



Ohio Administrative Code Rule 5501:2-12-01 Definitions.

Effective: August 28, 2022

As used in this division of Administrative Code:

- (A) "Bid response" means all documents, whether attached or incorporated by reference, supplied by the bidder in response to an invitation to bid.
- (B) "Bidder" means the person or firm that submits a bid response to an invitation to bid.
- (C) "Competitive sealed proposal" means offering of proposals in response to a request for proposal by a state agency for the purchase of supplies and/or services.
- (D) "Invitation to bid" or "ITB" means all documents, whether attached or incorporated by reference, utilized for soliciting bids.
- (E) "Offeror" means the person or firm which submits a proposal in response to a request for proposal.
- (F) "Products" means materials, manufacturer's supplies, merchandise, goods, ware, and foodstuffs.
- (G) "Proposal" means all documents, whether attached or incorporated by reference, supplied by the offeror in response to a request for proposal.
- (H) "Purchase" means to buy, rent, lease, lease purchase, or otherwise acquire supplies or services and includes all functions that pertain to the obtaining of supplies of services, including description of requirements, selection and solicitation of sources, preparation and award of contracts, all phases of contract administration, and receipt and acceptance of the supplies and services and payment for them.
- (I) "Request for proposal" or "RFP" means all documents, whether attached or incorporated by



reference, utilized for soliciting proposals from offerors.

(J) "Supplies" means all property, including, but not limited to, equipment, materials, other tangible assets, and insurance, but excluding real property or an interest in real property.

(K) "State agency" has the same meaning as in section 1.60 of the Revised Code, but does not include the elected state officers, the general assembly or any legislative agency, a court or any judicial agency, or a state institution of higher education.

(L) "Director" or "Department" as used under rule 5501:2-12-02 of the Administrative Code, shall mean the director of the department of transportation or department of transportation unless specifically referenced otherwise.