

OPERATIONAL EVALUATION (2024)

Elliot Sarnowski
45-C / 24016
Licking County, Pataskala
BMV Site

| FORM | DESCRIPTION | OK | NO |
|------|---|----|----|
| 4.0 | Operational Checklist – Maximum = 6 Points <small>(enter points recorded on bottom of Form 4.0)</small> | 6 | |
| 4.1 | Appointment of Agency Managers | | |
| | A. Deputy to Work at Least Twenty (20) Hours Per Week Proposed Work Hours Per Week <u>20</u> | 5 | * |
| | B. Appointment of Manager and Assistant OR Acceptable Statement | 3 | 0 |
| 4.2 | Experienced Employees Summary | | |
| | Gave Acceptable Statement OR Provided Names | 2 | 0 |
| 4.3 | Staffing and Personnel Calculation | | |
| | A. Hours Recommended: <u>214</u> Proposed: <u>220</u> | 4 | * |
| | B. Work Hours and Pay Calculated Correctly | 2 | 0 |
| | C. Meets Minimum Wage Requirement <small>(2024 Ohio Minimum Wage Rate = \$7.25 or \$10.45 Per Hour)</small> | 1 | * |
| 4.4 | Start-Up Costs Calculation | | |
| | A. Adequate and Accurate Personnel Costs | 3 | 0 |
| | B. Adequate and Accurate Site Preparation Costs | 2 | 0 |
| | C. Adequate and Accurate Rental Payments | 2 | 0 |
| | D. Total Required: \$ <u>15,198.14</u> On Deposit (Form 3.4): \$ <u>24,197.52</u> | 5 | * |
| 4.5 | Deputy Registrar Contract | | |
| | A. Filled Out Completely and Properly | 2 | 0 |
| | B. Signed and Properly Notarized | 3 | 0 |

OPERATIONAL EVALUATION POINTS (Max. 40 Points) 40

NOTE: Score indicated "*" may lead to disqualification OR contract contingency. Score "0" may lead to contract contingency.

Comments: _____

| | <u>Evaluators' signatures</u> | <u>Printed names</u> | <u>Date</u> |
|-----|-------------------------------|--------------------------|----------------|
| (1) | <u>Robert A. Fragale</u> | <u>Robert A. Fragale</u> | <u>2/26/24</u> |
| (2) | _____ | _____ | _____ |

PAYROLL COMPARISON – 2024

Proposer Name: Elliot Sarnowski

Evaluator Printed Name: Robert A. Fragale

| | Location Number(s) | | | | | |
|-----------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|
| | <u>Loc. 1</u> | <u>Loc. 2</u> | <u>Loc. 3</u> | <u>Loc. 4</u> | <u>Loc. 5</u> | <u>Loc. 6</u> |
| | 23-B | 45-C | | | | |
| Highest Rate | \$18 | \$16 | | | | |
| Lowest Rate | \$13 | \$12 | | | | |
| Number of Hours Recommended | 241 | 214 | | | | |
| Number of Hours Proposed | 272 | 220 | | | | |
| Total Monthly Wages | \$4,112 | \$10,560 | | | | |

Comments:

PERSONAL EVALUATION (2024)

Elliot Sarnowski
23-B / 24015
Fairfield County, Pickerington
BMV Site

Evaluation Team Number: _____
Location(s) Proposed: (#1) 23-B 45-C _____
Proposed as 2nd Location _____ _____
Verify Proposer's Full Name: (#2) Elliott EJ Sarnowski: _____
Proposer's County of Residence (NPC Operation): (#4) Fairfield _____
Verify Proposer's Driver's License Number: (#6) _____
Proposing as Minority: (#9) Yes _____ No _____
Proposing as: (#10) Individual Clerk of Courts _____ Co. Auditor _____ Nonprofit Corp. _____

