATEMENT

Describe in detail the college/university's commitment to the MBE/EDGE programs. (4000 characters)

EXAMPLE:

It is the policy of this college/university to comply with the State of Ohio's Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity programs, specifically, Section 123.151, 123.152 and 125.081 of the Ohio Revised Code. This legislation requires each state agency to set aside 15% of the estimated aggregate dollar value of all of its direct purchases of Goods and Services to certified MBEs. There is a 5% goal for its purchases in Goods and Services, Information Technology Services, Professional Services, Construction and Architect & Engineering with certified EDGEs.

The direct purchase of Goods and Services, Information Technology Services, Professional Services, Construction and Architect & Engineering contracts/purchases shall not be administered to act adversely against MBE or EDGE vendors. We have, therefore, developed an Affirmative Action Plan for Minority Business Participation in order to correct any existing problems. All personnel of this university are asked to assist in this effort. Any willful or deliberate violation of this policy will be cause for appropriate disciplinary action.

The Assistant Directors, Directors, Business Managers, Fiscal Officers and the Office of Procurement share the responsibility for the administration of this program at the university.

C. OVERVIEW OF UNIVERSITY PURCHASING PROCESS

1. Describe in detail the university's purchasing process as it would be explained to an MBE/EDGE vendor seeking to do business with your university. (4000 characters max)

EXAMPLE:

To attract and utilize MBE/EDGE vendors, Buckeye University uses a purchasing process where substantial amounts of purchases go through the purchasing coordinator at the Fiscal Division. Each Division makes purchase requests, which are routed to the purchasing coordinator, who reviews the requests and searches vendor databases to determine whether it is feasible to make the purchase from a MBE/EDGE vendor.

On a quarterly basis, the MBE/EDGE designee will review the department's MBE/EDGE expenditures and communicate to the management updates on the progress toward meeting its targeted goals.

2. Describe in detail the university's methodology for determining what purchases will be made with an MBE/EDGE company. (4000 characters max)

EXAMPLE:

A "Bid Result Form" shall be completed by each division for all contracts, direct purchase agreements and personal service contracts. Each Director or designee, shall be responsible for ensuring that MBE/EDGE vendors are made aware of opportunities to bid on contracts, direct purchase agreements and personal service contracts. Whenever possible, a MBE/EDGE vendor should be included in a bid result form. If MBE/EDGE vendors do not appear on the bid form, the effort made by the Division to secure a MBE/EDGE bid will be indicated in writing and attached to the Bid Result Form. In addition, if a MBE/EDGE bid is received and rejected, a written explanation for the decision will be provided.

It is the responsibility of each Director or designee to complete the Bid Result Form for each order request or personal service contract and to assure that appropriate documentation is maintained to verify compliance with this requirement.

Each Division shall evaluate its planned expenditures for the fiscal year and shall identify certified MBEs available and how they might be used. The information is consolidated and submitted as part of this Agency Inclusion Plan. The MBE/EDGE Purchasing Coordinator will monitor the plan and progress toward achieving MBE/EDGE percentage goals. Each Director will receive a quarterly comparison report of planned versus actual MBE/EDGE expenditures by Administrative Responsibility Center for their Division.

3. Outline the specific process for reviewing all purchases and contracts by the university's MBE/EDGE EEO Officer or Procurement Officer for MBE/EDGE participation. (4000 characters max)

EXAMPLE:

Prior to purchasing all contracts must be reviewed by the MBE/EDGE EEO Officer for MBE/EDGE participation. The MBE/EDGE EEO Officer determines if a MBE/EDGE is to be used. All contract purchases require the MBE/EDGE EEO Officer sign-off.

D. OVERVIEW OF UNIVERSITY'S PURCHASING PROCESS IN REGARDS TO MEETING THE GOALS

- 1. Describe how the university will meet its targeted goals to attract and utilize MBE/EDGE vendors. Examples are MBE/EDGE interfaces, educational programs, job fairs, newsletters, handouts, etc.**

EXAMPLE:

Determine the spending plan for university based on account code spending history, larger anticipated projects/services/supplies and upcoming fiscal year equipment purchases.

Identify local and frequently utilized vendors that may be eligible to participate in MBE and/or EDGE programs.

Compile packets of information on MBE and EDGE programs, including descriptions of programs, benefits of becoming a certified vendor and applications. Encourage these vendors to participate by following up with a telephone call to the vendor. Continue mailing information packets to local and frequently utilized vendors. Include packets of information with formal letterhead bids for services, agreements and commodities as a need arises. Packets will be included in solicitations for personal service contractors and advertising for these positions.

When contracts are up for bid, Buckeye University calls various vendors to encourage them to bid on these contracts. New vendors are located through various sources including the Internet. Buckeye University encourages MBE/EDGE vendors to carry products we need. Buckeye University works with State Purchasing to obtain MBE/EDGE vendors on State Term Schedules.

Develop recruitment package to be used to present to any vendor new to the State system of purchasing. Provide application to each eligible vendor as part of purchasing process. Develop listings and review "most used" vendors to encourage participation. This information is to be made available to all departments who initiate purchasing. Special emphasis will be made on high use departments such as maintenance, property management, and storeroom.

Participate in trade and job fairs to advertise goods and services the department utilizes and/or needs.

- 2. Outline the university's procurement procedures and indicate the specific point(s) in the procedure where review for MBE/EDGE participation is considered.**

EXAMPLE:

A "Bid Result Form" shall be completed by each Division for all contracts, direct purchase agreements and personal service contracts, except where the decision is bilateral through collective bargaining agreement.

Each Director or designee, shall be responsible for ensuring that MBE/EDGE vendors are made aware of opportunities to bid on contracts, direct purchase agreements and personal service contracts. Whenever possible, a MBE/EDGE vendor should be included in a bid result form. If MBE/EDGE vendors do not appear on the bid form, the effort made by the Division to secure a MBE/EDGE bid will be indicated in writing and attached to the Bid Result Form. In addition, if a MBE/EDGE bid is received and rejected, a written explanation for the decision will be provided.

It is the responsibility of each Director or designee to complete the Bid Result Form for each order request or personal service contract and to assure that appropriate documentation is maintained to verify compliance with this requirement.

Each Division shall evaluate its planned expenditures for the fiscal year and shall identify certified MBEs available and how they might be used. The information is consolidated and submitted as part of this Agency Inclusion Plan. The MBE/EDGE Purchasing Coordinator will monitor the plan and progress toward achieving MBE/EDGE percentage goals. Each Director will receive a quarterly comparison report of planned versus actual MBE/EDGE expenditures by Administrative Responsibility Center for their Division.

- 3. Outline the specific process for reviewing all purchases and contracts by the university's MBE/EDGE EEO Officer or Procurement Officer for MBE/EDGE participation.**

EXAMPLE:

Prior to purchasing all contract must be reviewed by the MBE/EDGE EEO Officer for MBE/EDGE participation. The MBE/EDGE EEO Officer determines if a MBE/EDGE is to be used. All contract purchases require the MBE/EDGE EEO Officer sign-off.

E. UPCOMING MBE SET ASIDE CONTRACTS

Instructions: List contracts projected to be set aside (15%) for MBE participation only.

Total Value – Contracts Dollar 2012 = \$35,211,256

| Contract Name | Description | Est. Annual Value | EST. Contract Eff. Date | Est. Contract Exp. Date | Administrating Agency | Location (Web page, bid board, etc., where vendor may read and bid on the contract) |
|-----------------------------|--------------------|----------------------|-------------------------|--|-----------------------|---|
| GRC-123 | Office Supplies | \$236,545 | 06/21/2012 | 06/21/2013 | Buckeye University | Bid can be view at www.contracts.bue.edu |
| 007896 | Temporary Services | 11,235,654 | 09/01/2012 | 09/25/2014 | Buckeye University | Bid can be view at www.contracts.bue.edu |
| Total Contract Value | | \$11,472,199* | | Percentage of Contracts Dollars Set Aside | | 32.6%* |

* This field will auto-populate based on the numbers entered above.

