

DEPUTY REGISTRAR
REQUEST FOR PROPOSALS

SECTION 4

(2016)

OPERATIONAL FORMS

4.0 OPERATIONAL CHECKLIST

Proposer's Full Legal Name _____

Location Number _____

Proposer Number (BMV use only) _____

INSTRUCTIONS: You must submit one original and one copy of this form and all documents listed on this form **FOR EACH SITE YOU ARE PROPOSING**. If you fail to submit a complete set of originals and a complete set of copies **FOR EACH SITE**, you will not be evaluated for those sites.

FORM	DESCRIPTION	✓	BMV
4.0	Operational Checklist (this form)		
4.1	Appointment of Agency Managers		
4.2	Experienced Employees Summary		
4.3	Staffing and Personnel Costs Calculation		
4.4	Start-Up Costs Calculation Amount: \$ _____		
4.5	Deputy Registrar Contract (2 pages only)		

4.1 APPOINTMENT OF AGENCY MANAGERS

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least _____ hours per week during the hours the agency is open to the public for business during the entire term of the contract. I understand that the minimum requirement for deputy registrars is twenty (20) hours per week during the hours the agency is open to the public for business. This twenty-hour requirement does not apply to County Auditors, Clerks of Courts, or nonprofit corporations.
- (B) OFFICE MANAGER: I understand and agree that I must appoint either myself or another reliable person to serve as the office manager for the agency, and that the office manager must be scheduled to work at the agency at least thirty-six (36) hours per week during the hours the agency is open to the public for business. It is my intention to:
- _____ Appoint myself as the office manager and work at least thirty-six hours per week during the hours the agency is open to the public for business.
- _____ Appoint another reliable person to serve as the office manager to work at least thirty-six hours per week during the hours the agency is open to the public for business.
- (C) ASSISTANT OFFICE MANAGER: I understand and agree that I must appoint a reliable person to be responsible for the management of the agency in the absence of myself and the agency office manager.during the hours the agency is open to the public for business.
- (D) OTHER EMPLOYEES: I agree to maintain an accurate and current roster of my office manager, assistant office manager, and all other employees and their work schedules, as well as my own work schedule, on file and available to inspection by BMV employees at all times. I also agree to notify the BMV in writing immediately of any changes in the appointment of the office manager or assistant office manager, and to keep the employee roster complete and current.

Deputy registrar (proposer) signature

Date: _____

4.2 EXPERIENCED EMPLOYEES SUMMARY

Proposer's name: _____ Location number: _____

(A) HIRING EXPERIENCED EMPLOYEES. I certify that if I am appointed as a deputy registrar under contract with the Registrar of Motor Vehicles, I will make every good faith effort to hire and retain qualified employees who have relevant experience working in a deputy registrar agency. I agree to make bona fide offers of employment at comparable wages and under comparable conditions to their most recent deputy registrar employment experience.

(B) CHECK WHICHEVER APPLIES:

_____ I HAVE NOT BEEN A DEPUTY REGISTRAR OR DEPUTY REGISTRAR EMPLOYEE. I have not yet identified any prospective employees who have relevant deputy registrar experience. However, if awarded a contract, I will make every reasonable effort to identify and hire, if possible, qualified employees who have relevant experience working in a deputy registrar agency. **Please do not contact any deputy registrar employees until after you have been awarded a contract.**

_____ I AM OR HAVE BEEN A DEPUTY REGISTRAR OR DEPUTY REGISTRAR EMPLOYEE. I have identified the following persons to whom I will make a bona fide offer of employment at comparable wages and under comparable conditions to their present employment. (A deputy registrar or a proposer who has deputy registrar employment experience may list himself or herself here):

Name of Experienced Employee	Length of Experience

(C) I understand that failure to hire properly qualified and experienced deputy registrar employees is grounds to withhold or terminate my deputy registrar contract.