SCORING SUMMARY

| | | |
|--|--------------------|------------|
| FORM 3.0, PERSONAL CHECKLIST | (Max. 16 Points): | <u>16</u> |
| PERSONAL EVALUATION, Page 2 | (Max. 55 Points): | <u>55</u> |
| BUSINESS AND EMPLOYMENT EXPERIENCE, Page 3 | (Max. 100 Points): | <u>100</u> |
| PERSONAL EVALUATION, Page 5 | (Max. 28 Points): | <u>28</u> |
| PERSONAL EVALUATION, Page 6 | (Max. 17 Points): | <u>17</u> |
| PERSONAL EVALUATION, Page 7 | (Max. 27 Points): | <u>27</u> |
| PERSONAL EVALUATION, Page 8 | (Max. 15 Points): | <u>15</u> |

TOTAL POINTS (Max. 258 Points): 258

Comments: _____

| | <u>Evaluators' Signatures</u> | <u>Evaluators' Printed Names</u> | <u>Date</u> |
|-----|-------------------------------|----------------------------------|----------------|
| (1) | <u>Robert A. Fragale</u> | <u>Robert A. Fragale</u> | <u>2/26/24</u> |
| (2) | _____ | _____ | _____ |

| PERSONAL EVALUATION | | OK | NO |
|--|---|----|----|
| 1. Proposer does not and will not hold a PROHIBITED elective public office other than County Clerk of Courts or County Auditor? (#11 & 12) | 5 | * | |
| 2. Proposer does not hold an overlapping deputy registrar contract? (#13) If contract overlaps, what is the expiration date of the contract? _____ | 0 | 0 | |
| 3. Proposer is not a prohibited relative of a current deputy registrar? (#14, 15 & 16) | 5 | * | |
| 4. Proposer is not a prohibited relative of an ODPS employee, or (if a relative) proposer has either been a deputy registrar continuously since January 1, 1992, or the ODPS employee became employed after the proposer was first appointed deputy registrar? (#17) | 5 | * | |
| 5. Proposer is not a State of Ohio employee or will resign? (#19) | 5 | * | |
| 6. Proposer is not an active insurance agent or is nonprofit? (#20) | 5 | * | |
| 7. Proposer states no criminal conviction within the last 10 years? (#21) | 5 | * | |
| 8. Proposer owes no local, state, or federal delinquent taxes, social security payments, workers' compensation premiums or mandatory contributions? (#22) | 5 | * | |
| 9. Proposer agrees to maintain acceptable business liability insurance in accordance with Ohio Revised Code section 4503.03(C)? (#23) | 5 | * | |
| 10. Proposer can meet bond requirements? (#24 and acceptable proof) | 5 | * | |
| 11. Acceptable educational information OR nonprofit corporation? (#25) | 5 | 0 | |
| 12. Proposer has computer training or experience? (#26) | 5 | 0 | |

PERSONAL EVALUATION POINTS, Page 2 (Max. 55 Points) 55

NOTE: Score indicated "*" may lead to disqualification OR contract contingency. Score "0" may lead to contract contingency.

Comments: _____

BUSINESS AND EMPLOYMENT EXPERIENCE VERIFICATION

Person called: Verified at telephone () _____

Company: Sarnowski, Inc. (Deputy Registrar)

Relationship: Deputy Registrar

Verified experience as: Deputy Registrar Agency Owner (50) X Other Business Owner (34) _____

Manager or Supervisor (25) _____ Deputy Registrar Employee (23) _____ Other Employee (20) _____

Hours per week: 40

From (date): 6/2013 To (date): Present Length: 10.5 years

Verified Hours 40 = Factor 1 x Years 10.5 x Points 50 = 525

Person called: _____ at telephone () _____

Company: _____

Relationship: _____

Verified experience as: Deputy Registrar Agency Owner (50) _____ Other Business Owner (34) _____

Manager or Supervisor (25) _____ Deputy Registrar Employee (23) _____ Other Employee (20) _____

Hours per week: _____

From (date): _____ To (date): _____ Length: _____

Verified Hours _____ = Factor _____ x Years _____ x Points _____ = _____

Person called: _____ at telephone () _____

Company: _____

Relationship: _____

Verified experience as: Deputy Registrar Agency Owner (50) _____ Other Business Owner (34) _____

Manager or Supervisor (25) _____ Deputy Registrar Employee (23) _____ Other Employee (20) _____