F. PROJECTED MBE BUDGET

Instructions: List the Total MBE Eligible Budget for goods and services. List the Total Set Aside Expenditures for goods and services.

Please note: ONLY numbers can be used in this section.

| Total MBE Eligible Budget | Total Set Aside Expenditures | Set Aside %* |
|---------------------------|------------------------------|---------------|
| \$23,236,000 | \$3,485,400 | 15.0%* |

* This field will auto-populate based on the numbers entered above.

G. PROJECTED MBE EXPENDITURES BY CATEGORY

Instructions: List by category all purchases that equal the Total Set Aside Expenditures listed in Section F.

| | |
|--|-------------|
| Miscellaneous Computer Equipment & Supplies: | \$1,220,112 |
| Miscellaneous Electrical Equipment & Supplies: | \$220,112 |
| Miscellaneous Office, Classroom & Dormitory Furniture: | \$0 |
| Miscellaneous Fuel Oil & Gasoline: | \$532,112 |

| | |
|--|---------------------|
| Miscellaneous Janitorial Services & Supplies: | \$0 |
| Miscellaneous Office Supplies: | \$0 |
| Miscellaneous Printing Projects: | \$174,634 |
| Miscellaneous Scientific Equipment & Supplies: | \$0 |
| Miscellaneous Travel: | \$32,112 |
| Miscellaneous Upholstery Projects: | \$1,455,804 |
| Miscellaneous Other Categories: | \$25,145 |
| Total | \$3,485,400* |

* This field will auto-populate based on the numbers entered above.

H. PROJECTED EDGE EXPENDITURES

Instructions: List the total EDGE eligible budget. List total projected expenditures.

Please note: ONLY numbers can be used in this section.

| Total EDGE Eligible Budget | Total Projected Expenditures | Enter university's EDGE Goal % | Actual EDGE %* |
|----------------------------|------------------------------|--------------------------------|----------------|
| \$61,234,555 | \$3,061,727 | 5.0% | 5.0%* |

* This field will auto-populate based on the numbers entered above.

I. EDGE PROJECTED CATEGORIES

Instructions: List procurement categories that encompass the Total Projected Expenditures with EDGES.

Please note: ONLY numbers can be used in this section.

| Procurement Category | EDGE Eligible Budget | Projected Expenditures | Goal %* |
|--|----------------------|------------------------|--------------|
| Construction | \$32,000,000 | \$123,545 | 3.80%* |
| Architecture & Engineering | \$6,000,000 | \$300,000 | 5.0%* |
| Professional services | 12,222,561 | \$675,121 | 5.5%* |
| Goods and services | \$3,796,549 | \$1,506,272 | 41.2%* |
| Information technology services | \$7,215,445 | \$456,789 | 6.3%* |
| Totals: | \$61,234,555* | \$3,061,727* | 5.0%* |

* These fields will auto-populate based on the numbers entered above.

J. PROJECTED EDGE EXPENDITURES

Instructions: List by account code all purchases that encompass the total projected expenditures listed in Section H.

| | |
|--|---------------------|
| Miscellaneous Computer Equipment & Supplies: | \$1,220,112 |
| Miscellaneous Electrical Equipment & Supplies: | \$220,112 |
| Miscellaneous Office, Classroom & Dormitory Furniture: | \$0 |
| Miscellaneous Fuel Oil & Gasoline: | \$532,112 |
| Miscellaneous Janitorial Services & Supplies: | \$0 |
| Miscellaneous Office Supplies: | \$0 |
| Miscellaneous Printing Projects: | \$0 |
| Miscellaneous Scientific Equipment & Supplies: | \$0 |
| Miscellaneous Travel: | \$32,112 |
| Miscellaneous Upholstery Projects: | \$1,455,804 |
| Miscellaneous Other Categories: | \$25,145 |
| Total | \$3,061,727* |

* This field will auto-populate based on the numbers entered above.

K. UNIVERSITY APPOINTING AUTHORITY

Instructions: The university director/president or his/her designee is to complete Section K.

I, (Name) _____, (Title) _____ of *The Buckeye University, hereby certify that the above figures accurately reflect the purchasing goals of this agency for both the MBE Set Aside program and the EDGE program for the *2012 fiscal year.

Date * 03/23/2011

* This field will auto-populate based on the numbers entered above.

Save and Finish Later

Save and Submit Plan to EOD

Appendices

MBE and EDGE Contracts

CURRENT MBE SET ASIDE CONTRACTS

(Does not include contracts from agencies given release and permit)

| Title | Type | Market Type | Index# | Contract# | Effective | Expiration | Vendor |
|---|------|-------------|--------|---------------------------|------------|------------|-------------------------------------|
| A Strategic Plan for Tobacco Use Prevention and Cessation to Reduce and Prevent Tobacco Use throughout Ohio | RFP | MBE | DOH035 | CSP903611 | 3/24/2011 | 6/30/2012 | MKM Management Consulting |
| Applesauce, Unsweetened, Canned | ONE | MBE | -- | 0B108011 | 1/12/2011 | 7/12/2011 | Roger Elliott |
| Athletic, Workwear Clothing & Outerwear | ITB | MBE | GDC053 | RS908406 | 5/1/2006 | 10/31/2011 | Multiple |
| Bases: Meat and Poultry; Low Sodium | ITB | MBE | DMH002 | OT901911 | 10/1/2010 | 9/30/2013 | Diversified Services Corp |
| Batteries, Dry; Flashlights, Lanterns and Lamps | ITB | MBE | GDC048 | RS901910 | 5/1/2010 | 4/30/2013 | Multiple |
| Beef, Ground, Bulk, Frozen | ONE | MBE | -- | 0B106511 | 12/29/2010 | 6/29/2011 | Diversified Services Corp |
| Biscuits, Buttermilk, Prepared, Frozen | ONE | MBE | -- | 0B109611 | 1/31/2011 | 7/31/2011 | William F Williams Company |
| Blankets and Bedspreads | ITB | MBE | GDC007 | RS902110 | 6/1/2010 | 5/31/2013 | Roger Elliott |
| Broccoli, Chopped, Frozen | ONE | MBE | -- | 0B112511 | 2/14/2011 | 7/14/2011 | Roger Elliott |
| Broccoli, Chopped, Frozen | ONE | MBE | -- | 0B117511 | 4/15/2011 | 4/15/2012 | Roger Elliott |
| Cleaning Equipment and Related Supplies | STS | MBE | STS539 | 800137 | 1/7/2011 | 12/31/2012 | Direct Resource Inc. |
| Cookies, Baked, Frozen, Sugar | ONE | MBE | -- | 0B120311 | 6/10/2011 | 6/10/2012 | Roger Elliott |
| Cookies, Baked, Sugar, Frozen | ONE | MBE | -- | 0B118111 | 4/15/2011 | 4/15/2012 | Roger Elliott |
| Dell Latitude Laptops | ITB | MBE | -- | ACQ1005-1 | 5/25/2010 | 6/30/2011 | Resource One Computer Systems, Inc. |
| Desktop and Laptop Computers, | ITB | MBE | -- | ACQ1006-1 | 6/8/2010 | 6/30/2011 | Sophisticated Systems Inc. |