_____ Date: _____
Deputy registrar (proposer) signature

4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: _____ Location number: _____

The deputy registrar shall be regularly scheduled and on duty at the license agency at least twenty (20) hours per week, during regular business hours. This twenty-hour requirement does not apply to nonprofit corporations, county auditors, or clerks of court. The deputy registrar shall appoint a full-time office manager, who shall be either the deputy registrar or a full-time employee with responsibility for management of the agency. The office manager shall be regularly scheduled, and shall work at least thirty-six (36) hours per week during regular business hours. The deputy registrar shall also designate an assistant office manager who shall supervise the agency in the absence of the deputy registrar and the full-time office manager.

Generally, the projected total weekly work hours for the deputy registrar and all employees should equal or exceed the recommended weekly staff hours for the agency class size as prescribed in the Agency Specifications, Appendix 2.4 (item number four), especially during peak periods. The deputy registrar is responsible to schedule enough employees to work at the agency during regular business hours each day. There is a requirement that each agency must have at least two employees on duty at all times the agency is open for business. The hours the deputy registrar spends working during regular business hours counts toward the total weekly hours required. Deputy registrars are encouraged to schedule the employees so that more employees are working at the busiest periods (Mondays, Fridays, Saturdays, beginning and end of the month, late morning through mid-afternoon hours, etc.) and fewer employees are working during slower periods.

The recommended license agency weekly staffing hours may be increased or reduced from time to time, upon request by deputy registrars, and approval by the Registrar, based on an increase or decrease in transaction volumes. Any such requests are subject to review, evaluation and approval by the Registrar and shall be considered on a case-by-case basis. Proposers may elect to use the recommended staffing hours supplied by the BMV when completing proposal(s) or may establish their own detailed staffing hours plans, which may contain more or less than the number of staffing hours recommended by the BMV-provided specifications. However, the BMV reserves the right to enforce its recommended weekly staffing hour requirements, at any time, if any license agency location is not providing adequate customer service and is discovered to be routinely exceeding reasonable wait times.

In accordance with the standards established by the United States Department of Labor, Wage and Hour Division, all license agency employees must be paid at least the current minimum wage rate of \$7.25 per hour by businesses with gross receipts of less than \$292,000 per year and \$8.10 per hour by businesses with gross receipts of more than \$292,000 per year.

The deputy registrar need not list any salary or wages for the deputy's own service as deputy registrar or as the office manager.

4.3 STAFFING AND PERSONNEL CALCULATION

Instructions. Use this form to project the number of hours the deputy registrar, office manager, assistant office manager, and all other experienced (if known) and/or new hire employees will work, the projected hourly wages paid, and the weekly and monthly payroll costs. Staffing calculations should be calculated based on annual transactions projected for the license agency location(s) you are applying for published in the Appendix 2.4, Agency Specifications.

Annual Transactions	Agency Class Size	Computer Terminals	Recommended Weekly Staff Hrs.
0-20,000	1	1-2	102
20,001-35,000	2	1-2	102
35,001-40,000	3	2-3	107
40,001-45,000	3	2-3	121
45,001-50,000	3	2-3	134
50,001-55,000	4	2-3	147
55,001-60,000	4	2-3	161
60,001-65,000	5	3-4	174
65,001-70,000	5	3-4	188
70,001-75,000	5	3-4	201
75,001-80,000	6	4-5	214
80,001-85,000	6	4-5	228
85,001-90,000	6	4-5	241
90,001-95,000	7	5-6	255
95,001-100,000	7	5-6	268

Annual Transactions	Agency Class Size	Computer Terminals	Recommended Weekly Staff Hrs.
100,001-105,000	7	5-6	281
105,001-110,000	7	5-6	295
110,001-115,000	7	5-6	308
115,001-120,000	7	5-6	322
120,001-125,000	8	6-7	335
125,001-130,000	8	6-7	348
130,001-135,000	8	6-7	362
135,001-140,000	8	6-7	375
140,001-145,000	8	6-7	389
145,001-150,000	8	6-7	402
150,001-155,000	8	6-7	415
155,001-160,000	8	6-7	428
160,001-175,000	8	6-7	441
175,001-190,000	8	6-7	454
190,001-205,000	8	7-8	467

Caution: For deputy registrars who also serve as the office manager, be careful not to duplicate hours worked.

