



Ohio Administrative Code

Rule 123:5-3-09 Updating procurement list: adding an item to the procurement list.

Effective: April 26, 2024

(A) The department of administrative services ("the department") will not consider adding goods or services to the procurement list available for government ordering offices unless and until the following conditions are met:

(1) The government ordering office or its duly appointed designee provides the department with a detailed description of the goods or services being requested.

(2) A qualified nonprofit agency or an agent representing a qualified nonprofit agency willing to provide the requested goods or services furnishes detailed information to the department describing other similar or same goods or services currently being provided, or any other information that serves to demonstrate their current capabilities.

(3) The qualified nonprofit agency or agent representing a qualified nonprofit agency furnishes information on how it proposes to provide the specific goods or services being requested.

(4) The government ordering office or its duly appointed designee and the qualified nonprofit agency or the agent representing a qualified nonprofit agency provides the department with a negotiated and agreed upon cost to provide the requested goods or services.

(B) If the government ordering office or its duly appointed designee and the qualified nonprofit agency or the agent representing a qualified nonprofit agency are unable to reach a mutually agreed upon price, upon the request of one of the entities, the department may attempt to establish a fair market price for the goods or services.
