



September 10, 2003

MEMORANDUM TO: Fiscal Officers of All State Agencies
FROM: Kevin Milstead, Administrator *Kmm*
State Accounting
SUBJECT: Identifying EDGE Certified Businesses in CAS

Effective July 1, 2003, the Governor's Executive Order 2002-17T created the State of Ohio EDGE Program to assist economically and socially disadvantaged businesses by Encouraging Diversity, Growth, and Equity in public contracting.

The EDGE Program replaces the Historically Underutilized Business (HUB) program. The Central Accounting System's (CAS) inquiries, master tables, and reports that referenced HUB will be replaced by an EDGE designation. The Department of Administrative Services' Equal Opportunity Division (DAS/EOD) may designate vendors as either Minority Business Enterprise (MBE) or EDGE. In some cases, the vendor may be designated as both MBE and EDGE. Agency personnel will recognize the designations when a "Y" (for yes) appears in the corresponding MBE and/or EDGE field. Below is an example of a vendor that is both MBE and EDGE certified.

Mainframe/Character-based CAS

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INQUIRY QVNDRO1          STATE OF OHIO          DATE 08/06/03
LAST PAGE OF INQUIRY    CENTRAL ACCOUNTING SYSTEM        TIME 13:08:48
                          VENDOR MULTIPLE ADDRESS INQUIRY        PAGE 1

USER ID: XXXX   PASSWORD:          AGENCY:          COMMAND:
VENDOR ID: 311383824

                          VENDOR TYPE PC   LAST VENDOR UPDATE BY TABB 06/30/2003

VENDOR NAME DIVERSIFIED SYSTEMS INC

W9 FLAG S          W9 DATE 06/20/1995          SP FLAG
HB300 L   VENDOR LIEN N          MBE Y          EDGE Y

ADDRESS CODE 01          TELEPHONE NUMBER -          EFT FLAG Y
ADDRESS 700 TAYLOR RD STE 150
                          GAHANNA OH 43230          ADDRESS UPDATE BY WIRE 06/10/2003

ADDRESS CODE 02          TELEPHONE NUMBER 614 476-9939          EFT FLAG
ADDRESS 107 W JOHNSTOWN RD STE D
                          GAHANNA OH 43230          ADDRESS UPDATE BY GOGO 08/14/2001

PF2=VNDRO5 PF3=VNDRO3 PF4=VNAM01 PF5=VNDR11 PF6=VACT01 PF7=VNDRO7 PF10=VMENU2
  
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CAS for Windows



When using CAS for Windows, the inquiry will display a check mark in the MBE or EDGE field when appropriate. The check box will be blank if the vendor is not MBE or EDGE certified.

If you data enter CAS transactions ORD, or VPC and the vendor is certified by DAS/EOD as an MBE enter an "M" in the in the MBE/EDGE field. If the Vendor has EDGE certification enter an "E" in the MBE/EDGE field. If the vendor is certified as both MBE and EDGE, enter either "M" or "E." Completing this information will allow DAS/EOD to maintain accurate data and ensure that your agency receives credit for doing business with a certified minority or disadvantaged business.

Mainframe/Character-based CAS

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FUNCTION:                                PURCHASE ORDER HEADER
DOCUMENT TYPE: ORD   ACTION CODE: E   AGENCY: FAK   PURCHASE ORDER NO: 041001

DATE: 08 16 03                                CONTRACT/BID/SUP NUMBER: 533956-0
CB NUMBER:                                MBE/EDGE: M   RELEASE/PERMIT NO:
VENDOR NO: 311383824   ADDR CODE: 01   OPTIONAL FIELD:
VENDOR :                                AGY CONTACT: MARY LEVIN
                                           PHONE NUMBER: 614 644 5431
ADDRESS:                                DELIVERY REQ:
                                           PRE APPROVAL ID: SDCFAK04025K
                                           TERMS:

VENDOR ACCT NO:
BILL TO:                                SHIP TO:
AGENCY FAK                                AGENCY FAK/MIS DEPT
FL 5                                       FL 5
30 E BROAD ST                            30 E BROAD ST
COLUMBUS                                COLUMBUS
OH 43215                                OH 43215

+/-: +                                TOTAL AMOUNT: 880.00
  
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CAS for Windows

The screenshot shows a Windows application window titled "Purchase Order (ORD) (FAK 123456 / FAK 041001 E)". The interface includes a header with date (08/16/03) and amount (880.00). Below the header are tabs for "Header View", "Ship To / Bill To", "Accounting View", and "Commodity View". The "Vendor Information" section contains fields for Vendor Num (311383824), Address Code (01), Vendor, Address, City / State, Vendor Account Num, and Set Aside MBE / EDGE. The "Set Aside MBE / EDGE" dropdown is currently open, showing a list with "MBE" selected. Other fields include Agy Contact (MARY LEVIN), Phone (614-644-5431), Delivery Required, Terms, Contract / Bid / SUP Num (533956-0), Controlling Board Num, Release / Permit Num, and Pre-Approval ID (SDCFAK04025K).

When using CAS for Windows, use the drop-down list to indicate if the vendor is certified EDGE, MBE, or None.

For additional information concerning MBE and EDGE certification, please view the DAS/EOD web site at <http://www.ohio.gov/das/eod/> or contact Todd McGonigle at (614) 466-8380. For questions concerning MBE and EDGE related fields in CAS, contact Mame Greulich at (614) 466-3600 or by e-mail at mame.greulich@obm.state.oh.us.