EMPLOYMENT POSITION	PROJECTED HOURS PER WEEK	PROJECTED HOURLY RATE	PROJECTED WEEKLY PAY	PROJECTED MONTHLY PAY (weekly x 4)
Deputy Registrar		N/A	N/A	N/A
Office Manager (leave blank if the Deputy Registrar is also the Office Manager)				
Assistant Office Manager				
Experienced Employees Total Number (combine Full-time & Part-time) = _____				
New Hire Employees Total Number (combine Full-time & Part-time) = _____				
TOTALS		N/A		

4.3 STAFFING AND PERSONNEL CALCULATION

STAFFING HOURS: I understand and agree that I must continually maintain appropriate staffing levels to service the volume of customers within reasonable wait times. Proposers have the option to choose the staffing hours recommended by the BMV for license agency locations based on the estimated annual transactions or proposers may choose to develop their own staff schedules based on business trends within the license agency.

Important: Proposers that choose to develop their own comprehensive staff schedules may receive more consideration in the evaluation of the proposals than proposers that choose to adopt the recommended BMV staffing hours depending on the quality and feasibility of the plans submitted.

It is hereby my intention to:

_____ Adopt the BMV recommended weekly staffing hours for this license agency based on the projected annual transactions and designated class size with the understanding that weekly staffing hours may be increased or reduced from time to time, upon request and approval by the Registrar, based on an increase or decrease in transaction volumes.

_____ Establish my own detailed staffing plan with the understanding that weekly staffing hours may be increased or reduced from time to time, upon request and approval by the Registrar, based on an increase or decrease in transaction volumes. I also understand that the BMV reserves the right to enforce its recommended weekly staffing hour requirements, at any time, if any license agency location is not providing adequate customer service and is discovered to be routinely exceeding reasonable wait times.

Proposers that choose this option are required to complete the weekly staff schedules contained on pages 4-6. The schedules are designed to take into account busy, average, and slow work weeks.

Deputy registrar (proposer) signature

Date: _____

4.3 STAFFING AND PERSONNEL CALCULATION

BUSY WEEK

Fill out the sample work schedule below. In the columns labeled Deputy Registrar (DR) or Manager (Mgr.), enter who will be on duty (DR, Mgr. or both the DR and Mgr.) for each hour of the day and for each day of the week that you intend to be open for business. In the columns labeled No. Emp., enter the number of employees that will typically be working for each hour of the day and for each day of the week that you intend to be open for business. On the last line of the schedule, supply the total number of management and staff hours for each workday.

	Mon.		Tue.		Wed.		Thu.		Fri.		Sat.	
	DR or Mgr.	No. Emp.										
8:00 AM												
9:00 AM												
10:00 AM												
11:00 AM												
12:00 PM												
1:00 PM												
2:00 PM												
3:00 PM												
4:00 PM												
5:00 PM												
6:00 PM												
7:00 PM												
Enter Total Daily Hours												
Add the number of management staff and employees working each hour to get the total number of work hours for each day. Enter the total work hours for each day above in the gray boxes.												

Weekly Total Hours =

4.3 STAFFING AND PERSONNEL CALCULATION

AVERAGE WEEK

Fill out the sample work schedule below. In the columns labeled Deputy Registrar (DR) or Manager (Mgr.), enter who will be on duty (DR, Mgr. or both the DR and Mgr.) for each hour of the day and for each day of the week that you intend to be open for business. In the columns labeled No. Emp., enter the number of employees that will typically be working for each hour of the day and for each day of the week that you intend to be open for business. On the last line of the schedule, supply the total number of management and staff hours for each workday.

	Mon.		Tue.		Wed.		Thu.		Fri.		Sat.	
	DR or Mgr.	No. Emp.										
8:00 AM												
9:00 AM												
10:00 AM												
11:00 AM												
12:00 PM												
1:00 PM												
2:00 PM												
3:00 PM												
4:00 PM												
5:00 PM												
6:00 PM												
7:00 PM												
Enter Total Daily Hours												
Add the number of management staff and employees working each hour to get the total number of work hours for each day. Enter the total work hours for each day above in the gray boxes.												

