



Ohio Administrative Code Rule 123:5-3-05 Annual report.

Effective: April 26, 2024

(A) The department of administrative services ("the department") may request annual information from a government ordering office including:

(1) An overview of the government ordering office's purchasing process related to the procurement of goods and services and any safeguards that assure compliance with sections 125.60 to 125.6012 of the Revised Code.

(2) The total dollars expended during the preceding fiscal year for purchase of goods and services that appear on the procurement list, from a qualified nonprofit agency .

(3) Any other information the department may determine advantageous.

(B) Each certified agent, named as the contractor of record, will file an annual report with the department by August fifteenth of each year summarizing that agent's activity for the preceding fiscal year . Each agent will submit the annual report on a form provided by and in a manner prescribed by the department and will include the following information:

(1) A list of all qualified nonprofit agencies with which the agent contracted during the preceding fiscal year to produce goods or provide services, and

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

(3) Any other information the department determines necessary.

(C) Each qualified nonprofit agency will file an annual report with the department by August fifteenth of each year summarizing that qualified nonprofit agency's activity for the preceding fiscal



year . Each qualified nonprofit agency will submit the annual report on a form provided by and in a manner prescribed by the department and will include the following information:

- (1) The total number of all individuals who worked to manufacture goods or provide services whether furnished directly to or furnished on behalf of an agent of the qualified nonprofit agency to government ordering offices .
 - (2) The total number of persons with a work-limiting disability who worked to manufacture goods or provide services whether furnished directly to or furnished on behalf of an agent of the qualified nonprofit agency to government ordering offices.
 - (3) The total number of all direct labor hours worked to manufacture goods or provide services whether furnished directly to or furnished on behalf of an agent of the qualified nonprofit agency to government ordering offices.
 - (4) The total number of direct labor hours worked by persons with a work-limiting disability in the manufacture of goods or provision of services to government ordering offices.
 - (5) The total dollar value of purchases made by a government ordering office during the preceding fiscal year for goods and services where the qualified nonprofit agency was the contractor of record.
 - (6) Any other information the department deems necessary.
- (D) The department will notify each certified agent and each qualified nonprofit agency that has not submitted an annual report as set forth in paragraphs (B) and (C) of this rule that the agent or qualified nonprofit agency has fifteen days to submit the report. The department may suspend or revoke the certification of any agent or qualified nonprofit agency that fails to comply with the reporting provisions set forth in this rule.