

## 2023 Written Response and Comments Instructions

1. The purpose of the Written Response and Comments shall be to bring to the Director's and Registrar's attention any alleged errors or discrepancies that resulted from the scores received in the preliminary evaluation scores process. The Written Response and Comments are also the only authorized means to identify and request reinstatement of point(s) that were not originally granted because of minor clerical or typographical errors or inadvertent errors or omissions. The Director and Registrar reserve the discretion to determine whether a score adjustment is warranted.
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, the Written Response and Comments must be received no later than 4:00 p.m., on Friday, March 31, 2023, by the BMV Registrar's Office. The BMV Registrar's Office email address where Written Response and Comments should be sent is DeputyRegistrarRFP@dps.ohio.gov. "Received" means actually received; **A confirmation email will be sent confirming receipt of submission.**
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.
4. Type or print legibly all entries and then save or scan and save so submissions can be transmitted via email.
5. At the top of the Written Response and Comments Affidavit Page enter the five-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.
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. 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.
10. 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.
11. Stick to the facts and keep it simple. The Director and Registrar 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.
12. The March 31, 2023, 4:00 p.m. filing deadline is final. No consideration will be given to any documents received after the deadline.

**WRITTEN RESPONSE AND COMMENTS**

**Instructions:** Enter the information for the proposal you are commenting on. If you are commenting on your own proposal, enter your own proposal information. If you are commenting on a competitor's proposal, enter the competitor's proposal information.

**YOU MUST USE A SEPARATE FORM FOR EACH PROPOSAL.**

Enter proposal information here:

5-digit proposal number: \_\_\_\_\_ Location No.: \_\_\_\_\_

County: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Ohio \_\_\_\_\_ :

County of \_\_\_\_\_ :

I, \_\_\_\_\_, being first duly sworn, state:

1. I am the individual proposer listed BELOW or the authorized agent of the nonprofit corporation listed BELOW;
2. I am submitting the following \_\_\_\_\_ pages of Written Response and Comments about the proposal listed ABOVE;
3. The Written Response and Comments are true to the best of my knowledge and belief and are not made to delay the selection process;
4. I understand that the Director of Public Safety and the Registrar of Motor Vehicles may reject any Written Response and Comments which they find to be frivolous and may disqualify my proposal if they find my statements to be false or fraudulent.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, Ohio \_\_\_\_\_, Telephone: (     ) \_\_\_\_\_

Sworn to me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission expires \_\_\_\_\_

