

This matrix is intended to represent a brief listing of some “highlights” of the revised procurement rules in the Ohio Administrative Code. It is strongly recommended that agencies consult the OAC directly for definitive guidance. These citations are current as of May 2012.

Procurement Requirements		
Requirement	Description	Reference
Written Acquisition Standards	Each county family service agency and workforce development agency must develop written standards to ensure that all applicable procurement requirements—state, federal, and county—are met.	OAC 5101:9-4-02
Written Code of Standards of Conduct	Each county family service agency and workforce development agency must develop written code of standards of conduct for officers, staff, and agents with any responsibilities related to procurement. A written copy of the code and training about application of the code must be provided to all individuals it governs.	OAC 5101:9-4-04
Small, minority, women's and areas of labor surplus	Prior to determining procurement method, County agency shall make efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment, construction and services.	OAC 5101:9-4-06
Non-Profit and for-profit sub-grantees	County agency shall inform sub-grantees of applicable procurement requirements in the awarding of the contract or grant.	OAC 5101:9-4-07 (A) (2)
Geographic preference	County may not impose geographic preferences when evaluating bids or proposals.	OAC 5101:9-4-07 (B) (5)
Non-profit agencies for persons with severe disabilities	Prior to determining procurement method, County must determine whether a product or service is on the procurement list for products and services provided by persons with severe disabilities.	OAC 5101:9-4-07 (B) (4)
State purchasing contracts	Purchases may be made by the county under state purchasing contracts.	OAC 5101:9-4-07.1 (D)(1)
Competition	All procurement transactions will be conducted in a manner providing full and open competition.	OAC 5101:9-4-07 (B) (2)
Written selection procedures	Each county family service agency and workforce development agency shall have written selection procedures for procurement transactions.	OAC 5101:9-4-07 (B) (3)

Procurement Requirements		
Debarment and suspension	Each county's family service agency and workforce development agency procedures must include requirement to ensure that no contracts or purchases are made through an entity which is debarred or suspended or otherwise ineligible for participation under Executive Order 12549.	OAC 5101:9-4-07 (B)(6)
Contract Monitoring	Each county's family service agency and workforce development agency will maintain a contract administration system which ensures that contract provisions are followed and terms and specifications are met.	OAC 5101:9-4-07 (B) (7)
Contract provisions	Each county's family service agency and workforce development agency contract must contain the following provisions: 1. Administrative, contractual or legal remedies in instances where contractors violate or breach terms. 2. Termination Clause 3. Compliance with Executive Order 11246 (EEOC) 4. Compliance with Copeland "Anti-Kickback" act. 5. Compliance with Davis-Bacon act. 6. Compliance with sections 103 and 107 of the Contract work hours and Safety Standards act 7. Notice of awarding agency requirements and regulations pertaining to patent rights. 8. Notice of requirements and regulations pertaining to reporting. 9. Notice of requirements and regulations pertaining to copyrights. 10. Records access for audit purposes. 11. Compliance with the Clean Air Act and Environmental Protection agency regulations. 12. Compliance with the Energy Policy and Conservation Act. 13. Retention of records.	OAC 5101:9-4-07 (C)