Hours per week: _____

From (date): _____ To (date): _____ Length: _____

Verified Hours _____ = Factor _____ x Years _____ x Points _____ = _____

BUSINESS AND EMPLOYMENT EXPERIENCE CALCULATION

13. DEPUTY REGISTRAR AGENCY OWNER Experience, Form 3.2

| ITEM | AGENCY/COMPANY | HOURS = FACTOR x YEARS x POINTS = | SCORE | VERIFIED |
|--|---------------------------------------|-----------------------------------|-------|----------|
| A. | Sarnowski, Inc. (Pickerington Agency) | # NA = 1.0 x 10.5 x 50 = | 525 | ✓ |
| B. | | # NA = 1.0 x x 50 = | | |
| C. | | # NA = 1.0 x x 50 = | | |
| Subtotal of 13-A, 13-B & 13-C = | | | 525 | |

14. OTHER BUSINESS OWNERSHIP Experience, Form 3.2

| ITEM | AGENCY/COMPANY | HOURS = FACTOR x YEARS x POINTS = | SCORE | VERIFIED |
|--|----------------|-----------------------------------|-------|----------|
| A. | | # = x x 34 = | | |
| B. | | # = x x 34 = | | |
| C. | | # = x x 34 = | | |
| Subtotal of 14-A, 14-B & 14-C = | | | | |

15. SUPERVISORY / MANAGEMENT (ANY BUSINESS – INCLUDING DR) Experience, Form 3.2

| ITEM | AGENCY/COMPANY | HOURS = FACTOR x YEARS x POINTS = | SCORE | VERIFIED |
|--|----------------|-----------------------------------|-------|----------|
| A. | | # = x x 25 = | | |
| B. | | # = x x 25 = | | |
| C. | | # = x x 25 = | | |
| Subtotal of 15-A, 15-B & 15-C = | | | | |

Total DR, Ownership and/or Management #13-15 (Max. 100 Points) = 100

16. DEPUTY REGISTRAR EMPLOYMENT (NON-MANAGEMENT) Experience, Form 3.2

| ITEM | AGENCY | HOURS = FACTOR x YEARS x POINTS = | SCORE | VERIFIED |
|--|--------|-----------------------------------|-------|----------|
| A. | | # = x x 23 = | | |
| B. | | # = x x 23 = | | |
| C. | | # = x x 23 = | | |
| D. | | # = x x 23 = | | |
| Subtotal of 16-A, 16-B, 16-C & 16-D = | | | | |

Total DR Employment Experience #16 (Max. 90 Points) =

17. OTHER EMPLOYMENT Experience, Form 3.2

| ITEM | AGENCY/COMPANY | HOURS = FACTOR x YEARS x POINTS = | SCORE | VERIFIED |
|--|----------------|-----------------------------------|-------|----------|
| A. | | # = x x 20 = | | |
| B. | | # = x x 20 = | | |
| C. | | # = x x 20 = | | |
| D. | | # = x x 20 = | | |
| Subtotal of Lines 17-A, 17-B, 17-C & 17-D = | | | | |

Total Other Employment Experience #17 (Max. 80 Points) =

ENTER LARGEST OF TOTALS [13-15 (100 pts.), 16 (90 pts.), or 17 (80 pts.)] = 100

PERSONAL EVALUATION

OK | NO

| | | |
|--|----|---|
| 18. Form 3.3 – Customer Service Experience | | |
| Did proposer provide acceptable list of ideas to improve customer service at a deputy registrar agency or provide an example of something done as part of a job or business to improve services for customers? | 2 | 0 |
| 19. Form 3.4 – Start-Up Cost Funds On Deposit (not required for Auditors or Clerks of Courts) | | |
| A. Are funds in acceptable financial institution and verified with bank/teller stamp? | 5 | * |
| B. Are funds in proposer's or proposer's business name or joint with spouse? | 5 | * |
| 20. Form 3.5 – Political Contributions Report (not required for Auditors or Clerks of Courts) | | |
| Did proposer mark "NO" for every category, every year? (For Nonprofit Corporations, evaluate both Corporation's and CEO's Form 3.5) | 5 | * |
| 21. Form 3.6 – Personnel Policy Summary | | |
| Does proposer agree to provide/maintain a written personnel policy covering the following: | | |
| A. Hiring employees with deputy registrar agency experience? | 11 | 0 |
| B. Equal Employment Opportunity? | | |
| C. Employee training by the deputy registrar? | | |
| D. Participation in BMV provided training? | | |
| E. Evaluation of employee performance? | | |
| F. Grounds for discipline or dismissal/termination (list) which shall include drug and alcohol use? | | |
| G. Progressive disciplinary steps? | | |
| H. Dress code with list of acceptable attire? | | |
| I. Dress code with list of unacceptable attire? | | |
| J. A policy for maintaining the professional appearance of all staff at all times? | | |
| K. Fringe benefits (beyond those required by law or contract)? | | |