| | | | | | | | |
|--|-----|-----|---------|------------------------------|------------|------------|-------------------------------------|
| Accessories and Services | | | | | | | |
| Fiscal Year: 2008 Awards (Purchase Orders) Over \$25,000 | ONE | MBE | FY0825K | 0BFY08OVR25K | 12/31/2009 | 12/31/2014 | ALL VENDORS |
| Fiscal Year: 2009 Awards (Purchase Orders) Over \$25,000 | ONE | MBE | FY0925K | 0BFY09OVR25K | 12/31/2009 | 12/31/2011 | ALL VENDORS |
| Fish Portions, (Alaskan Pollack), Frozen | ONE | MBE | -- | 0B119911 | 6/10/2011 | 6/10/2012 | Diversified Services Corp |
| French Toast, Frozen | ONE | MBE | -- | 0B114711 | 3/14/2011 | 3/14/2012 | Roger Elliott |
| Germicidal Disinfectant and Sanitizer Detergent | ITB | MBE | DMH017 | 0T902411 | 10/1/2010 | 9/30/2013 | Multiple |
| Housekeeping and Restroom Attendants | ITB | MBE | EXP009 | 0T909509 | 7/1/2009 | 6/30/2012 | Dove Building Services Inc |
| Housekeeping and Restroom Attendants | ITB | MBE | EXP009 | 0T902110 | 7/1/2009 | 6/30/2012 | Dove Building Services Inc |
| Jelly, Pure Apple, Canned | ONE | MBE | -- | 0B110311 | 2/4/2011 | 8/4/2011 | Peters Corporation |
| Jelly, Pure Apple, Canned | ONE | MBE | -- | 0BF0000015 | 5/25/2011 | 5/25/2012 | Roger Elliott |
| Liquor Bags, Paper | ITB | MBE | COM006 | 0T906708 | 3/1/2008 | 2/29/2012 | Allstate Industrial Inc. |
| Muffins, Apple Spice, Blueberry, Prepared, Frozen | ONE | MBE | -- | 0B115411 | 3/18/2011 | 3/18/2012 | Peters Corporation |
| Office Moving, Plus Additional Services | ITB | MBE | JFS003 | 0T902910 | 3/1/2010 | 2/28/2013 | E.E. Ward Moving & Storage Co. |
| Peaches, Yellow Cling, Pieces or Slices, Packed in Fruit Juice, Canned | ONE | MBE | -- | 0BF0000039 | 6/10/2011 | 6/10/2012 | Roger Elliott |
| Personal Computers, Options and Peripherals, Implementation Services, and Warranty Services. | ITB | MBE | MAC504 | ACQ1001 | 7/2/2007 | 6/30/2011 | Smart Solutions, Inc. |
| Personal Computers, Options and Peripherals, Implementation Services, and Warranty Services. | ITB | MBE | MAC504 | ACQ1002 | 10/19/2007 | 6/30/2011 | Resource One Computer Systems, Inc. |

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|--|-----|-----|---------|----------------------------|-----------|------------|------------------------------|
| Portion Pack Dressing, Sauces, and Condiments | ITB | MBE | DMH034 | OT903811 | 1/20/2011 | 11/30/2012 | Roger Elliott |
| Potatoes, White, Dehydrated, Granules | ONE | MBE | -- | OB107311 | 1/3/2011 | 7/3/2011 | Roger Elliott |
| Professional Laundry Services | ITB | MBE | GDC062R | OT904209 | 11/1/2008 | 10/31/2011 | Allstar Laundry Services Inc |
| Professional Pest Control Services | ITB | MBE | GDC142 | OT907908 | 4/1/2008 | 3/31/2012 | Multiple |
| Professional Pest Control Services | ITB | MBE | GDC017 | OT902109 | 7/1/2008 | 6/30/2011 | Multiple |
| Regional Distribution and Transportation Svcs for Spirituous Liquor and Paper Bag | ITB | MBE | COM005 | OT906410 | 6/1/2010 | 5/31/2014 | AT Xpress, LLC |
| Salad Dressings | ITB | MBE | DMH010 | SA900210 | 11/9/2009 | 9/30/2012 | William F. Williams Co. |
| Spaghetti Sauce, Prepared, Canned | ONE | MBE | -- | OB108711 | 1/12/2011 | 7/12/2011 | Roger Elliott |
| Spaghetti Sauce, Prepared, Canned | ONE | MBE | -- | OB116011 | 3/18/2011 | 3/18/2012 | Roger Elliott |
| Spaghetti Sauce, Prepared, Canned | ONE | MBE | -- | OBF0000028 | 6/3/2011 | 6/3/2012 | Roger Elliott |
| Standard Desktop Computers and Monitors | ITB | MBE | -- | ACQ1007 | 5/24/2010 | 6/30/2011 | Smart Solutions Inc. |
| Syrup, Imitation Maple, Pancake and Waffle | ONE | MBE | -- | OB114011 | 2/28/2011 | 8/28/2011 | Diversified Services Corp |
| Temporary Personnel Services | ITB | MBE | GDC004 | OT903309 | 11/1/2008 | 10/31/2011 | Multiple |
| Temporary Personnel Services For The Home Energy Assistance Program (HEAP) | ITB | MBE | DEV001 | OT901110 | 7/1/2009 | 6/30/2011 | Diversity Search Group |
| Thread and Floss; Hook and Loop Velcro Fastening Material; Woven Elastic; Unfinished, Unbleached Sock Material and Sock Toe Closure Thread | ITB | MBE | OPI055 | OT901211 | 10/1/2010 | 8/31/2011 | Roger Elliott |
| Tomatoes, Canned | ONE | MBE | -- | OBF0000012 | 5/4/2011 | 5/4/2012 | Roger Elliott |

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|--|-----|-----|--------|----------------------------|-----------|------------|-----------------------------|
| Transportation of Records for the Ohio Department of Public Safety, Bureau of Motor Vehicles | ITB | MBE | DPS039 | OT905009 | 11/1/2008 | 10/31/2012 | AT Xpress, LLC |
| Turnip Greens, 'Chopped' or 'Cut or Sliced', Canned | ONE | MBE | -- | 0B116911 | 4/4/2011 | 4/4/2012 | Roger Elliott |
| Vegetables, Mixed, 20 lb. Frozen | ONE | MBE | -- | 0BF0000021 | 5/23/2011 | 5/23/2012 | William F. Williams Co. |
| Vegetables, Mixed, Italian, Frozen | ONE | MBE | -- | 0B111011 | 2/9/2011 | 8/9/2011 | EMM/Black's Distributor |
| Waffles, Individual, Frozen | ONE | MBE | -- | 0B111511 | 2/9/2011 | 8/9/2011 | Roger Elliott |
| WIC New Food Package Focus Groups | RFP | MBE | DOH030 | CSP902211 | 2/4/2011 | 7/30/2011 | Rama Consulting Group, Inc. |
| Wide Flange Steel Beams | ITB | MBE | DOT011 | OT904811 | 3/1/2011 | 2/28/2013 | RCP Metals, Inc. |

CURRENT MBE PARTICIPATION CONTRACTS

(Does not include contracts from agencies given release and permit)

| Title | Type | Market Type | Index# | Contract# | Effective | Expiration | Vendor |
|---|------|-------------|---------|----------------------------|------------|------------|--|
| Carpet Cleaning Services | MMA | MBEP | MMA721 | 4472100108 | 7/1/2007 | 6/30/2012 | Fibercare |
| Carpet Cleaning Services | MMA | MBEP | MMA721 | 4472100208 | 7/1/2007 | 6/30/2012 | Legacy Commercial Flooring, LTD |
| Carpet, Carpet Tile, Carpet Cushion and Related Items | STS | MBEP | STS721 | 7772100309 | 1/2/2009 | 9/30/2012 | Commercial Marketing Associates |
| Carpet, Carpet Tile, Carpet Cushion and Related Items | STS | MBEP | STS721 | 800059 | 9/1/2009 | 9/30/2012 | Interface Americas, Inc dba InterfaceFLOR, LLC |
| Carpet, Carpet Tile, Carpet Cushion and Related Items | STS | MBEP | STS721 | 800089 | 2/15/2010 | 3/31/2014 | Carpet Plus, LLC |
| Carpet, Carpet Tile, Cushion & Related | STS | MBEP | STS721W | 7772100209 | 10/15/2008 | 8/31/2013 | Carpet Resources, Inc. |
| Carpet, Carpet Tile, Cushion & Related | STS | MBEP | STS721 | 800003 | 4/1/2009 | 5/31/2013 | Commercial Carpets of America |
| Carpet, Carpet Tile, Cushion & Related | STS | MBEP | STS721 | 800036 | 10/15/2009 | 11/5/2012 | Bentley Prince Street, Inc. |
| Carpet, Carpet Tile, Cushion & Related Items | STS | MBEP | STS721 | 800062 | 2/1/2010 | 9/30/2012 | Mohawk Carpet Corporation |
| Cleaning Equipment & Related Supplies | STS | MBEP | STS539 | 7753900108 | 5/1/2008 | 4/30/2012 | Chem Sales, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533114-1 | 6/11/2003 | 6/30/2011 | CDW Government LLC |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533287-3 | 10/23/2003 | 6/30/2011 | Lexmark International, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533110-3 | 2/4/2004 | 6/30/2013 | Cisco Systems, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533940-1 | 1/26/2005 | 3/19/2014 | Sophisticated Systems, Inc. |
| Computer Hardware, | STS | MBEP | STS-033 | 533002-0 | 4/26/2005 | 11/9/2011 | Carahsoft |

