

## **How to do business with the State of Ohio and BWC**

First, register online with the Office of State Purchasing at <http://procure.ohio.gov/proc/index.asp>, then click on Selling to the State and the Vendor Registration link to receive notification of upcoming competitive sealed bid opportunities, such as Invitation to Bid and Request for Proposal.

Then, become familiar with state government purchasing by visiting the Office of State Purchasing's Web site. Click on Contractors/Vendors, then Selling to the State (products and services), which includes Tips on doing business with the state, Glossary of terms and acronyms, Procurement handbook, and Direct agency purchasing contacts.

Review Frequently Asked Questions regarding the State of Ohio Purchasing at <http://procure.ohio.gov/proc/viewFAQ.asp>

Contact the Ohio Bureau of Workers' Compensation's (BWC's) purchasing representatives directly to discuss upcoming projects. See the BWC purchasing unit contacts list and phone numbers listed at the right. Feel free to mail BWC information about your company, such as a letter of introduction, product brochures or catalogs. Mail information to: BWC Purchasing, 30 W. Spring St., 24th Floor Columbus, OH 43215.

BWC representatives will work with you to get you added to the State of Ohio vendor database used for issuing purchase orders and payments. To start the process, complete a W-9 and vendor information form with an original signature and mail to BWC's purchasing department.

If appropriate, visit the Ohio DAS Equal Opportunity Web site at <http://das.ohio.gov/Eod/EODMBEOff.htm> for information on becoming a certified minority business enterprise.



## **BWC purchasing contacts**

Mark Later, *purchasing/accounts payable manager* 614-466-1032  
Linda O'Brien, *purchasing supervisor* 614-466-6806  
Robin Thomas, *management analyst supervisor* 614-644-9018

Holly Henderson, *purchasing assistant* 614-466-6847  
• General assistance

Cleo Egich, *purchasing coordinator* 614-466-1394  
Cleo.E.1@bwc.state.oh.us

- Direct billing/lodging
- Seminars/training
- Town meetings/events/related rentals
- Out of state travel
- Court reporting/research copies
- Memberships/advertisements

Kelly McNabb, *purchasing coordinator* 614-644-8670  
Mark.M.4@bwc.state.oh.us

- Office supplies/toner
- Printing services/envelopes/mailing
- Copiers/maintenance/relocations
- Fax equipment/maintenance
- Car repairs/parking/washes
- Delivery services

Rick Stoner, *purchasing coordinator* 614-466-6867  
Rickey.S.1@bwc.state.oh.us

- Information technology consultants
- Safety equipment – shoes, glasses
- Stamps/nameplates
- Building rent
- State Insurance Fund

Mike Robinson, *purchasing coordinator* 614-644-9154  
Charles.R.13@bwc.state.oh.us

- Computer hardware/software
- Systems furniture/cabling/electrical services
- Telecommunications/maintenance
- Remodeling/security systems
- Vehicle purchases
- Publications

Karen Cowgill, *purchasing coordinator* 614-466-6908  
Karen.C.4@bwc.state.oh.us

- Personal service contracts
- Temporary employees
- Equipment –office/audio visual/fraud
- Mailing equipment, postage by phone
- Drug testing services
- Insurance/bonding/settlements