



HOW TO BECOME A DEPUTY REGISTRAR

The Ohio Bureau of Motor Vehicles (BMV) issues requests for proposals (RFP) for the selection and appointment of Deputy Registrars to operate license agencies throughout Ohio. RFP packets are generally released in January of each year. License agencies provide driver licenses, ID cards, vehicle registrations and other services on behalf of the BMV.

Deputy Registrars are independent contractors and are selected on a competitive basis as described in the Ohio Administrative Code (O.A.C.) and RFP. Deputy Registrars receive service fees of \$3.50 for vehicle registrations, driver licenses, identification cards, and other driver and motor vehicle related transactions; \$0.90 for each vision screening performed; and \$8.00 for driver license reinstatement fee payments. All fees are established in accordance with the O.A.C. For contracts entered into on or after June 29, 2014, the term is generally five years, unless the registrar determines that a shorter contract term is appropriate for a particular Deputy Registrar.

Proposer conferences are held regionally in January each year. For additional information, please send an email request to GJVasquez@dps.ohio.gov or call (614) 752-0585. A list of available contracts as well as proposer conference venues and dates are posted to the [BMV Web site \(www.bmv.ohio.gov\)](http://www.bmv.ohio.gov) typically near the end of December. Search on the Ohio BMV home page under the General Information area for a link titled "[Deputy Registrar Business Opportunity](#)."

PERSONAL REQUIREMENTS

The proposer must make application as an individual, a non-profit corporation, county clerk of courts, or a county auditor. The Registrar may appoint county auditors and eligible clerks of courts without using a competitive selection process. County auditors and eligible clerks of courts may also choose to participate in the competitive selection process. Partnerships, corporations, and other business associations are not eligible. Certain other persons are not eligible (such as employees of the State of Ohio) and are listed in the RFP.

No person will be awarded a contract because that person pays an assessment to or makes a contribution to any political party, the Governor or his campaign committee, or any candidate for public office. An affidavit must be signed by all proposers stating that he / she has not contributed more than \$100.00 to any prohibited political officeholder (complete details are contained in the RFP).

SITE CRITERIA

Agency rent and site improvement is the responsibility of the Deputy Registrar. Some sites are under the control of the BMV, Ohio Department of Public Safety or a county (usually in conjunction with a Clerk of Courts Title Office) and are called BMV controlled site locations. Minimal site improvements are involved with controlled site locations.

There are also deputy provided sites where the successful proposer is required to provide, through lease or ownership, the site where the Deputy Registrar agency will be operated. In general, there are minimum site criteria including square footage, counter specifications, accessibility to individuals with disabilities and parking which must be addressed and are explained in the RFP.

MINORITY LOCATIONS

Deputy Registrar contracts are subject to the provisions of Ohio Revised Code (R.C.) 125.081 which require the Registrar to set aside approximately fifteen percent of the Deputy Registrar contracts for persons certified under Ohio Minority Business Enterprise (MBE) provisions.

ONE-STOP SHOPPING

Some locations are designated for One-Stop Shopping and are subject to additional requirements and may include subleasing space to a Driver License Examination Station, a Clerk of Courts, or both.

START-UP COSTS

The proposer must have verifiable funds in a financial institution account to cover site preparation costs, agency rental payments for three months and one month's personnel costs. The BMV supplies necessary computer equipment and inventory on a consignment basis.

FORMS

As part of the proposal, each proposer must submit completed documents as described in the RFP packet. Presently, these documents include:

1. Personal Checklist
2. Personal Questionnaire
3. Start-Up Cost Deposit Statement
4. Political Contributions Report
5. Personnel Policy Summary
6. Comprehensive Personnel Policy
7. Security Plan Summary
8. Facility Maintenance Plan Summary
9. Credit Report
10. Local Law Enforcement Report, or Certification of Good Standing as a Nonprofit Corporation
11. BCII WebCheck Criminal Report (or Articles of Incorporation for Nonprofit Corporations)
12. Affidavit of Deputy Registrar Proposer (individual, county auditor, or nonprofit corporation)
13. Operational Checklist
14. Signed Deputy Registrar Contract
15. Appointment of Agency Manager
16. Experienced Employees Summary
17. Staffing and Personnel Costs Calculation
18. Start-up Cost Calculations
19. For Some Locations:
20. Deputy Provided Site Checklist
 - A. Site Questionnaire
 - B. Americans with Disabilities Act (ADA) Checklist
 - C. Lease Option
 - D. Proximity Attachment (if applicable)
 - E. Site Plan
 - F. Counter Plan
 - G. Site Map
 - H. Other forms as required for individual locations

PLEASE READ RFP FOR MORE DETAIL

The Ohio Bureau of Motor Vehicles is looking for proposals that offer the best service to the citizens of Ohio. We welcome your interest in serving the Ohio motoring public.

For more information on the RFP process, write the Ohio Bureau of Motor Vehicles, Special operations, P.O. Box 16520, Columbus, Ohio 43216-6520; email GJVasquez@dps.ohio.gov, call (614) 752-0585; or visit the BMV Web site at www.bmv.ohio.gov.

John R. Kasich, Governor

John Born, Director

Donald J. Petit, Registrar

Equal Opportunity Employer