

DEPUTY REGISTRAR
REQUEST FOR PROPOSALS

SECTION 4

(2010)

OPERATIONAL FORMS

4.0 Operational Checklist

Proposer's Name _____ Home Phone () _____

Address _____ Daytime Phone () _____

City _____, Ohio Zip Code _____

Proposer Number (*BMV use only*) _____

Location _____

INSTRUCTIONS: You must submit one original and one copy of this form and all documents listed on this form **FOR EACH SITE YOU ARE PROPOSING**. If you fail to submit a complete set of originals and a complete set of copies **FOR EACH SITE**, you will not be evaluated for those sites.

FORM	DESCRIPTION	✓	BMV
4.0	Operational Checklist (this form)		
4.1	Appointment of Agency Managers		
4.2	Experienced Employees Summary		
4.3	Staffing and Personnel Costs Calculation		
4.4	Start-Up Costs Calculation Amount: \$ _____		
4.5	Deputy Registrar Contract (2 pages only)		

4.1 APPOINTMENT OF AGENCY MANAGERS

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least _____ hours per week during the hours the agency is open to the public for business during the entire term of the contract.

I understand that the minimum requirement for deputy registrars is twenty (20) hours per week during the hours the agency is open to the public for business. I also understand that the Registrar intends to give more credit and additional consideration to a proposer who agrees to work more than the minimum hours. This twenty-hour requirement does not apply to County Auditors, Clerks of Courts, or nonprofit corporations.

- (B) OFFICE MANAGER: I understand and agree that I must appoint either myself or another reliable person to serve as the office manager for the agency, and that the office manager must be scheduled to work at the agency at least thirty-six (36) hours per week during the hours the agency is open to the public for business. It is my intention to:

_____ Appoint myself as the office manager and work at least thirty-six hours per week during the hours the agency is open to the public for business.

_____ Appoint another reliable person to serve as the office manager to work at least thirty-six hours per week during the hours the agency is open to the public for business.

- (C) ASSISTANT OFFICE MANAGER: I understand and agree that I must appoint a reliable person to be responsible for the management of the agency in the absence of myself and the agency office manager during the hours the agency is open to the public for business.

- (D) OTHER EMPLOYEES: I agree to maintain an accurate and current roster of my office manager, assistant office manager, and all other employees and their work schedules, as well as my own work schedule, on file and available to inspection by BMV employees at all times. I also agree to notify the BMV in writing immediately of any changes in the appointment of the office manager or assistant office manager, and to keep the employee roster complete and current.

Deputy registrar (proposer) signature

Date: _____

4.2 EXPERIENCED EMPLOYEES SUMMARY

Proposer's name: _____ Location number: _____

(A) HIRING EXPERIENCED EMPLOYEES. I certify that if I am appointed as a deputy registrar under contract with the Registrar of Motor Vehicles, I will make every good faith effort to hire and retain qualified employees who have relevant experience working in a deputy registrar agency. I agree to make bona fide offers of employment at comparable wages and under comparable conditions to their most recent deputy registrar employment experience.

(B) CHECK WHICHEVER APPLIES:

_____ I HAVE NOT BEEN A DEPUTY REGISTRAR OR DEPUTY REGISTRAR EMPLOYEE. I have not yet identified any prospective employees who have relevant deputy registrar experience. However, if awarded a contract, I will make every reasonable effort to identify and hire, if possible, qualified employees who have relevant experience working in a deputy registrar agency. **Please do not contact any deputy registrar employees until after you have been awarded a contract.**

_____ I AM OR HAVE BEEN A DEPUTY REGISTRAR OR DEPUTY REGISTRAR EMPLOYEE. I have identified the following persons to whom I will make a bona fide offer of employment at comparable wages and under comparable conditions to their present employment. (A deputy registrar or a proposer who has deputy registrar employment experience may list himself or herself here):

Name of Experienced Employee	Length of Experience

(C) I understand that failure to hire properly qualified and experienced deputy registrar employees is grounds to withhold or terminate my deputy registrar contract.

Deputy registrar (proposer) signature

Date: _____

4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: _____ Location number: _____

Instructions. Use this form to project the number of hours the Deputy Registrar, Office Manager, Assistant Office Manager, and all employees will work, the hourly wages each will be paid, and the weekly and monthly payroll costs. **If necessary, use additional sheets.**

The Deputy Registrar must average at least twenty (20) hours per week (County Auditors and Clerks of Courts are considered full-time); the Office Manager must average at least thirty-six (36) hours per week. The Deputy Registrar may also serve as the Office Manager but must then average at least thirty-six (36) hours per week. Total hours for the Deputy Registrar and all employees must equal or exceed the minimum staffing requirements for the Class Size Agency as prescribed in the Agency Specifications. **Caution. For Deputy Registrars who also serve as the office manager, be careful not to duplicate hours worked.**

The Deputy Registrar need not list any salary or wages for the Deputy's own service as Deputy Registrar or as the Office Manager. The projected wages for all employees except the Deputy Registrar must be listed. The Deputy Registrar will be required to maintain at least these levels during the term of the contract, unless lesser amounts are approved by the Registrar in writing.

