

Ohio Register

General Announcements

General Requirements for Submittals of the Statement of Qualifications (SF330)

Firms responding must submit the State of Ohio Standard Form 330 (SAO Form #F110-330) no later than the response deadline indicated on the announcement.

SAO requests that supplemental material not be submitted with the SF330. The use of a computerized or typed SF330 form is preferred. Facsimile copies will not be accepted. Please place the appropriate SAO project number in Block 3 on the SF330 form. Due to limited storage space, we request that your submittals be stapled and refrain from submitting three-ring binders, spiral binders and booklets.

A copy of Part II of the SF330 form should be updated annually in order for your firm to be considered for state work. Please check your records and submit a new SF330 Part II directly to the State Architect's Office, 4200 Surface Road, Columbus, Ohio 43228-1395, no later than Oct. 1st of each year.

To access the SF330 form online, go to www.ohio.gov/sao and click on "Forms/Documents" then scroll down under "Acquisition" to form number F110-330.

Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization

As a result of Ohio Senate Bill 9 (effective April 14, 2006) applicants seeking certain state issued business contracts and funding must fill out new forms indicating that they have not provided financial assistance or support to a terrorist organization.

Prior to executing the Architect/Engineer (A/E) agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in ORC Section 2909.33 (C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway at <http://obg.ohio.gov/DMA2007.shtml>.

All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

The Contracting Authority is responsible for either directing applicants to the forms on the Web site or printing and providing hard copies to the applicant. The Contracting Authority will retain the completed forms along with the application.

Anyone with questions can contact Ohio Homeland Security by calling the DMA hotline number at 614.644.3892 or by email at dma-info@dps.state.oh.us.

ORC 9.24 – Auditor of State Unresolved Findings for Recovery

Effective June 1, 2004, [Ohio Revised Code \(ORC\) 9.24](#) prohibits the State of Ohio from awarding a contract to any individual or organization against whom the [Auditor of State](#) has issued a findings for recovery if the findings for recovery is unresolved at the time of award of contract.

For more information about how this new statute requirement pertains to Associates, Construction Managers, Consultants, Contractors and Owners, visit the SAO Web site at: www.ohio.gov/sao (click on "Auditor Findings" in the "quick links" drop-down menu.

EDGE Participation Required on State Design and Construction Projects

The Encouraging Diversity, Growth and Equity (EDGE) program became law July 1, 2003, when Section 123.152 of the Ohio Revised Code was enacted. The program creates a business development program for economically and socially disadvantaged Ohio businesses.

The EDGE business participation goal is 5 percent. Proposers for professional services agreements as well as Bidders on construction contracts must demonstrate actual participation in the EDGE program, or provide a demonstration of their good faith efforts (with a letter requesting a waiver of the EDGE goal percentage on its letterhead and supporting evidence) to participate in the EDGE program, or both, as indicated in the Ohio Revised Code (123.152) and the Ohio Administrative Code (123:2-16-09).

Projects first advertised on and after Oct. 15, 2005, for professional services must incorporate the EDGE component into the project. Interested Architects/Engineers (A/E's) are required to submit an "EDGE Participation/Intent to Perform" document, or provide a demonstration of its good faith efforts (with a letter requesting a waiver of the EDGE goal percentage on its letterhead and supporting evidence) to contract with and to use certified EDGE business enterprise(s), or both, as a part of the A/E's team in its response to the RFQ.

The Intent to Perform and/or the Demonstration of Good Faith Effort must be submitted with the Technical Proposal. Both forms can be accessed via the SAO Web site at www.ohio.gov/sao (click on "Forms/Documents"). If applicable, the Intent to Perform is again required at the fee proposal stage.

To learn more about the qualifications for EDGE certification, the process to become an EDGE-certified business, and to find existing EDGE-certified businesses, go to the EDGE Web site at: www.EDGE.ohio.gov.

Ohio Ethics Law Provision

All professionals that submit or intend to submit proposals for consideration of a contract for professional design services with the state of Ohio are reminded that, as applicable, no sole proprietor, partner, shareholder or other principal of the Architect/Engineer or the spouse of such principal has made, as an individual, at any time within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with Section 3517.13 of the Ohio Revised Code.

New project number system

Project numbers for state-funded projects are now also the Ohio Administrative Knowledge System (OAKS) project numbers.

The familiar format of 100-2007-001 has become DAS-070001. Both numbers have a similar arrangement of agency code, followed by the year and finally a sequence number. OAKS is using the alphabetical agency code instead of the old state accounting system numerical codes. This sequence should be easier to remember.

Projects beginning after July 1, 2007, reflect "08" as the fiscal year. The last four digits of the project number represent the sequence number. In the old project number scheme the sequence number was a three-digit number and was unique across the state. Since agencies are now assigning their own numbers, the project numbers are unique within the agency. As a result, there may be several projects from different agencies in the current Ohio Register with the same sequence number.

A list of the agency code conversions, as well as a list of current SAO projects with both project numbers, is available on the SAO Web site at <http://www.das.ohio.gov/gsd/sao/New/info/oaksprojnumbers.xls>.