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|--|-----|------|---------|--------------------------|------------|-----------|-----------------------------------|
| Software, and IT Services | | | | | | | Technology Corporation |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533802-0 | 7/26/2005 | 6/30/2011 | Multiple |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533457-3 | 10/25/2005 | 6/30/2011 | Unisys Corporation |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533012-2 | 10/28/2005 | 6/30/2013 | Anixter, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533268-2 | 11/17/2005 | 6/30/2011 | Hewlett-Packard Company |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533400-2 | 6/20/2006 | 6/30/2013 | SSIT, Ltd |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533345-5 | 6/28/2006 | 6/30/2013 | Netwave Corporation |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533272-3 | 7/5/2006 | 3/31/2012 | Hyland Software, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533956-2 | 10/27/2006 | 9/30/2011 | Diversified Systems Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 533019-0 | 12/12/2006 | 7/20/2012 | Communications Supply Corporation |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534001 | 3/2/2007 | 6/30/2013 | BABBAGE-SIMMEL & ASSOCIATES, INC. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534009 | 3/23/2007 | 7/23/2012 | Digitek Software, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534029 | 5/8/2007 | 4/22/2014 | CAS Severn, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534041 | 6/25/2007 | 3/28/2012 | Cluster Software Inc |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534095 | 10/2/2007 | 6/15/2012 | Moss-Card Consulting Inc |
| Computer Hardware, Software, and IT | STS | MBEP | STS-033 | 534097 | 10/18/2007 | 7/24/2012 | EXCEL Management |

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|--|-----|------|---------|------------------------|------------|-----------|---------------------------------|
| Services | | | | | | | Systems, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534109 | 12/7/2007 | 6/30/2013 | Dell Marketing Lp |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534112 | 1/9/2008 | 6/30/2013 | Insight Public Sector, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534113 | 1/16/2008 | 4/5/2012 | Capital City Technologies |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534117 | 2/27/2008 | 6/30/2011 | Oracle America Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534119 | 3/14/2008 | 12/2/2012 | Strategic Systems, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534141 | 8/26/2008 | 6/30/2013 | Emc Corporation |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534148 | 10/29/2008 | 7/1/2013 | SIMIN Solutions, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534152 | 10/31/2008 | 2/4/2014 | Everest Technologies, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534159 | 12/2/2008 | 6/30/2013 | Crossbow Systems Ltd |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534161 | 1/9/2009 | 6/30/2013 | Alpine Power Systems, Inc |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534162 | 1/13/2009 | 9/28/2012 | Smart Solutions Inc |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534174 | 3/25/2009 | 6/30/2011 | UNICON International Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534180 | 4/9/2009 | 6/30/2013 | Optimum Technology, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534182 | 4/13/2009 | 7/13/2013 | ERP Analysts, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534184 | 4/27/2009 | 6/30/2011 | Boson Technology Resources, LLC |

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|--|-----|------|---------|----------------------------|------------|------------|-------------------------------------|
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534194 | 5/20/2009 | 6/30/2013 | Menya Communications Ltd. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534198 | 6/9/2009 | 12/14/2013 | Srisys, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534202 | 6/30/2009 | 4/14/2014 | American Business Solutions, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534204 | 7/6/2009 | 6/30/2011 | Tibbs Information Systems, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534208 | 7/21/2009 | 6/30/2013 | The Computer Workshop, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534216 | 8/27/2009 | 6/16/2014 | J.R. Marshall, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534215 | 9/3/2009 | 8/12/2013 | CompTech Computer Technologies, Inc |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534229 | 11/16/2009 | 6/30/2013 | SmartHands Technology, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534231 | 11/19/2009 | 6/30/2011 | Ventech Solutions, Inc. |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534254 | 6/18/2010 | 5/14/2015 | Distinctive Business Solutions Ltd |
| Computer Hardware, Software, and IT Services | STS | MBEP | STS-033 | 534289 | 6/9/2011 | 6/30/2013 | Multiple |
| Construction Equipment--Backhoes, Buckets, Planers | STS | MBEP | STS515 | 7751500807 | 2/2/2007 | 9/30/2011 | CNH America/Case Construction |
| Document Management Services | STS | MBEP | STS364 | 800071 | 9/15/2009 | 8/31/2013 | 3SG Corporation |
| General Hardware, Tools, Plumbing & Electrical | STS | MBEP | STS511 | 7751100808 | 5/23/2008 | 10/31/2012 | MSC Industrial Supply |
| General Hardware | STS | MBEP | STS511 | 7751100209 | 7/25/2008 | 6/30/2012 | Kimball Midwest |
| General Hardware - Tools, Plumbing, Electrical & Related | STS | MBEP | STS511 | 7751100309 | 8/15/2008 | 7/13/2013 | Direct Resource Inc. |

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|--|-----|------|---------|----------------------------|------------|------------|--|
| Items | | | | | | | |
| General Hardware - Tools, Plumbing, Electrical and Related Items | STS | MBEP | STS511 | 800098 | 3/15/2010 | 2/28/2015 | WW Grainger Inc |
| General Hardware, Tools, Plumbing, Electrical and Related | STS | MBEP | STS511 | 7751100307 | 12/1/2006 | 11/30/2012 | Sexauer |
| General Hardware, Tools, Plumbing, Electrical, Etc | MMA | MBEP | MMA511 | 4451100109 | 10/24/2008 | 9/30/2012 | Knight Electric Inc |
| General Hardware: Plumbing, HVAC, Electrical & Related Items | MMA | MBEP | MMA511X | 4451100208 | 7/1/2007 | 6/30/2011 | Willis & Son's Plumbing, HVAC, Inc (MBE) |
| Hardware Master Maintenance Agreement | MMA | MBEP | -- | MMA7392 | 7/15/2009 | 6/30/2011 | Resource One Computer Systems, Inc. |
| Hardware Master Maintenance Agreement | MMA | MBEP | -- | MMA7409 | 2/22/2010 | 6/30/2011 | SingleSource IT, LLC |
| Hardware Master Maintenance Agreement | MMA | MBEP | -- | MMA7410 | 3/2/2010 | 6/30/2013 | Brown Enterprise Solutions, Inc. |
| Hardware / Software Master / Maintenance Agreement | MMA | MBEP | -- | MMA7387 | 7/1/2009 | 6/30/2011 | Menya Communications Ltd |
| Hardware / Software Master Maintenance Agreement | MMA | MBEP | -- | MMA7411 | 6/2/2010 | 6/30/2011 | DKS Group, Inc., dba Proteam Workforce Solutions |
| Hardware / Software Master Maintenance Agreement | MMA | MBEP | -- | MMA7416 | 7/28/2010 | 6/30/2013 | Smart Solutions, Inc. |
| Hardware/Software Master Maintenance Agreement | MMA | MBEP | -- | MMA7305 | 7/1/2006 | 6/30/2011 | Sophisticated Systems, Incorporated |
| Healthcare and Dormitory Furniture | STS | MBEP | STS712 | 7771200209 | 7/15/2008 | 6/30/2012 | Adden Furniture Inc |
| Law Enforcement Security Equipment | STS | MBEP | STS846 | 800011 | 7/1/2009 | 6/30/2013 | Anixter, Inc. |
| Lawn, Garden - Heavy Construction Equipment | STS | MBEP | STS515 | 7751500809 | 10/9/2008 | 9/30/2012 | ED Etryre & Co. |
| Library & Institutional Furniture | STS | MBEP | STS710 | 800104 | 5/1/2010 | 4/30/2014 | Community/Div. of Jasper Seating Co. |

