# 3.1 PERSONAL QUESTIONNAIRE

1. List all location numbers for which Proposer is submitting a proposal (limit six locations):

   _____ _____ _____ _____ _____ _____

2. Full legal name of Proposer _____

3. Proposer's street address_____

   City _____ State _____ Zip code _____

4. County of residence (nonprofit corporation county of operation) _____

5. Daytime telephone (  ) _____ Home telephone (  ) _____

6. Proposer's driver's license number (nonprofit corporation N/A)_____

7. Spouse's name (nonprofit corporation N/A) _____

8. Spouse's home street address (nonprofit corporation N/A) _____

   City _____ State _____ Zip code _____

9. Are you proposing as the owner of a minority business enterprise (MBE)? No ____ Yes ____

10. 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.

11. 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? _____

12. A. Are you currently running for any elective public office. (including precinct committee person)? (NPC N/A) Yes _____ No_____

B. If YES, what office? _____

13. 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_____

14. 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? _____

15. A. Does any member of your 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 Expires |
|---|---|---|---|
| | | Yes ____ No ____ | |
| | | Yes ____ No ____ | |
| | | Yes ____ No ____ | |
| | | Yes ____ No ____ | |

16. A. To the best of your knowledge, will any member of your extended family (same relatives as question 15) 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 ____ |

17. A. Is any member of your extended family (same relatives in question 15) 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 |
|---|---|---|
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18. 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_____

19. 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_____

20. Are you an insurance company agent, writing automobile insurance? (NPC N/A) Yes _____ No_____

21. 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_____

22. 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_____

23. 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 Ohio Revised Code 4503.03(C)?

No _____ Yes_____

24. Is Proposer bondable as outlined in Ohio Administrative Code 4501:1-6-01(B)? No _____ Yes_____

25. 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 _____

26. 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 |
|---|---|---|
| Word processing use (specify): _____ | No _____ Yes _____ | No _____ Yes _____ |
| Accounting or financial use (specify): _____ | No _____ Yes _____ | No _____ Yes _____ |
| E-mail use (specify): _____ | No _____ Yes _____ | No _____ Yes _____ |
| Instant messaging (specify): _____ | No _____ Yes _____ | No _____ Yes _____ |
| Other (specify): _____ | No _____ Yes _____ | No _____ Yes _____ |
| Attended training (specify): _____ | No _____ Yes _____ | No _____ Yes _____ |

27. Please provide the requested information for at least two, but no more than five, 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 _____ Daytime telephone number (  )_____

City _____ State _____ Zip_____

List any special instructions for contacting this person during business hours:

_____

B. Name _____ Daytime telephone number (  )_____

City _____ State _____ Zip_____

List any special instructions for contacting this person during business hours:

_____

C. Name _____ Daytime telephone number (  )_____

City _____ State _____ Zip_____

List any special instructions for contacting this person during business hours:

_____

D. Name _____ Daytime telephone number (  )_____

City _____ State _____ Zip_____

List any special instructions for contacting this person during business hours:

_____

E. Name _____ Daytime telephone number (  )_____

City _____ State _____ Zip_____

List any special instructions for contacting this person during business hours:

_____

28. 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 1990 will not be evaluated or considered. Please list on this page, in chronological order starting in 1990, the positions you have held. If the position you held in 1990 was one you started before 1990, you may list that position and the date you actually started. If you did not hold any position in 1990, please begin with the first position you held after 1990. (NPC N/A)

| Company name | Position | Start date | End date |
|---|---|---|---|
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# 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 form. 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**. Submit a separate report on Form 3.2, Business and Employment Experience for **each** position you listed for question number 28 on the preceding page.

**All proposers should note the following:**

1. **On Form 3.2 "Business and Employment Experience"** 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 "Customer Service Experience"** 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.