

## WRITTEN RESPONSE AND COMMENTS

### INSTRUCTIONS

1. The purpose of the Written Response and Comments is to bring to the Director's and the Registrar's attention any alleged errors or discrepancies in the point evaluation process. No proposer shall attempt to modify any proposal in any way after it has been submitted to BMV, and any attempt to do so shall be void.
2. The filing of Written Response and Comments is not required; it is completely optional at the discretion of each proposer. However, if the proposer wishes to file, two (2) sets (one original and one copy) of the Written Response and Comments must be received no later than 4:00 p.m., on Friday, April 3, 2009, by the BMV Research Division. The BMV Research mail address is P.O. Box 16520, Columbus, Ohio 43216-6520. The delivery address is 1970 West Broad Street, Columbus, Ohio 43223. "Received" means actually received; a postmark date is not sufficient.
3. You may submit Written Response and Comments about your own proposal or a competitor's proposal, or both. However, only one proposal may be included on any Written Response and Comments form. If you wish to comment on more than one proposal, you must submit a separate Written Response and Comments form (original and one copy) for each proposal.
4. Type or print legibly all entries.
5. At the top of the Written Response and Comments Affidavit Page enter the four-digit proposal number, the county in which the agency will be located, the agency location number, the name of the person who submitted the proposal, and the address (if applicable) for the proposal you are commenting on. If you are commenting on your own proposal score, enter your own proposal information. If you are commenting on a competitor's proposal score, enter the competitor's proposal information. Do not comment about more than one proposal on the same form; use separate forms to comment on each proposal.
6. Fill in the information requested on the Affidavit Page.
7. Attach as many Written Response and Comments Pages as are necessary to make your Written Response and Comments complete.
8. For each item you are commenting on, check which evaluation form applies (personal, operational or site), enter the item number, and enter your response and comments. Sign and number each page.
9. Stick to the facts and keep it simple. False statements may lead to disqualification of your proposal. Frivolous statements will be disregarded.
10. At the bottom of the Written Response and Comments Affidavit Page, sign your name in the presence of a Notary Public, print or type your name, enter your complete address and telephone number, and have the Notary Public notarize the form.
11. Your signature certifies that the Written Response and Comments are true to the best of your knowledge and belief and are not made to delay the selection process.
12. Director Henry Guzmán and Registrar Mike Rankin may disregard any Written Response and Comments which are found to be frivolous and may disqualify a proposal if they are found to be false or fraudulent.
13. The April 3, 2009, 4:00 p.m. filing deadline is final. No consideration will be given to any documents received after the deadline.



