

3.1 PERSONAL QUESTIONNAIRE

1. Full legal name of Proposer _____

2. List numbers of all locations for which Proposer is submitting a proposal (limit six) _____

3. Proposer is (check one and follow instructions):

_____ An **individual person**. These forms are designed to be self-explanatory for Proposers proposing as individual persons. Answer all questions as they apply to you personally. If a question does not apply to you, enter "N/A" or "Not applicable";

_____ The **Clerk of Courts** of _____ County;

_____ The **County Auditor** of _____ County. Answer all questions as they apply to you and your position as Clerk of Courts or County Auditor. If a question does not apply to you or your position, enter "N/A" or "Not applicable";

_____ A **nonprofit corporation**. An officer or an authorized agent should answer all questions and sign all documents on behalf of the nonprofit corporation (NPC). The answers must refer to the NPC itself and not to the individual officers, agents, or employees of the NPC, unless otherwise specified. Many questions are not applicable to nonprofit corporations. To assist your responses, we have marked those questions "NPC N/A" meaning we believe the marked question is not applicable to most nonprofit corporations. Please answer all other questions unless clearly inapplicable. Also, list here the name and daytime (8:00 a.m. - 5:00 p.m.) telephone number of at least one person who we may contact to obtain information about the nonprofit corporation.

Name _____ Telephone () _____

Name _____ Telephone () _____

Name _____ Telephone () _____

4. Proposer's street address _____

City, state, and zip _____

5. County of residence (NPC county of operation) _____

6. Daytime (8:00 a.m. - 5:00 p.m.) telephone number (NPC N/A) () _____

7. Evening/weekends telephone number (NPC N/A) () _____

8. Are there any times during the week we should not contact you at either of these telephone numbers (specify when)? (NPC N/A)

9. Proposer's driver's license number (NPC N/A) _____

10. Spouse's name (NPC N/A) _____

11. Spouse's home street address (NPC N/A) _____

City, state, and zip _____

12. Are you proposing as the owner of a minority business enterprise (MBE)? (NPC/NA) No _____ Yes _____
13. A. Are you currently serving in elective public office, other than Clerk of Courts or County Auditor, either by election or appointment (includes precinct committee person)? (NPC N/A) Yes _____ No _____
- B. If YES, in what elective office are you serving? _____
- C. If YES, date that you plan to leave this office? _____
14. A. Are you currently running for any elective public office. (including precinct committee person)? (NPC N/A) Yes _____ No _____
- B. If YES, what office? _____
15. A. Are you currently a deputy registrar? Yes _____ No _____
- B. If YES, on what date does your contract expire? _____
- C. If YES, have you served as a deputy registrar continuously since January 1, 1992? No _____ Yes _____
16. A. Is your spouse currently a deputy registrar? (NPC N/A) Yes _____ No _____
- B. If YES, on what date does your spouse's contract expire? _____
17. A. Does any member of your extended family, including your spouse, parent, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, currently hold a deputy registrar contract? (NPC N/A) Yes _____ No _____
- B. If YES, list their name, relationship to you, whether you share the same household, and date their contract expires here:

Name	Relationship	Same Household		Contract Expiration
_____	_____	Yes_____	No_____	_____
_____	_____	Yes_____	No_____	_____
_____	_____	Yes_____	No_____	_____
_____	_____	Yes_____	No_____	_____
_____	_____	Yes_____	No_____	_____

18. A. To the best of your knowledge, will any member of your extended family (same relatives as question 17) submit a proposal in response to this RFP? (NPC N/A) Yes _____ No _____

B. If YES, list their name, relationship to you, and whether you share the same household:

Name	Relationship	Same Household
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

19. A. Is any member of your extended family (same relatives in question 17) employed by the Ohio Department of Public Safety, the State Highway Patrol, or the Bureau of Motor Vehicles? (NPC N/A) Yes _____ No _____

B. If YES, list their name, relationship to you, and the date they became so employed:

Name	Relationship	Employment Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

20. A. Have you completed the Political Contributions Report, Form 3.5? (NPC must submit one for NPC itself and one for its C.E.O.) No _____ Yes _____

B. If NO, are you applying as a Clerk of Courts or County Auditor? No _____ Yes _____

21. A. Are you an employee of the State of Ohio? (NPC N/A) Yes _____ No _____

B. If "YES," will you resign, if appointed? No _____ Yes _____

22. A. Are you an agent for an insurance company, writing automobile insurance? (NPC N/A) Yes _____ No _____

23. Do you hold a current, valid contract to conduct EPA motor vehicle emissions inspections under Ohio Revised Code section 3704.14 (Clean Air Act vehicle test station)? Yes _____ No _____