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|--|-----|------|---------|----------------------------|------------|------------|--|
| Library and Institutional Furniture | STS | MBEP | STS710 | 800093 | 4/1/2010 | 3/31/2014 | Jasper Seating Co., Inc. |
| Library Furniture | STS | MBEP | STS710X | 7771000108 | 9/28/2007 | 8/31/2011 | Gressco LTD |
| Maintenance of Vending Machine Equipment | MMA | MBEP | MMA195 | 4419500408 | 7/1/2007 | 6/30/2012 | A & A Vending Co., |
| Medical Supplies | STS | MBEP | STS652Y | 7765200308 | 2/1/2008 | 1/31/2013 | Direct Resource Inc. |
| Medical Supplies | STS | MBEP | STS652Y | 7765200408 | 3/15/2008 | 2/29/2012 | Amerisochi Inc. |
| Medical Supplies | STS | MBEP | STS652 | 800031 | 7/1/2009 | 4/30/2013 | Direct Resource Inc |
| Office Furniture | STS | MBEP | STS714X | 7771400207 | 10/1/2006 | 4/30/2013 | Krug, Incorporated |
| Office Furniture | STS | MBEP | STS714 | 7771400407 | 11/15/2006 | 11/30/2011 | Exemplis Corporation |
| Office Furniture | STS | MBEP | STS714W | 7771401207 | 6/25/2007 | 5/31/2012 | Fixtures Furniture |
| Office Furniture | STS | MBEP | STS714 | 7771400808 | 8/10/2007 | 7/31/2011 | Workstream Company |
| Office Furniture | STS | MBEP | STS714 | 7771401108 | 10/1/2007 | 9/30/2011 | OFS Brands |
| Office Furniture | STS | MBEP | STS714 | 7771401008 | 11/30/2007 | 4/30/2013 | JSJ Seating Company dba izzydesign.com |
| Office Furniture | STS | MBEP | STS714Q | 7771401708 | 4/1/2008 | 9/30/2011 | Wright Line Inc. |
| Office Furniture | STS | MBEP | STS714Y | 7771402108 | 5/15/2008 | 4/30/2013 | Kimball Office |
| Office Furniture | STS | MBEP | STS714 | 7771400609 | 2/15/2009 | 9/30/2013 | Allsteel |
| Office Furniture | STS | MBEP | STS714 | 800006 | 4/15/2009 | 3/31/2013 | ABCO Office Furniture |
| Office Furniture | STS | MBEP | STS714 | 800015 | 7/1/2009 | 6/30/2013 | Humanscale, Corp |
| Software Master / Maintenance Agreement | MMA | MBEP | -- | MMA7400 | 11/17/2009 | 6/30/2011 | Diversified System Inc. |
| Telecommunications Equipment | STS | MBEP | STS-073 | 573064-2 | 8/16/2005 | 6/30/2011 | Mitel Network, Inc. |
| Temporary Medical Staffing | STS | MBEP | STS155 | 7715500207 | 7/1/2006 | 6/30/2011 | A-1 Preferred Source, Inc. (MBE) |
| Temporary Medical Staffing | STS | MBEP | STS155 | 800163 | 7/1/2011 | 6/30/2014 | A-1 Preferred Source, Inc. |

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|---|-----|------|---------|----------------------------|-----------|-----------|---|
| Temporary Services - Medical | STS | MBEP | STS155 | 7715500208 | 10/1/2007 | 6/30/2011 | Nurse Medical Healthcare Services, Inc. |
| Tires - Tubes, Recapped & Retread for Auto, Truck & Tractor | STS | MBEP | STS260W | 7726000108 | 10/1/2007 | 9/30/2012 | Goodyear Tire & Rubber |

CURRENT EDGE CONTRACTS

(Does not include contracts from agencies given release and permit)

| Title | Type | Market Type | Index# | Contract# | Effective | Expiration | Vendor |
|--|------|-------------|---------|------------------------------|------------|------------|--------------------------------------|
| Breast Pumps, Kits, Shields, and Accessories | ITB | EDGE | MAC017 | RS900810 | 10/1/2009 | 9/30/2012 | Multiple |
| Duplicating & Copy Machines | STS | EDGE | STS096 | 7709600108 | 7/1/2007 | 6/30/2012 | Sharp Electronics Corp |
| Educational Furniture | STS | EDGE | STS715X | 7771500607 | 5/15/2007 | 4/30/2013 | ShuttleSystem, LLC |
| Educational Furniture | STS | EDGE | STS715 | 7771500609 | 1/15/2009 | 12/31/2013 | V/S America |
| Educational Furniture and Fixed Seating | STS | EDGE | STS715 | 7771500409 | 8/1/2008 | 9/30/2011 | American Seating Company |
| Environmental - Ecological Services | STS | EDGE | STS926 | 7792600305 | 9/15/2005 | 12/31/2011 | Lawhon & Associates, Inc. |
| Fiscal Year: 2008 Awards (Purchase Orders) Over \$25,000 | ONE | EDGE | FY0825K | 0BFY08OVR25K | 12/31/2009 | 12/31/2014 | ALL VENDORS |
| Fiscal Year: 2008 Awards (Purchase Orders) Over \$25,000 | ONE | EDGE | FY0825K | 0BFY08OVR25K | 12/31/2009 | 12/31/2014 | ALL VENDORS |
| Fiscal Year: 2009 Awards (Purchase Orders) Over \$25,000 | ONE | EDGE | FY0925K | 0BFY09OVR25K | 12/31/2009 | 12/31/2011 | ALL VENDORS |
| Language Services | STS | EDGE | STS738 | 7773800109 | 9/15/2008 | 8/31/2012 | Asist Translation |
| Language Translation Service | STS | EDGE | STS738 | 800035 | 10/15/2009 | 9/30/2013 | Affordable Language Services, LTD |
| Lawn, Garden and Heavy Construction Equipment - Trailers | STS | EDGE | STS515W | 7751501708 | 4/1/2008 | 3/31/2013 | Eager Beaver Trailers |
| Moveable Shelf Filing Systems | STS | EDGE | STS143 | 7714300108 | 8/1/2007 | 9/30/2011 | Multiple |
| Office Furniture | STS | EDGE | STS714 | 7771400507 | 2/1/2007 | 1/31/2013 | Indiana Furniture |
| Office Furniture | STS | EDGE | STS714W | 7771401307 | 6/15/2007 | 6/30/2011 | Nightingale Corporation |
| Office Furniture | STS | EDGE | STS714Y | 7771400708 | 9/19/2007 | 9/30/2011 | Veterans Representative Company, LLC |

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|--|-----|------|---------|----------------------------|------------|------------|-------------------------------|
| Office Furniture | STS | EDGE | STS714 | 7771401308 | 12/1/2007 | 11/30/2011 | Haworth, Inc. |
| Office Furniture | STS | EDGE | STS714 | 7771401508 | 2/15/2008 | 1/31/2013 | National Office Furniture |
| Office Furniture | STS | EDGE | STS714 | 7771400509 | 10/27/2008 | 9/30/2012 | Trendway Corp |
| Office Furniture | STS | EDGE | STS714 | 7771400409 | 12/29/2008 | 11/30/2012 | MTS Seating |
| Office Furniture | STS | EDGE | STS714 | 800009 | 8/24/2009 | 7/31/2013 | Martin Bratrud, Inc. |
| Office Furniture | STS | EDGE | STS714 | 800066 | 9/1/2009 | 8/31/2013 | National Office Services, Inc |
| Office Furniture - Remanufactured | STS | EDGE | STS714W | 7771401408 | 2/1/2008 | 1/31/2012 | Recycled Systems Furniture |
| Salt: Table, Water Softening, Ice Removal and Calcium Chloride as Specified Herein | ITB | EDGE | GDC040 | RS900110 | 8/1/2009 | 6/30/2012 | Multiple |
| Salt: Table, Water Softening, Ice Removal and Calcium Chloride as Specified Herein | ITB | PMBE | GDC040 | RS900110 | 8/1/2009 | 6/30/2012 | Multiple |
| Service of Security Equipment and Related Items; Fire Alarm Systems and Related Items; and Recording and Reproducing Audio Equipment | MMA | EDGE | MMA846 | 4484600109 | 1/28/2009 | 12/31/2013 | SimplexGrinnell, LP |
| Uniform Apparel & Accessories - OHP | ITB | EDGE | DPS011 | OT902006 | 8/1/2005 | 9/30/2011 | Multiple |

