

# Non Substantive Change Request

**Approved By**

Christine.Morrison

**Approved Date**

1/25/2016 4:53:58 PM

**Controlling Board Number**

DRC0101206

**Agency Code Submitted From**

DRC01

**User Submitted By**

nenabradley

**Did User Upload any Attachments?**

NO

**Shorttitle**

Non Substantive Change-DRC0101206

**Change Description**

President Morrison, On July 6, 2015, the Controlling Board approved the Department's request to release capital funds in the amount of \$10,000.00 for the Electric Upgrade project at the Pickaway Correctional Institution. The release was needed to obtain soil tests from S & ME, Inc. The vendor was selected from the Ohio Facilities Construction Commission list of approved consultants. In the "Request for Purchase Order" that is attached to the Controlling Board request, the OFCC asked that the \$10,000.00 be encumbered to the OFCC to compensate S & ME, Inc. This was not reflected clearly in the Controlling Board request. This non-substantive change request is needed to release the \$10,000.00 for the OFCC. This will enable the Department to reimburse the OFCC for payment made to S & ME, Inc. The OFCC vendor ID number in OAKS is SFC01, and the total amount released to the OFCC should be \$10,000.00. The overall amount of the request does not change. The \$10,000.00 released for S & ME, Inc. is being paid through OFCC, not directly from the Department. Your consideration of this non-substantive change request is appreciated. If you have any questions or require additional information, please contact me at 614-995-0636. Sincerely, Nena M. Bradley  
DRC Controlling Board Administrator