PERSONAL EVALUATION POINTS, Page 5 (Max. 28 Points)

28

NOTE: Score indicated "*" may lead to disqualification OR contract contingency. Score "0" may lead to contract contingency.

Comments: _____

PERSONAL EVALUATION

OK | NO

| | | |
|--|----|----|
| 22. Form 3.7 – Security Plan Summary - Did proposer agree to provide: | | |
| A. An electronic alarm system? (Mandatory) | | |
| B. Alarm system monitored 24 hours, off-site? (Mandatory) | | |
| C. Alarm system reports off-site if wires cut or tampered with? (Mandatory) | | |
| D. Adequate alarm monitored panic/hold-up buttons? (Mandatory) | | |
| E. Motion detectors connected to alarm system? (Mandatory) | | |
| F. Alarm monitored contacts on all exterior doors? (Mandatory) | | |
| G. Alarm monitored contacts on all exterior windows? (Mandatory) | | |
| H. Video recording camera surveillance system? (Mandatory) | | |
| I. Safe or secured locking cabinet? (Mandatory) | | |
| J. Secured storage room with alarm monitored contacts on door(s) and window(s), if applicable? (Mandatory) | 13 | * |
| K. Cross cut shredder to be made available to destroy customer copy records? (Mandatory) | | |
| L. All doors and all windows will be securely locked when license agency is closed? (Mandatory) | | |
| M. Smoke, fire, and carbon monoxide detection devices (Mandatory)? | | |
| N. Interior/Exterior motion activated security lights? (Suggested) – Check OK or NO | OK | NO |

| | | |
|---|---|---|
| 23. Form 3.8 – Facility Maintenance Plan Summary - Did proposer agree to provide: | | |
| A. Indoor/Outdoor maintenance and cleaning? | 1 | 0 |
| B. Prompt snow and ice removal? | 1 | 0 |
| C. Carpet and/or floor cleaning (if appropriate)? | 1 | 0 |
| D. Repainting? | 1 | 0 |

PERSONAL EVALUATION POINTS, Page 6 (Max. 17 Points) 17

NOTE: Score indicated "*" may lead to disqualification OR contract contingency. Score "0" may lead to contract contingency.

Comments: _____

PERSONAL EVALUATION

OK | NO

| | | |
|---|-----|---|
| 24. Form 3.9 – Involved and Invested in Your Business | | |
| 1. How do you plan to manage, be responsible, and be accountable for this business at all times? | (1) | 0 |
| 2. How will you ensure that all laws, rules, guidelines and procedures are followed, at all times, specifically with regard to issuing and renewing driver licenses, identification cards, and vehicle registrations? | (1) | 0 |
| 3. What measures will you put in place to detect, deter, and prevent fraud? | (1) | 0 |
| 4. The Ohio Bureau of Motor Vehicles routinely issues new and/or revised policy and procedural changes through email broadcasts to the deputy registrars. How will you ensure that policies and procedures are communicated to the staff and followed on a daily basis? | (1) | 0 |
| 5. How will you demonstrate good leadership to your employees? | (1) | 0 |
| 6. How will you maintain a high level of professionalism each day in this business? | (1) | 0 |
| 7. How do you intend to recruit and retain high quality employees? | (1) | 0 |
| 8. How will you provide a safe, clean, and friendly place to do business? | (1) | 0 |
| 9. How would you deal with an irate customer? | (1) | 0 |
| 10. What training or advice do you, or will you, give to your employees for dealing with irate customers? | (1) | 0 |
| 11. How will you meet the expectations of the Ohio Bureau of Motor Vehicles? | (1) | 0 |
| 12. Why should the Ohio Bureau of Motor Vehicles consider you for a deputy registrar license agency contract? | (1) | 0 |
| 25. Form 3.10(A) (B) or (C) – Affidavit of Individual, Auditor/Clerk of Courts or Nonprofit Corporation | | |
| A. Did proposer submit proper affidavit without alteration and does it appear to be complete, accurate, and truthful ? | (3) | * |
| B. Is it the affidavit duly signed and notarized? | (2) | * |
| 26. Local Law Enforcement Report / Articles of Incorporation (AOI) | | |
| A. No disqualifying convictions for individual / AOI for nonprofit corporation? | (3) | * |
| B. No convictions (except minor traffic) / AOI for nonprofit corporation? | (2) | 0 |
| 27. BCI / FBI Criminal Background (WebCheck) Report / AOI for Nonprofit Corporation | | |
| No disqualifying convictions for individual / AOI for nonprofit corporation? | (5) | * |