POSITION	HOURS PER WEEK	HOURLY RATE	WEEKLY PAY	MONTHLY PAY (WEEKLY X 4)
1. Deputy Registrar		N/A	N/A	N/A
2. Office Manager				
3. Assistant Office Manager				
4. Employee				
5. Employee				
6. Employee				
7. Employee				
8. Employee				
9. Employee				
10. Employee				
11. Employee				
12. Employee				
13. Employee				
14. Employee				
TOTALS		N/A		

4.4 START-UP COSTS CALCULATION

Proposer's name: _____ Location number: _____

The purpose of this form is to assure the BMV that you are financially able to cover the costs of beginning a deputy registrar business. We need to know that you have enough financial resources to cover your personnel, site preparation, and site rental costs.

1. PERSONNEL COSTS (FOUR WEEKS)

Use Form 4.3 to calculate four (4) weeks' personnel costs for this location.

\$ _____

2. SITE PREPARATION COSTS (AMORTIZED)

A. **If this is a Deputy Provided Site**, calculate and enter the actual projected costs you will need to spend to prepare the building for use as a deputy registrar agency in each of the following categories:

- | | |
|---------------------------|----------|
| 1. Building Modifications | \$ _____ |
| 2. Counter Costs | \$ _____ |
| 3. Other Costs | \$ _____ |
| 4. Total | \$ _____ |

Total amortized over 36 month contract period
(Divide line 4 by 36) = \$ _____

B. **If this is a BMV Controlled Site**, enter the information contained in the Agency Specifications for this location. **Do not change the information from the Agency Specifications.**

\$ _____

3. AGENCY RENTAL PAYMENTS (3 MONTHS)

A. **If this is a Deputy Provided Site**, enter the actual amount you will pay to rent or lease this site.

B. **If this is a BMV Controlled Site**, enter the estimated rent listed in the Agency Specifications for this site. **Do not change the amount listed.**

One month's rent: \$ _____ x 3 = \$ _____

TOTAL START-UP COSTS

(four weeks' personnel costs, plus one month's amortized site preparation costs, plus three months' rent) \$ _____

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
DEPUTY REGISTRAR CONTRACT - 2010

This Agreement is made by and between the Registrar of Motor Vehicles, (Registrar, herein), located at 1970 West Broad Street, Columbus, Ohio 43223-1102 and _____, (deputy registrar, herein) whose home mailing address is _____, (City) _____, Ohio (Zip) _____, to operate a deputy registrar agency, Location No. _____, to be located as follows: in the State of Ohio, County of _____ City/Village/Township (indicate which) _____ of _____ Street address: _____ (City) _____, Ohio (Zip) _____

WHEREAS, the Registrar of Motor Vehicles, pursuant to section 4503.03, section 4507.01, and other applicable sections of the Ohio Revised Code, wishes to appoint and contract the above named person as deputy registrar for the above referenced location;

WHEREAS, the above named deputy registrar wishes to accept this appointment and contract as deputy registrar;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Registrar hereby appoints the above named person as a deputy registrar subject to the 2010 Deputy Registrar Contract Terms and Conditions which are incorporated herein by reference;
2. The above named person hereby accepts appointment as a deputy registrar subject to the 2010 Deputy Registrar Contract Terms and Conditions incorporated herein by reference;
3. The term of this appointment and contract shall begin on the 27th day of **June, 2010**, and shall end on the 29th day of **June, 2013**, unless otherwise terminated as provided herein;

4. The deputy registrar is appointed and accepts appointment in the capacity of [state whether: "an individual," "County Auditor for (specify county)," "Clerk of Courts for (specify county)," or "a nonprofit corporation"]:

5. Unless this contract is later modified, the deputy registrar will (check which):

- not accept credit and debit cards;
- accept credit and debit cards by deputy provided ATM;
- accept credit and debit cards over-the-counter at the agency.

6. The Deputy Registrar certifies that he or she has read, understands, and hereby agrees to all of the 2010 Deputy Registrar Contract Terms and Conditions incorporated herein.

Deputy Registrar signature

Date

STATE OF OHIO :
:
COUNTY OF _____ :

Before me, a notary public in and for said county and state, personally appeared the above named _____, who acknowledged that he or she did sign the foregoing instrument and that the same is his or her free act and deed.

IN WITNESS WHEREOF I have hereunto set my hand and official seal, this _____ day of _____, 2010.

NOTARY PUBLIC

Printed name of Notary Public: _____

My commission Expires: _____

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

BY: _____
REGISTRAR OF MOTOR VEHICLES

Done at Columbus, Ohio, on _____