



MEMORANDUM

July 26, 2007

To: Chief Fiscal Officers

From: Aaron Erickson, Deputy Director, State Accounting 

Subject: Declaration of Material Assistance/ Non-Assistance O.R.C. 2903.33

This memo is being sent to clarify the June 26, 2007 memo relating to the Declaration of Material Assistance/Non-Assistance. Effective July 1, 2007, House Bill 461 created changes, in the process for vendors seeking to conduct business with the State of Ohio. The changes increased the threshold amount for business and made provisions for a pre-certification process in addition to the original process. The changes are:

1. Only vendors who will or have received in the aggregate an amount greater than \$ 100,000 minus personal benefits must complete the certification.
2. Vendors may pre-certify one time for the biennium. By pre-certifying, they do not have to certify with each agency or department that the vendors has a contract.
3. OBM will be the repository for the all pre-certifications and will maintain a listing of those vendors that pre-certify.
4. Certain agencies and vendors are exempted from the requirements. Exceptions exist for certain financial services vendors (O.R.C. 2909.33(H)(6)9(a)(b), Inter-governmental contracts (O.R.C. 2909.33 (H)(7) and vendors that provide non-elective healthcare services (O.R.C. 2909.33 (H)(8)
5. Failing to certify will result in a monetary penalty. (O.R.C. 2909.33 (E)(2)

In order to accomplish this, the Ohio Business Gateway will have the pre-certification forms available so that vendors will be able to complete the forms electronically. Once a vendor completes the forms correctly, the company name will be placed on a list and agencies will be able to check to determine whether that vendor certified and can entered into a contract with the vendor. The list's format is similar to the vendor list on OBM's state accounting webpage.

Please encourage your vendors to complete the pre-certification process electronically at: www.obg.ohio.gov. If a vendor is unable to do so, the vendor and state agencies will have to maintain the original process and forward the completed paper form to the agency or department for processing.

If you have any questions, please contact obm.communications@obm.state.oh.us.