PERSONAL EVALUATION POINTS, Page 7 (Max. 27 Points)

27

PERSONAL EVALUATION

OK | NO

28. Credit Report (issued in 2024) / Certificate of Good Standing for Nonprofit Corporation
*Credit Reports are not required for County Auditors and County Clerks of Courts

| | | |
|--|-----|---|
| A. Credit report submitted contains credit score? | (2) | 0 |
| B. No tax liens (state or federal)? | (3) | 0 |
| C. No judgments for the past 36 months?* | (3) | 0 |
| D. *No bankruptcy filed or trusteeship imposed for the past 36 months? | (2) | 0 |
| E. *No other negative items (charge-offs, collections, etc.) for the past 36 months? | (2) | 0 |
| F. *No negative items (pattern of delinquencies, etc.) for the past 60 months? | (1) | 0 |

* Exclude minor medical judgments and disputed items with good cause explanation.

29. The overall quality of this proposal is deemed to be of satisfactory or higher overall quality? (Note any deficiencies in comments area below or on page 1)

| | |
|-----|---|
| (2) | 0 |
|-----|---|

PERSONAL EVALUATION POINTS, Page 8 (Max. 15 Points)

15

NOTE: Score indicated "*" may lead to disqualification OR contract contingency. Score "0" may lead to contract contingency.

Comments: _____

3.0 PERSONAL CHECKLIST

Proposer's Full Legal Name Elliott E J Sarnowski

Proposer Number (BMV use only) _____

INSTRUCTIONS: You must submit one original of this form and all documents listed on this form as appropriate based on your status as a proposer (individual, county auditor, clerk of courts or nonprofit corporation). Even if you are submitting more than one proposal, only one original of these forms are required. Please submit via email in accordance with the RFP instructions.