Weekly Total Hours =

4.3 STAFFING AND PERSONNEL CALCULATION

SLOW WEEK

Fill out the sample work schedule below. In the columns labeled Deputy Registrar (DR) or Manager (Mgr.), enter who will be on duty (DR, Mgr. or both the DR and Mgr.) for each hour of the day and for each day of the week that you intend to be open for business. In the columns labeled No. Emp., enter the number of employees that will typically be working for each hour of the day and for each day of the week that you intend to be open for business. On the last line of the schedule, supply the total number of management and staff hours for each workday.

	Mon.		Tue.		Wed.		Thu.		Fri.		Sat.	
	DR or Mgr.	No. Emp.										
8:00 AM												
9:00 AM												
10:00 AM												
11:00 AM												
12:00 PM												
1:00 PM												
2:00 PM												
3:00 PM												
4:00 PM												
5:00 PM												
6:00 PM												
7:00 PM												
Enter Total Daily Hours												
Add the number of management staff and employees working each hour to get the total number of work hours for each day. Enter the total work hours for each day above in the gray boxes.												

Weekly Total Hours =

4.4 START-UP COSTS CALCULATION

Proposer's name: _____ Location number: _____

The purpose of this form is to assure the BMV that you are financially able to cover the costs of beginning a deputy registrar business. We need to know that you have enough financial resources to cover your personnel, site preparation, and site rental costs.

1. PERSONNEL COSTS (FOUR WEEKS)

Use Form 4.3 to calculate four (4) weeks' personnel costs for this location.

\$ _____

2. SITE PREPARATION COSTS (AMORTIZED)

A. **If this is a Deputy Provided Site**, calculate and enter the actual projected costs you will need to spend to prepare the building for use as a deputy registrar agency in each of the following categories:

- | | |
|---------------------------|----------|
| 1. Building Modifications | \$ _____ |
| 2. Counter Costs | \$ _____ |
| 3. Other Costs | \$ _____ |
| 4. Total | \$ _____ |

Total amortized over 60 month contract period
(Divide line 4 by 60) = \$ _____

B. **If this is a BMV Controlled Site**, enter the information contained in the Agency Specifications for this location. **Do not change the information from the Agency Specifications.**

\$ _____

3. AGENCY RENTAL PAYMENTS (3 MONTHS)

A. **If this is a Deputy Provided Site**, enter the actual amount you will pay to rent or lease this site.

B. **If this is a BMV Controlled Site**, enter the estimated rent listed in the Agency Specifications for this site. **Do not change the amount listed.**

One month's rent: \$ _____ x 3 = \$ _____

TOTAL START-UP COSTS

[four weeks' personnel costs, plus one month's amortized site preparation costs (2.A total amount or 2.B BMV Controlled Site amount), plus three months' rent] \$ _____

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
DEPUTY REGISTRAR CONTRACT – 2016

This Agreement is made by and between the Registrar of Motor Vehicles, (Registrar, herein), located at 1970 West Broad Street, Columbus, Ohio 43223-1102 and _____, (deputy registrar, herein) whose home mailing address is _____

(City) _____, Ohio (Zip) _____, to operate a deputy registrar agency, Location No. _____, to be located as follows: in the State of Ohio, County of _____

City/Village/Township (indicate which) _____ of _____

Street address: _____

(City) _____, Ohio (Zip) _____

WHEREAS, the Registrar of Motor Vehicles, pursuant to section 4503.03, section 4507.01, and other applicable sections of the Ohio Revised Code, wishes to appoint and contract the above named person as deputy registrar for the above referenced location;

WHEREAS, the above named deputy registrar wishes to accept this appointment and contract as deputy registrar;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Registrar hereby appoints the above named person as a deputy registrar subject to the 2016 Deputy Registrar Contract Terms and Conditions which are incorporated herein by reference;
2. The above named person hereby accepts appointment as a deputy registrar subject to the 2016 Deputy Registrar Contract Terms and Conditions incorporated herein by reference;
3. The term of this appointment and contract shall begin on the 26th day of June, 2016, and shall end on the 26th day of June, 2021, unless otherwise terminated as provided herein;

