

Ohio Department of Administrative Services
Bob Taft, *Governor*
Scott Johnson, *Director*

General Services Division
Office of State Purchasing
4200 Surface Road
Columbus, Ohio 43228

614.466.5090 voice
614.466.7525 fax
www.state.oh.us/das/



Dear Prospective STS Contractor:

Thank you for your interest in doing business with the state of Ohio through our State Term Schedule Program (STS).

A state term schedule submission is contingent upon a business conducting \$50,000.00 worth of annual trade with state agencies, state institutions of higher education and/or properly registered cooperative purchasing members of the Cooperative Purchasing Program in the past one year.

Please see the mandatory training requirements before submitting any documents. Training must be completed prior to the submission of any documents.

The official documents that will assist you in becoming an approved Contractor under the STS program are located on our web site at <http://procure.ohio.gov/proc/establishSTSnonitnongsa.asp>.

This introductory letter will serve as a check-off list pertaining to your STS offering. Please read and review all documents carefully, as once the schedule is issued, we will fully expect 100% compliance to all stated requirements.

Forms that require completion, when applicable, for an S&LG-based Schedule include:

- ___ Certification & Offer letter
- ___ State Term Schedule Terms & Conditions (two copies, sign with original signatures)
- ___ Authorization of Dealer (one letter per dealer from the contractor) ('X' Letter)
- ___ Dealer Acceptance (one letter per dealer from the dealer) ('Y' Letter)
- ___ Federal Form, W-9 or W-8 (two copies with original signature in blue ink)
- ___ Master Financing Agreement (two copies, sign with original signatures) (optional)
- ___ Master Lease Agreement (two copies, sign with original signatures) (optional)
- ___ Master Maintenance Agreement (two copies, sign with original signatures) (optional)

Documents required for a State and Local Government (S&LG) based schedule

Mandatory Training

Mandatory training must be attended prior to the submission of a STS offering. Mandatory training must be attended by a representative from the corporate/manufacturer, each dealer and the person completing the offering.

Certification Offer Letter

This letter is to be completed by the contractor on the contractor's corporate letterhead. Where there is a fill-in-the-blank box, insert the appropriate information.

Terms and Conditions

This document is to be supplied by the corporate manufacturer/contractor. Page one (1) is to be completed with the corporate name and address, the last page is to be signed with the corporate signature of authority. Two copies are to be submitted and signed with an original signature in blue ink.

Contractor Authorizing Dealer (X-Letter)

If the contractor is assigning authorized dealers, the contractor fills out Authorization of Dealer letter (X Letter), indicating whether the dealer(s) is authorized to receive payment. The contractor is to indicate if the dealer is a certified Encouraging Diversity, Growth and Equity (EDGE) in the state of Ohio. If more than one authorized dealer is involved, the contractor may submit one (X-letter) and a list of the authorized dealers may be provided on an attached spreadsheet. Each dealer must submit a Dealer's Acceptance (Y letter).

Dealer's Acceptance (Y-Letter)

Each authorized dealer must submit one letter on dealer corporate letterhead. The dealer provides the "Y" letter to the contractor/manufacturer, to be submitted with the total offering. The dealer is to indicate if they are a certified Encouraging Diversity, Growth and Equity (EDGE) in the state of Ohio

W-9 and W-8 Federal Forms

The contractor and the dealer must submit a W-9 if they are to receive a payment, original signature in blue ink is required. The W-8 is submitted if the dealer/contractor is located outside the United States.

Master Finance Agreement (MFA) (Optional)

Master Finance Agreement (LTOP) is a lease with option to purchase. Two copies are submitted with original signature. If the contractor is using an outside source, the lending entity will become an authorized dealer. The lending agency will be added the contractor's state term schedule. Authorization (X-letter) and Acceptance (Y letter) must be submitted with the MFA when utilizing an outside party.

Master Lease Agreement (MLA) (Optional)

Master Lease Agreement is a rental agreement. Two copies are submitted with original signature. If the contractor is using an outside source, the outside source will become an authorized dealer. The lending agency will be added to the contractor's state term schedule. Authorization (X-letter) and Acceptance (Y letter) must be submitted with the MLA when utilizing an outside party

Master Maintenance Agreement (MMA) (Optional)

The Master Maintenance Agreement is a service agreement for all equipment outside of the warranty. The MMA may be submitted by the manufacturer/contractor or a dealer. This submission should include a letter of intent to do business with the state of Ohio, services to be provided, a price schedule, equipment list, parts list and geographic territory covered.

It is requested that all original signatures be signed in blue ink. Any alternations to the State Term Schedule will require prior written approval of DAS and said approval will be at the sole discretion of DAS.

Once you have completed all of the applicable documents, please attach two (2) copies of your price list and catalog and return them to the Office of State Purchasing at the following address:

Office of State Purchasing
State Term Schedule Unit
4200 Surface Road
Columbus OH 43228-1395

Sincerely,

Mark D. Hutchison

Mark D. Hutchison, CPPO, CPPB
Interim State Purchasing Administrator

Maureen McGuire

Maureen McGuire, CPPB
Interim Procurement Manager

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