| INDIVIDUAL | | ✓ | BMV | COUNTY AUDITOR OR CLERK OF COURTS | | ✓ | BMV | NONPROFIT CORPORATION | | ✓ | BMV |
|---|---|---|-----|--|---|---|-----|---|---|---|-----|
| Form 3.0 Personal Checklist (this form) | ✓ | | | Form 3.0 Personal Checklist (this form) | | | | Form 3.0 Personal Checklist (this form) | | | |
| Form 3.1 Personal Questionnaire | ✓ | | | Form 3.1 Personal Questionnaire | | | | Form 3.1 Personal Questionnaire | | | |
| Form 3.2 Business and Employment Experience | ✓ | | | Forms 3.2 Business and Employment Experience | | | | Forms 3.2 Business and Employment Experience | | | |
| Form 3.3 Customer Service Experience | ✓ | | | Form 3.3 Customer Service Experience | | | | Form 3.3 Customer Service Experience | | | |
| Form 3.4 Start-Up Cost Funds on Deposit | ✓ | | | N/A | X | | 1 | Form 3.4 Start-Up Cost Funds on Deposit | | | |
| Form 3.5 Political Contributions Report | ✓ | | | N/A | X | | 1 | Form 3.5 Political Contributions Report Nonprofit Corporation | | | |
| N/A | X | | 1 | N/A | X | | 1 | Form 3.5 Political Contributions Report Chief Executive Officer | | | |
| Form 3.6 Comprehensive Personnel Policy Agreement | ✓ | | | Form 3.6 Comprehensive Personnel Policy Agreement | | | | Form 3.6 Comprehensive Personnel Policy Agreement | | | |
| Form 3.7 Security Plan Agreement | ✓ | | | Form 3.7 Security Plan Agreement | | | | Form 3.7 Security Plan Agreement | | | |
| Form 3.8 Facility Maintenance Plan Agreement | ✓ | | | Form 3.8 Facility Maintenance Plan Agreement | | | | Form 3.8 Facility Maintenance Plan Agreement | | | |
| Form 3.9 Involved and Invested in Your Business | ✓ | | | Form 3.9 Involved and Invested in Your Business | | | | Form 3.9 Involved and Invested in Your Business | | | |
| Form 3.10(A) Affidavit of Individual | ✓ | | | Form 3.10(B) Affidavit of Auditor or Clerk of Courts | | | | Form 3.10(C) Affidavit of Nonprofit Corporation | | | |
| 2024 Credit Report | ✓ | | | N/A | X | | 1 | 2024 Certificate of Good Standing | | | |
| 2024 Local Law Enforcement Report | ✓ | | | 2024 Local Law Enforcement Report | | | | Articles of Incorporation | | | |
| 2024 WebCheck Receipt | ✓ | | | 2024 WebCheck Receipt | | | | N/A | X | | 1 |
| Pre-approval Statement for \$25,000 Bond | ✓ | | | Current Bond with BMV added as Additional Insured | | | | Pre-approval Statement for \$25,000 Bond | | | |
| INDIVIDUAL | | | | COUNTY AUDITOR OR CLERK OF COURTS | | | | NONPROFIT CORPORATION | | | |

3.1 PERSONAL QUESTIONNAIRE

1. List all location numbers for which the applicant intends to submit a proposal (limit six locations). Check the box underneath if proposing the location as a second site in addition to a current agency:

23-B 45-C _____ _____ _____ _____

2. Full legal name of proposer Elliott E J Sarnowski

3. Proposer's street address _____

City Lancaster State OH Zip code 43130

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

5. Daytime telephone _____

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

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

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

City Lancaster State OH Zip code 43130

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 (NPC)**. An officer or an authorized agent should answer all questions and sign all documents on behalf of the 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? June 29, 2024 & June 28, 2025

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? _____

For the following three questions, **extended family** includes 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:

15. A. Does any member of your extended family 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 |
|---------------|---------------|----------------|--|------------------|
| Steven Oliver | father-in-law | Yes _____ | No <input checked="" type="checkbox"/> | 06/28/2025 |
| _____ | _____ | Yes _____ | No _____ | _____ |
| _____ | _____ | Yes _____ | No _____ | _____ |
| _____ | _____ | Yes _____ | No _____ | _____ |

16. A. To the best of your knowledge, will any member of your extended family 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 employed by any subdivision of the Ohio Department of Public Safety? (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 |
|-------|--------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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 and proposed office manager) 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)? (County Auditor/Clerk of Courts N/A)

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. If applying as a NPC, please provide educational information for the individual who will manage the license agency business.

High school diploma? No _____ Yes

High school name Lynde & Harry Bradley Technology & Trade School

City Milwaukee State WI Zip 53204

College name Indiana Bible College

City Indianapolis State IN Zip 46227

Major Biblical Studies Degree awarded Bachelor of Arts

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.)