FUTURE MBE/EDGE CONTRACTS

(Does not include contracts from agencies given release and permit)

Fiscal Year 2011 Projected DAS MBE Set Aside Bid Opportunities

| Index # | Description | Current Contract Type | FY11 Proposed Set Aside | Current Contract Exp. Date |
|---------|--|-----------------------|-------------------------|----------------------------|
| COM003 | Regional Distribution and transportation Services for spirituous liquor and paper bags | OPEN | MBE | 05/31/11 |
| COM006 | Liquor Bags, Paper | MBE | MBE | 02/28/11 |
| DMH002 | Bases, Meat & Poultry | MBE | MBE | 09/30/10 |
| DMH008 | Spices and Seasonings | MBE | MBE | 04/30/11 |
| DMH014 | Coffee, Ground; Coffee, Instant & Tea, Bags and Instant | PMBE | MBE | 12/31/10 |
| DMH017 | Germicidal Detergent-Disinfectant | MBE | MBE | 09/30/10 |
| DMH032 | Beverage Base, Liquid, Concentrated, Artificially Sweetened | OPEN | MBE | 03/31/11 |
| DMH034 | Portion Pack Dressings, Sauces and Condiments | MBE | MBE | 11/30/10 |
| DMR001 | Laundry Services for Tiffin Developmental Ctr. | OPEN | MBE | 12/31/10 |
| DOT002 | Professional, Uniformed Security Guard Services for ODOT District Office Complexes in District 7 & 8 | OPEN | MBE | 02/28/11 |
| DOT011 | Wide Flange Steel Beams | MBE | MBE | 02/28/11 |
| DPS011 | Uniform Apparel and Accessories for the Ohio Highway Patrol | OPEN | PMBE | 03/31/11 |
| DPS020 | Building Improvements | OPEN | MBE | 04/30/11 |
| DPS037 | Emergency Power Generator Maintenance and Repair | OPEN | MBE | 12/31/10 |
| DPS039 | Transportation of Records for the Ohio Department of Public Safety, Bureau of Motor Vehicles | MBE | MBE | 10/31/10 |
| DRC057 | Inspection, Service and Maintenance For Emergency Power Generator Sets and Associated Systems | OPEN | MBE | 11/30/10 |
| DYS009 | Inmate Elastic Waist Mock Fly Work Pants, Mock Fly Shorts and Gym Shorts | MBE | MBE | 01/31/11 |
| GDC021 | Service for Equipment Pickup and Removal of Sensitive Information | OPEN | MBE | 07/31/10 |
| GDC028 | Air Filters HVAC | OPEN | MBE | 06/30/10 |
| GDC034 | Professional Pest Control Services | PMBE | MBE | 05/31/11 |
| GDC053 | Outerwear & Athleticwear for Institutional Residents, Inmates, and Institutional Staff | MBE | adding to GDC060 MBE | 10/31/10 |
| GDC060 | Mock Turtleneck Sweaters | OPEN | PMBE | 10/31/10 |
| GDC093 | New, Model Year 2010 Trucks, Utility Vehicles and Cargo Vans | PMBE | PMBE | 09/30/10 |
| GDC100 | Flares, Highway Emergency (Automatic Fuses) | OPEN | MBE | 12/31/10 |
| GDC142 | Professional Pest Control Services | OPEN | MBE | 03/31/11 |
| GPC001 | Industrial Supplies & Equipment, Lighting Products, Janitorial Supplies & Equipment | OPEN | MBE | 11/30/10 |
| LDC101 | Pharmaceutical Contract 2009-2010 | OPEN | PMBE | 09/30/10 |
| OPI036 | Sheet Aluminum for Signs | MBE | MBE | 11/30/10 |
| OPI054 | Drawer Slides | OPEN | MBE | 03/31/11 |
| OPI061 | Sock Material and Yarn (adding Thread, additional \$90K) | OPEN | MBE | 10/31/10 |

Source: DAS

Ohio Revised Code 123.151

RULES FOR CERTIFICATION AS MINORITY BUSINESS ENTERPRISE (ORC 123.151)

(A) As used in this section, "minority business enterprise" has the same meaning as in division (E)(1) of section 122.71 of the Revised Code.

(B)(1) The director of administrative services shall make rules in accordance with Chapter 119. of the Revised Code establishing procedures by which minority businesses may apply to the equal employment opportunity coordinator for certification as minority business enterprises.

(2) The coordinator shall approve the application of any minority business enterprise that complies with the rules adopted under this division. Any person adversely affected by an order of the coordinator denying certification as a minority business enterprise may appeal as provided in Chapter 119. of the Revised Code. The coordinator shall prepare and maintain a list of certified minority business enterprises.

(C) The department of administrative services, every other state agency authorized to enter into contracts for construction or contracts for purchases of equipment, materials, supplies, insurance or services, and every port authority shall file a report every ninety days with the equal employment opportunity coordinator. The report shall be filed at a time and in a form prescribed by the coordinator. The report shall include the name of each minority business enterprise that the agency or port authority entered into a contract with during the preceding ninety-day period and the total value and type of each such contract. No later than thirty days after the end of each fiscal year, the coordinator shall notify in writing each state agency and port authority that has not complied with the reporting requirements of this division for the prior fiscal year. A copy of this notification regarding a state agency shall be submitted to the director of budget and management. No later than thirty days after the notification, the agency or port authority shall submit to the coordinator the information necessary to comply with the reporting requirements of this division.

If, after the expiration of this thirty-day period, a state agency has not complied with the reporting requirements of this division, the coordinator shall certify to the director of budget and management that the agency has not complied with the reporting requirements. A copy of this certification shall be submitted to the agency. Thereafter, no funds of the agency shall be expended during the fiscal year for construction or purchases of equipment, materials, supplies, contracts of insurance or services until the coordinator certifies to the director of budget and management that the agency has complied with the reporting requirements of this division for the prior fiscal year.

If any port authority has not complied with the reporting requirement after the expiration of the thirty-day period, the coordinator shall certify to the speaker of the house of representatives and the president of the senate that the port authority has not complied with the reporting requirements of this division. A copy of this certification shall be submitted to the port authority. Upon receipt of the certification, the speaker of the house of representatives and the president of the senate shall take such action or make such recommendations to the members of the general assembly as they consider necessary to correct the situation.

Effective Date: 03-09-1999; 12-30-2004; 06-27-2005

Ohio Revised Code 125.081

SETTING ASIDE PURCHASES SELECTED FOR COMPETITION ONLY BY MINORITY BUSINESS ENTERPRISES (ORC 125.081)

(A) From the purchases that the department of administrative services is required by law to make through competitive selection, the director of administrative services shall select a number of such purchases, the aggregate value of which equals approximately fifteen per cent of the estimated total value of all such purchases to be made in the current fiscal year. The director shall set aside the purchases selected for competition only by minority business enterprises, as defined in division (E)(1) of section 122.71 of the Revised Code. The competitive selection procedures for such purchases set aside shall be the same as for all other purchases the department is required to make through competitive selection, except that only minority business enterprises certified by the equal employment opportunity coordinator of the department of administrative services in accordance with the rules adopted under division (B)(1) of section 123.151 of the Revised Code and listed by the director under division (B) of section 125.08 of the Revised Code shall be qualified to compete.

(B) To the extent that any agency of the state, other than the department of administrative services, the legislative and judicial branches, boards of elections, and the adjutant general, is authorized to make purchases, the agency shall set aside a number of purchases, the aggregate value of which equals approximately fifteen per cent of the aggregate value of such purchases for the current fiscal year for competition by minority business enterprises only. The procedures for such purchases shall be the same as for all other such purchases made by the agency, except that only minority business enterprises certified by the equal employment opportunity coordinator in accordance with rules adopted under division (B)(1) of section 123.151 of the Revised Code shall be qualified to compete.

