



**HOW TO DO BUSINESS  
WITH THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM**

**PROCUREMENT OFFICE**

277 East Town Street  
Columbus, OH 43215

**Procurement Staff:**

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**Hours of Operation:**

Monday through Friday 8:00 am – 4:30 pm.

**Introduction:**

The Procurement Office is dedicated to adding value to the procurement of goods and services while maintaining the transparency and integrity of the procurement process. We are concerned with ensuring that any vendor who is interested in providing goods and/or services to OPERS has been given equal opportunity to do so. The following document is a general guideline of our procurement procedures and policies.

**Ethical Statement:**

It is the policy of the Ohio Public Employees Retirement System to carry out its mission in accordance with the strictest ethical guidelines and to ensure that employees conduct themselves in a manner that fosters public confidence in the integrity of OPERS, its processes, and its accomplishments. The Procurement staff is prohibited from soliciting or accepting anything of value from anyone doing business or seeking to do business with the System.

## **Procurement Methods:**

The following methods of procurement are utilized by OPERS:

- Request for Quote (RFQ): this is an informal quote request used to procure goods between \$5,000 - \$25,000, services or a combination of goods and services between \$5,000 - \$50,000. The RFQ may be posted to the OPERS website or sent to vendors via email.
- Request for Proposal (RFP): this is a formal competitive bid process used to procure goods greater than or equal to \$25,000, services greater than or equal to \$50,000 or a combination of goods and services greater than or equal to \$50,000. The RFP document will contain all information necessary for vendors to submit a proposal. Award is based on meeting selection criteria identified in the RFP. OPERS will post all RFP's on our website under Vendor Opportunities. The RFP process includes a few stringent policies that potential vendors must adhere to such as:
  - Late bids are not accepted
  - If the RFP requires vendors to submit both hard and electronic copies of their proposal, both must be received before the deadline to avoid disqualification. If the RFP requires vendors to submit an electronic copy only, the electronic copy must be received before the deadline to avoid disqualification.
- Request for Information (RFI): used to seek and obtain information from potential suppliers when the specific goods and/or services cannot be defined in scope. RFI's do not result in a purchase or contract award.

## **Contract Review Process:**

After evaluation of the proposals, OPERS may determine a list of finalists not to exceed three and may commence sequential negotiations beginning with the highest scoring finalist. When negotiations are complete, the OPERS legal department will review the contract initiated by the highest scoring finalist. The final approved contract must be signed by the vendor first, and then sent to OPERS for a final signature to execute the contract.

Non-winning vendors will be notified via email when OPERS has an executed contract in place with the winning vendor.

## **Insurance**

A Certificate of Liability is required for any vendor doing business with OPERS.

## **Deliveries**

All deliveries to OPERS are F.O.B. destination unless otherwise specified. All deliveries are made to the receiving dock located at 277 E. Town Street, Columbus, OH 43215. Normal hours of operation are Monday through Friday 8:00 am – 4:30 pm. All deliveries must be signed for by the Shipping Clerk.

## **Payment**

Invoices may be mailed or emailed to the Procurement Staff. Payment will be made after OPERS has received the goods and/or services in full. Our standard payment terms are Net 30, but OPERS does take advantage of early payment discounts when available.