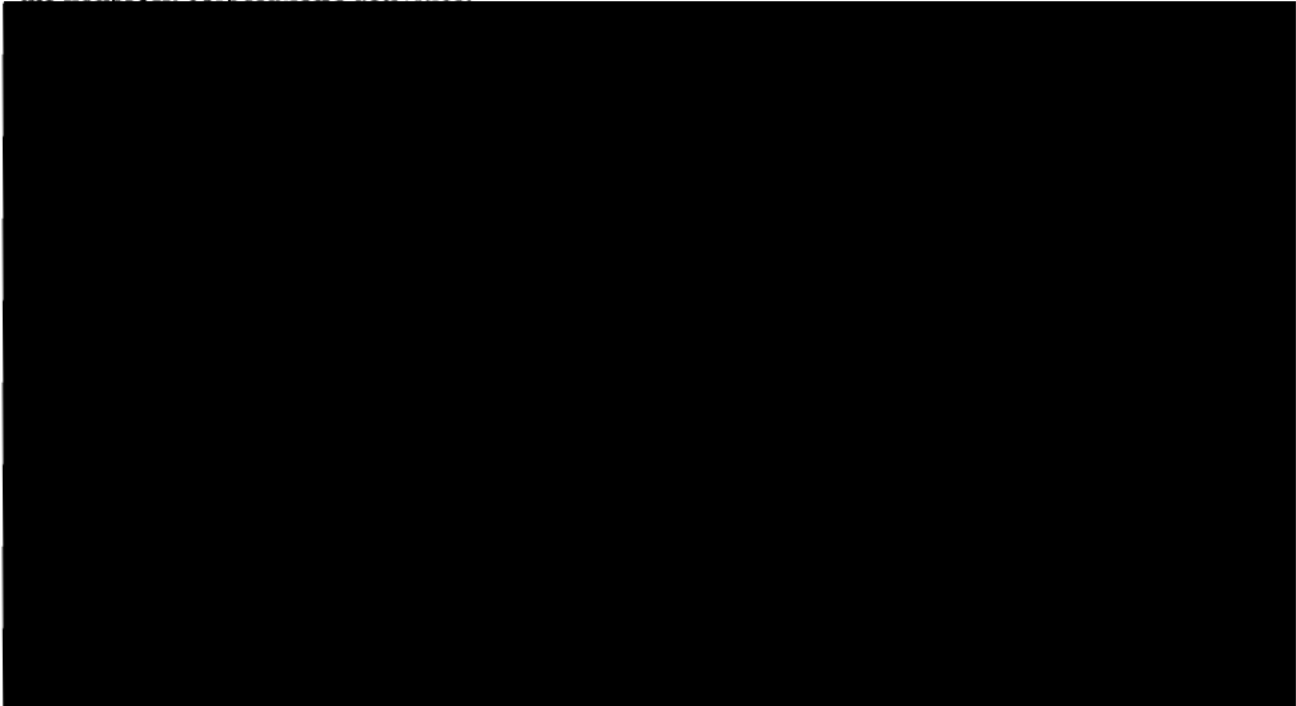
No _____ Yes

If "YES" please explain all computer experience in detail.

I have been using computers my entire life and continue to learn new programs and applications. I have perfected and use one of the most important programs for this position in BASS. I've been using it for 14 plus years. On the back end of the business, I use different software to make sure the business is being run efficiently and smoothly. I use Excel to make sure payroll and business numbers are easily accessible. I use Quicken for all of the "bookkeeping" or accounting work. I use an online app called Intuit Online Payroll to make sure my employees get paid through direct deposit weekly. This software also allows me to keep track of all my payroll taxes and even has the capability to electronically file and pay some of them. I use Microsoft Word to send out any formal communication with customers or other businesses.

For email communications I use Outlook as well as web-based when needed. These are most of the applications or programs I use on a regular basis, but I do have training in AUTO-CAD, Lotus, Power Point, and other on-line based applications.

27. Please provide the requested information for three 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.



28. Employment, management, supervisory, 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 provide a professional resume, in chronological order (no earlier than 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 on your submitted resume. If you did not hold any position in 1990, please begin with the first position you held after 1990. If applying as a NPC, please provide a description of the fundraising, program, and charitable functions of the nonprofit corporation.

FORM 3.2(A) BUSINESS OWNERSHIP EXPERIENCE
FORM 3.2(B) MANAGEMENT AND/OR SUPERVISORY EXPERIENCE
FORM 3.2(C) EMPLOYEE EXPERIENCE

Instructions

It is important that you supply complete and accurate information about all relevant business ownership, management, supervisory, 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. Be sure to include as much detailed experience possible within the submitted professional resume.

