



## 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 and RFP. Deputy Registrars receive service fees of \$3.50 for each vehicle, driver license and ID card transaction; and \$0.90 for each vision screening performed. All fees are established in accordance with the Ohio Revised Code. Contracts are generally for two or three years per Section 4503.03 of the Ohio Revised Code.

Proposer information conferences are held regionally in January where RFP packets are distributed. If you would like to be on the mailing list for a conference schedule or to receive additional information, please call (614) 752-7631. Lists of contracts available and proposer conferences and dates are posted to the BMV's Web site at [www.bmv.ohio.gov](http://www.bmv.ohio.gov) by the end of December. Search under 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 clerk of courts without using a competitive selection process. However, county auditors and eligible clerk of courts may also be required 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 15 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 terminals 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. Business and Employment Experience
4. Customer Service Experience
5. Start-Up Cost Deposit Statement
6. Political Contributions Report
7. Personnel Policy Summary
8. Comprehensive Personnel Policy
9. Security Plan Summary
10. Facility Maintenance Plan Summary
11. Acceptance of Credit and Debit Cards
12. Credit Report
13. Local Law Enforcement Report, or Certification of Good Standing as a Nonprofit Corporation
14. BCII WebCheck Criminal Report (or Articles of Incorporation for Nonprofit Corporations)
15. Affidavit of Deputy Registrar Proposer (individual, county auditor, or nonprofit corporation)
16. Operational Checklist
17. Signed Deputy Registrar Contract
18. Appointment of Agency Managers
19. Experienced Employees Summary
20. Staffing and Personnel Costs Calculation
21. Start-up Cost Calculations
22. For Some Locations:
  - A. Deputy Provided Site Checklist
  - B. Site Questionnaire
  - C. Americans with Disabilities Act (ADA) Checklist
  - D. Lease Option
  - E. Proximity Attachment (if applicable)
  - F. Site Plan
  - G. Counter Plan
  - H. Site Map
  - I. 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, contact the Ohio Bureau of Motor Vehicles, Research Section, P.O. Box 16520, Columbus, Ohio 43216-6520, (614) 752-7631, or visit the BMV Web site at **[www. bmv.ohio.gov](http://www.bmv.ohio.gov)**.

Ted Strickland, Governor  
Cathy Collins-Taylor, Director

**Equal Opportunity Employer**