



Ohio Administrative Code Rule 123:5-3-04 Quarterly report.

Effective: April 26, 2024

(A) Each qualified nonprofit agency and each agent will file a quarterly report with the department of administrative services ("the department") by October fifteenth, January fifteenth, April fifteenth, and July fifteenth of each year. The quarterly report will summarize the procurement activity of each government ordering office with the qualified nonprofit agency or agent for the previous quarter . Each certified entity will provide the quarterly summary report on a form provided by and in a manner prescribed by the department and include the following as is appropriate to each entity:

(1) As to qualified nonprofit agencies

(a) The total dollar value of purchases made by a government ordering office during the preceding quarter for goods and services where the qualified nonprofit agency was the contractor of record.

(b) Any other information the department deems necessary.

(2) As to agents:

(a) A list of all qualified nonprofit agencies that the agent has contracted with the provide agent services.

(b) The total dollar value of purchases made by a government ordering office during the preceding quarter for goods and services where the agent of a qualified nonprofit agency was the contractor of record.

(c) Any other information the department deems necessary.

(B) The department will provide written notice to each qualified nonprofit agency and each agent that has not submitted the quarterly report as set forth in paragraph (A) of this rule that the entity has thirty days to submit the report. The department may suspend or revoke the certification of any



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entity that fails to comply with the reporting requirements set forth in this rule.