24. Has Proposer (including NPC) been convicted within the past ten years of a crime punishable by death or imprisonment in excess of one year (felony), or any crime involving dishonesty or false statement? Yes _____ No _____
25. As of the date of this certification does Proposer owe any overdue taxes, unemployment compensation contributions, social security payments, or workers' compensation premiums either to the State of Ohio or any political subdivision thereof, or to the federal government, or any other state or locality within the United States? Yes _____ No _____
26. Is Proposer willing and able, if appointed, to maintain during the entire term of your contract a policy of business liability property damage, and theft insurance satisfactory to the Registrar and hold the Department of Public Safety, the Director of Public Safety, the Bureau of Motor Vehicles, and the Registrar of Motor Vehicles harmless upon claims for damages in accordance with R.C. 4503.03(C)? No _____ Yes _____
27. Is Proposer bondable as outlined in Ohio Administrative Code Section 4501:1-6-01(B)? No _____ Yes _____
28. Please provide the following information regarding your education: (NPC N/A)
- High school diploma? No _____ Yes _____
- High school name _____
- City _____ State _____ Zip _____
- College name _____
- City _____ State _____ Zip _____
- Major _____ Degree awarded _____
- College name _____
- City _____ State _____ Zip _____
- Major _____ Degree awarded _____
29. Computer experience. Does Proposer have any training or experience working with or using computers? (Incumbent deputy registrars may take credit for operating BMV computers. For nonprofit corporations, this question should be answered for computer systems operated or used in the nonprofit corporation's activities.) No _____ Yes _____

If YES, list types of use or experience:

	Home Use		Business Use	
Attended training	No _____	Yes _____	No _____	Yes _____
Word processing use	No _____	Yes _____	No _____	Yes _____
Accounting or financial use	No _____	Yes _____	No _____	Yes _____
Other (specify): _____	No _____	Yes _____	No _____	Yes _____

30. Please provide the requested information for at least two, but no more than four, persons we can contact by telephone during daytime business hours and who will serve as a character reference for you. Do not list relatives, political contacts, or employees of the Department of Public Safety (including BMV). If we are unable to contact at least one person or that person is unable to serve as a character reference, you may be evaluated unfavorably. Nonprofit corporations should list references who are familiar with the nonprofit corporation's activities.

A. Name _____
City _____ State _____ Zip _____
Daytime telephone number () _____
List any special instructions for contacting this person during business hours

B. Name _____
City _____ State _____ Zip _____
Daytime telephone number () _____
List any special instructions for contacting this person during business hours

C. Name _____
City _____ State _____ Zip _____
Daytime telephone number () _____
List any special instructions for contacting this person during business hours

D. Name _____
City _____ State _____ Zip _____
Daytime telephone number () _____
List any special instructions for contacting this person during business hours

31. Employment and business experience. Each Proposer's experience is one of the most important factors to be considered in the award of deputy registrar contracts. For the purposes of this RFP, experience gained prior to the year 1980 will not be evaluated or considered. Please list on this page, in chronological order starting in 1980, the positions you have held. If the position you held in 1980 was one you started before 1980, you may list that position and the date you actually started. If you did not hold any position in 1980, please begin with the first position you held after 1980. (NPC N/A)

	Company name	Position	Start date	End date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Forms 3.2 and 3.3, Experience

Instructions

It is important that you supply complete and accurate information about all relevant business and employment experience so that the BMV will be able to verify that experience from independent sources. Generally, proposers receive the most consideration for service as a deputy registrar, second most consideration for service as a business owner, third most consideration for service as a manager or supervisor, fourth most consideration as a deputy registrar employee without management experience, and least consideration for other employment experience without any supervisory or management experience.

Nonprofit corporations must report only the businesses and activities conducted by the nonprofit corporation itself, not the employment or business experience of its individual employees. If the nonprofit corporation has operated a deputy registrar agency, that information should be entered and submitted on Form 3.2, Business and Employment Experience. Any other business activities (fund raising, charitable activities, etc.) should also be entered and submitted on Form 3.2, Business and Employment Experience. Use a separate Form 3.2 for each separate business activity.

Individuals, Clerks of Courts, and County Auditors. For **each** position you listed in question #31 on the preceding page, submit a separate report on Form 3.2, Business and Employment Experience.

All proposers should note the following:

1. **On Form 3.2** there is a question asking how and to what extent the proposer has provided high quality customer service in previous employment or business activities. Although this question will not be given a point value, the answers may be considered by the Director and Registrar in making their final decision.
2. **Form 3.3** is a form also relating to customer service. All proposers should respond to one or both of the sections to demonstrate the proposer's awareness of customer service. Credit will be given to each proposer who demonstrates customer service awareness in at least one area.