(C) In the case of purchases set aside under division (A) or (B) of this section, if no bid is submitted by a minority business enterprise, the purchase shall be made according to usual procedures. The contracting agency shall from time to time set aside such additional purchases for which only minority business enterprises may compete, as are necessary to replace those purchases previously set aside for which no minority business enterprises bid and to ensure that, in any fiscal year, the aggregate amount of contracts awarded to minority business enterprises will equal approximately fifteen per cent of the total amount of contracts awarded by the agency.

(D) The provisions of this section shall not preclude any minority business enterprise from competing for any other state purchases that are not specifically set aside for minority business enterprises.

(E) No funds of any state agency shall be expended in any fiscal year for any purchase for which competitive selection is required, until the director of the department of administrative services 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.

(F) Any person who intentionally misrepresents self as owning, controlling, operating or participating in a minority business enterprise for the purpose of obtaining contracts,

subcontracts, or any other benefits under this section shall be guilty of theft by deception as provided for in section 2913.02 of the Revised Code.

Ohio Revised Code 123.152

ENCOURAGING DIVERSITY, GROWTH AND EQUITY PROGRAM (123.152)

(A) As used in this section, "EDGE business enterprise" means a sole proprietorship, association, partnership, corporation, limited liability corporation or joint venture certified as a participant in the encouraging diversity, growth and equity program by the director of administrative services under this section of the Revised Code.

(B) The director of administrative services shall establish a business assistance program known as the encouraging diversity, growth and equity program and shall adopt rules in accordance with Chapter 119. of the Revised Code to administer the program that do all of the following:

(1) Establish procedures by which a sole proprietorship, association, partnership, corporation, limited liability corporation or joint venture may apply for certification as an EDGE business enterprise;

(2) Except as provided in division (B)(14) of this section, establish agency procurement goals for contracting with EDGE business enterprises in the award of contracts under Chapters 123., 125., and 153. of the Revised Code based on the availability of eligible program participants by region or geographic area, as determined by the director, and by standard industrial code or equivalent code classification.

(a) Goals established under division (B)(2) of this section shall be based on a percentage level of participation and a percentage of contractor availability.

(b) Goals established under division (B)(2) of this section shall be applied at the contract level, relative to an overall dollar goal for each state agency, in accordance with the following certification categories: construction, architecture, and engineering; professional services; goods and services; and information technology services.

(3) Establish a system of certifying EDGE business enterprises based on a requirement that the business owner or owners show both social and economic disadvantage based on the following, as determined to be sufficient by the director:

(a) Relative wealth of the business seeking certification as well as the personal wealth of the owner or owners of the business;

(b) Social disadvantage based on any of the following:

(i) A rebuttable presumption when the business owner or owners demonstrate membership in a racial minority group or show personal disadvantage due to color, ethnic origin, gender, physical disability, long-term residence in an environment isolated from the mainstream of American society, location in an area of high unemployment;

(ii) Some other demonstration of personal disadvantage not common to other small businesses;

(iii) By business location in a qualified census tract.

(c) Economic disadvantage based on economic and business size thresholds and eligibility criteria designed to stimulate economic development through contract awards to businesses located in qualified census tracts.

- (4) Establish standards to determine when an EDGE business enterprise no longer qualifies for EDGE business enterprise certification;
 - (5) Develop a process for evaluating and adjusting goals established by this section to determine what adjustments are necessary to achieve participation goals established by the director;
 - (6) Establish a point system or comparable system to evaluate bid proposals to encourage EDGE business enterprises to participate in the procurement of professional design and information technology services;
 - (7) Establish a system to track data and analyze each certification category established under division (B)(2)(b) of this section;
 - (8) Establish a process to mediate complaints and to review EDGE business enterprise certification appeals;
 - (9) Implement an outreach program to educate potential participants about the encouraging diversity, growth, and equity program;
 - (10) Establish a system to assist state agencies in identifying and utilizing EDGE business enterprises in their contracting processes;
 - (11) Implement a system of self-reporting by EDGE business enterprises as well as an on-site inspection process to validate the qualifications of an EDGE business enterprise;
 - (12) Establish a waiver mechanism to waive program goals or participation requirements for those companies that, despite their best-documented efforts, are unable to contract with certified EDGE business enterprises;
 - (13) Establish a process for monitoring overall program compliance in which equal employment opportunity officers primarily are responsible for monitoring their respective agencies;
 - (14) Establish guidelines for state universities as defined in section 3345.011 of the Revised Code and the Ohio school facilities commission created in section 3318.30 of the Revised Code for awarding contracts pursuant to Chapters 153., 3318., and 3345. of the Revised Code to allow the universities and commission to establish agency procurement goals for contracting with EDGE business enterprises.
- (C) Business and personal financial information and trade secrets submitted by encouraging diversity, growth, and equity program applicants to the director pursuant to this section are not public records for purposes of section 149.43 of the Revised Code, unless the director presents the financial information or trade secrets at a public hearing or public proceeding regarding the applicant's eligibility to participate in the program.

FY2012 TRAINING

As part of EOD's commitment to your agency's success, EOD will conduct a series of EEO training sessions. These training sessions will provide guidance to EEO officers and procurement officials in executing the mandates established by Ohio Revised Code, Administrative Code and Executive Order.

EOD TRAININGS

The Equal Opportunity Division will provide EEO Officer training throughout the year. The training will be conducted by EOD leadership and augmented with others as necessary. In addition to the training offerings identified below, EOD will customize agency training upon request. The training includes the following classes:

EEO Officers Training: EEO Responsibilities

Training participants are introduced and exposed to the Agency EEO Officer's responsibilities under ORC 23.152 and Executive Order 2008-13S. Topics include the following:

- **MBE/EDGE Agency Inclusion Plan**
- **Contract Tracking System (CTS) overview**
- **EEO construction compliance requirements**
- **EEO procurement requirements**
- **Scorecard review**
- **Required EEO Officer trainings**

How to use CTS for monitoring and compliance

Participants are trained on how to access input, monitor and change data submitted to EOD via CTS. Focus is placed on the following areas:

- **Contract Tracking System (CTS)**
- **How to monitor EDGE subcontract payments**
- **How to input, monitor and change inputted data**

Understanding and implementing the EDGE waiver process

Training participants are introduced to the EDGE waiver process and its requirements for enacting. Focus is placed on the following areas:

- **What are the seven requirements to demonstrate good faith effort?**
- **What is reasonable means?**
- **What is adequate information?**
- **What are contractor negotiations?**
- **What is acceptable for a contractor rejection?**
- **What to do to recruit EDGE companies?**

How to properly flag MBE/EDGE Purchases in OAKS and more

Participants are trained on how to identify MBE/EDGE purchases in OAKS. Focus is placed on the following areas:

- **How to receive credit for MBE/EDGE purchases in OAKS**
- **OAKS demonstration**

Understanding monthly reports and how to effectively utilize

Training participants are trained on how to read, analyze and monitor the monthly MBE/EDGE purchasing reports. Focus is placed on the following areas:

- **Understanding how the different parts of the MBE/EDGE reports work**
- **How to evaluate the agency's AIP success in relationship to actual reporting**
- **How to use the monthly reports to keep all agency personnel informed as to the agency's goal accomplishments**

Meeting the MBE set aside mandate and EDGE goals

Participants are trained on how to have a successful MBE/EDGE program. Participants are provided with a complete demonstration of how the flagging system operates for identifying MBE/EDGE purchases in OAKS. Focus is placed on the following areas:

- **How to issue proper account procedures in OAKS**
- **How to make corrections in OAKS**
- **How to effectively monitor the AIP**
- **Understanding Quarterly Reports and how to effectively utilize**
- **Understanding and using the Scorecard for success**
- **How to receive credit for MBE/EDGE purchases**
- **What is set-aside purchase**

