

Non Substantive Change Request

Approved By

Robin.Rose

Approved Date

8/27/2015 6:50:22 AM

Controlling Board Number

JFS0100360

Agency Code Submitted From

JFS01

User Submitted By

Jay.Easterling

Did User Upload any Attachments?

NO

Shorttitle

DLZ, Ohio - Capital request

Change Description

The Ohio Department of Job and Family Services (ODJFS) respectfully requests Controlling Board approval of a non-substantive change to a previously approved submission for the release of capital appropriation and an agency released competitive opportunity. JFS0100360 was approved at the 5/18/2015 meeting in the amount of \$7,500.00 for FY15 for a contract with DLZ, Ohio, (Franklin County, Ohio) to provide surveying services, for the ODJFS owned facility at 145 S. Front Street, Columbus Ohio. (Project number JFS-150903). On May 22, 2015, the Office of Employee and Business Services (OEBS), Business Services Section, submitted requisition 16311 for this appraisal. The requisition was submitted by OEBS using the correct account code (570052). The account code was erroneously changed to 510054 after leaving the OEBS budget coordinator's queue which caused the purchase order to go into budget error. The OEBS budget coordinator was on medical leave for six weeks following the submission of the requisition. A business services employee saw that the purchase order was approved and valid, however, did not realize it had not been dispatched. The purchase order number was verbally given to the vendor to begin work. OEBS has received an invoice for the work completed but we do not have an approved, valid, and dispatched purchase order to proceed with payment. An attempt was made to re-submit the requisition however, the Controlling Board number (JFS0100360) was valid for FY15, not FY16. The office of Fiscal and Monitoring has been in conversation with OBM. OBM advised our agency to complete a non-sub change to change our CB approvals to FY16 since it is still within the same Capital Budget biennium. Please change JFS0100360-15 to JFS0100360-16. ODJFS Contact: Jay Easterling, 614-466-6609 or jay.easterling@jfs.ohio.gov