How to develop and implement meaningful MBE/EDGE Outreach Programs

Participants are trained on how to develop and implement MBE/EDGE outreach from an agency perspective. Focus is placed on the following areas:

- **How to develop an agency outreach program**
- **How to conduct a reverse trade fair**
- **Introduction to the Agency Outreach Program book**
- **How to develop a plan for outreach**
- **How to use the Six Step Process**
- **How to develop a mission statement**

How to get buy-in from users of MBE/EDGE services and locating vendors

Training participants are trained on how to locate MBE/EDGE vendors and how to get all agency personnel involved in the AIP. Focus is placed on the following areas:

- **How to develop systems that ensures expenditure are voucher**
- **How to training individuals that purchase to look for MBE/EDGES**

Optimizing EOD Resources

Participants are trained on how to access EOD resources and the tools available to effectively utilize EOD resources. Focus is placed on the following areas:

- **How to use the EOD search database to locate MBE/EDGE vendors.**
- **How to request additional agency trainings.**
- **How to use EOD as a locator service.**
- **How to have EOD assist in identifying MBE/EDGE companies for future contracting opportunities.**
- **How to locate MBE/EDGE vendors quickly.**

Determining the MBE/EDGE Eligible Budget

Agency purchasing officer is trained how to determine the amount of eligible expenditures available for procurement with MBE/EDGE partners. Focus is placed on the following areas:

- **What is included in MBE/EDGE eligible budget**
- **Procurement exclusion**
- **Best opportunity for purchasing with MBE/EDGE vendors**

How to develop and complete an effective MBE/EDGE Agency Inclusion Plan (AIP)

Participants are trained on how to develop the framework for a successful implementation and rollout of an agency AIP. Focus is placed on the following areas:

- **How to get the agency to commit on all levels to the MBE/EDGE program**
- **How to properly identifying MBE/EDGE expenditure categories**
- **How to identify and overcome issues and challenges to the AIP**

Glossary of Terms

GLOSSARY OF TERMS

ADDENDUM – Written or graphic instruction issued prior to the opening of bids which clarifies, amends or interprets the contract documents.

AFFIRMATIVE ACTION PLAN – All contractors from whom the state or any of its political subdivisions make purchases shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as referenced in division (E)(1) of section 122.71 of the Revised Code. Annually, each such contractor shall file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity Office of the Department of Administrative Services. Ohio Revised Codes 125.111.

AGENCY – Any department, board, commission, authority, office or bureau of the state or state-supported institution of higher education.

AGGREGATE VALUE – The total value of all contracts let by an agency.

APPEAL RIGHTS – An action for a declaratory judgment to determine the validity of an administrative agency regulation may be entertained by a court.

BID RESPONSE – Actual bid quote submitted by prime contractor.

BID BASE – The amount of money stated in a bid as the sum for which the bidder offers to perform the work described in the contract documents, exclusive of adjustment for alternate bids.

BID SPECIFICATION – Notes or other forms of evidence of obligation issued in temporary or definitive form, including notes issued in anticipation of the issuance of bonds and renewal notes.

CERTIFIED MBE – Certified minority business enterprise, an individual, partnership, corporation or joint venture of any kind that is owned and controlled by United State citizens, residents of Ohio, who are members of one of the following economically disadvantaged groups: Blacks, Native Americans, Hispanics and Asians. Ohio Revised Code 122.71 (E)(1).

CONTRACT – Formally set forth in writing and enforceable by law.

CONTRACTING AUTHORITY – The state of Ohio or other governmental entity empowered to award a public works contract. Ohio Revised Code 153.581.

CONTRACTOR – Any person, partnership, corporation or association that has been awarded a public works contract. Ohio Revised Code 153.581.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) – In general, to be eligible for DBE status, persons must own 51% or more of a “small business,” establish that they are disadvantaged and prove that they control their business as defined by 49 CFR Part 26. Code of Federal Regulations.

ECONOMICALLY DISADVANTAGED – Disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities, as compared to others in the same or similar line of business and competitive market area who are not socially disadvantaged.

ELIGIBLE BUDGET – The amount of dollars available for procurement with MBE and EDGE companies. This budget excludes purchases that meet the following criteria:

1. Payments to governmental entities or governmental agents.
2. Payments made because of negotiated settlements and required by the court system or the federal government.
3. Payments made to the following regulated utilities: railroads, telephones, electric and gas.
4. Payments that fall outside the realm of a purchase as defined by the set aside law. Those purchases that are not for the following: equipment, materials, supplies, services.
5. Payments made because of prompt pay penalties.
6. Right-of-Way payments made to owner for the purchase of land and/or property.
7. Sole Source.

ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE) – An EDGE certified business is an individual partnership, corporation or joint venture of any kind that is owned and controlled by United State citizens, residents of Ohio, who are both socially and economically disadvantaged and certified by the Ohio Department of Administrative Services. Socially disadvantaged individuals are those who have at least one objective distinguishing feature that has significantly inhibited their business success, such as: race, ethnic origin, gender, physical/mental disability and/or long-term residency in an environment isolated from mainstream Ohio society.

EDGE WAIVER – Granted by the agency when the contractor has demonstrated good faith in meeting the EDGE construction subcontract requirements.

FINAL SANCTIONS – Agency receives notice that no funds of the agency can be expended until reporting requirements have been met. EEO Coordinator certifies to the Office of Budget and Management (OBM) Director that year-end reports have not been filed. Ohio Revised Code 123.151 (H).

GOOD FAITH – Conscious, upfront specific planning to achieve and exceed MBE set aside and EDGE goals.

MINORITY BUSINESS ENTERPRISE (MBE) – An MBE is an individual, partnership, corporation or joint venture of any kind that is owned and controlled by United State citizens, residents of Ohio, who are members of one of the following economically disadvantaged groups: Blacks, American Indians, Hispanics and Asians. Ohio Revised Code 123.151 (A).

MBE PROJECTION EXPENDITURE – Selected number of purchases, the aggregate value of which equals approximately 15% for goods/services and 5% for construction of their total purchases for the current fiscal year for sheltered market competitions.

MINORITY CONTRACTOR – An individual who is both a contractor and an owner of a minority business enterprise certified under division (B) section 123.151 of the Ohio Revised Code.

MODIFICATION – Moderation of MBE subcontracts and material requirements.

MONITORING – Process to review and evaluate MBE set aside procurement program.

NIGP CODE – National Institute of Government Purchases

OAC – Ohio Administrative Code

ORC – Ohio Revised Code

OPEN MARKET COMPETITION – Purchases open to any business for unrestricted competition, both minority and non-minority.

PUBLIC WORKS CONTRACT – Contract awarded by a contracting authority for the construction, engineering, alteration or repair of any public building, public highway or other public work. Ohio revised Code 153.581.

REPLACEMENT CONTRACTS – Replaces those set aside purchases, which no minority business enterprise bids were submitted. Ohio Revised Code 125.081 (C).

REPORTING – Agencies authorized to enter into contracts for construction or contracts for purchases shall file a report every ninety days with the EEO Coordinator reporting the MBEs that the agency entered into a contract with during the preceding ninety-day period and the total value and type of each contract.

SCORECARD – Pursuant to Executive Order 2008-13S, the vehicle used by EOD to track and report each state agency's MBE and EDGE program expenditures.

SECOND NON-COMPLIANCE NOTICE – EEO Coordinator notifies the agency of 30-day extension noncompliance and a notice is sent to agency and the OBM Director. Ohio Revised Code 123.151 (H).

SHELTERED MARKET COMPETITION – Referred to as "Set Aside" in Ohio Revised Code Sections 125.081 and 123.151; defined as purchases to be selected for competition restricted to participation by minority business enterprises (MBEs) certified by the State of Ohio.

SPECIFICATION – Those portions of the contract documents consisting of the written requirements and standards for material, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto.

SURETY – A person or entity providing a bond to a contractor to indemnify the State against all direct and consequential damages suffered by failure of the contractor to perform the contract and to pay all lawful claims of subcontractors, material suppliers and laborers as applicable.