Nonprofit corporations must report only the businesses and activities conducted by the nonprofit corporation itself on Form 3.2(A) Business Ownership Experience. If the nonprofit corporation has operated a deputy registrar agency, that information should be entered and submitted on one Form 3.2(A) Business Ownership Experience. Any other business activities (fundraising, charitable activities, etc.) should also be entered and submitted on a separate 3.2(A) Business Ownership Experience. Use a separate Form 3.2 for each separate business activity performed by the NPC and a separate Form 3.2(A) for each separate business activity performed by the NPC.

Form 3.2(A) Business Ownership Experience. Deputy registrars, nonprofit corporations, county auditors, clerks of courts, and individuals should use this form to report on businesses actually owned and operated by them.

Form 3.2(B) Management and/or Supervisory Experience. Individuals, county auditors, and clerks of courts should use this form to report management and supervisory experience performed by them. Service as a county auditor or clerk of court qualifies as management and supervisory experience.

Form 3.2(C) Employee Experience. Individuals, county auditors, and clerks of courts should use this form to report all other employment that did not include management or supervisory authority.

FORM 3.2(A) BUSINESS OWNERSHIP EXPERIENCE

Instructions. Please fill out one of these forms 3.2(A) for each business you have owned. Do not use this form 3.2(A) for management, supervisory, or employee experience. If you have owned more than one business, submit a separate for 3.2(A) for each business owned. *Please make additional copies of this form as necessary.*

Proposer's name Elliott E J Sarnowski Company name Sarnowski Inc
Company address 461 Hill Rd N City Pickerington
State OH Zip 43147 Telephone (614) 834-9964
Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar (agencies 2308 & 3708)

Company's products and/or services Issue driver's licenses, identification cards, and vehicle registrations in accordance to the Ohio Revised Code.

BUSINESS OWNER - Form of ownership (sole proprietor, partner, etc.): S-Corp

1. Federal Tax ID Number: [REDACTED]
2. Percentage of business you owned: 50 % Hours worked weekly 20-40
3. Dates you operated this business: From: month 6 year 2013 To: month present year present
4. Is/was this business profitable? No _____ Yes ✓
5. Is/was this business your primary source of income and support? No _____ Yes ✓
6. Do/did you directly hire, evaluate, train, and discipline employees? No _____ Yes ✓
7. Do/did you directly manage employees on a daily basis? No _____ Yes ✓
- If you answered yes to question number 6, how many employees do/did you manage? 12-15
8. Have you ever developed a comprehensive business plan? No _____ Yes ✓

List at least one person, not a relative of yours, who can verify this experience. If we cannot contact at least one person to verify this experience, you will not receive any credit for it. (If you are a deputy registrar or deputy registrar employee, you may list BMV employees to verify that experience.)

| Name | City | State | Zip | Daytime Phone |
|------|------|-------|-----|---------------|
|------|------|-------|-----|---------------|

3.2(B) MANAGEMENT AND/OR SUPERVISORY EXPERIENCE

Instructions. Please fill out one of these forms 3.2(B) for each separate management or supervisory job you have held. Do not use this form 3.2(B) for business ownership or regular employee positions. Use a separate form 3.2(B) for each management or supervisory position that you have held. *Please make additional copies of this form as necessary.*

Proposer's name Elliott E J Sarnowski Company name Lancaster BMV (2301)

Company address 980 Liberty Dr Suite 500 City Lancaster

State OH Zip 43130 Telephone (740) 653-2478

Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar

Management/supervisory duties Nightly closeout, Training of new employees & new procedures, Schedule, Inventory, Employee discipline, Interviewing.

MANAGER OR SUPERVISOR - Job title: Manager

1. Title of position Assistant Office Manager Hours worked weekly? 40

2. Dates this position was held: From: month 12 year 2009 To: month 6 year 2013

3. Do/did you directly hire, evaluate, train, and discipline employees? No Yes

4. Do/did you directly manage/supervise employees on a daily basis? No Yes

If you answered yes to question number 4, how many employees do/did you manage? 8-12

5. Have you ever developed a comprehensive business plan? No Yes

List at least one person, not a relative of yours, who can verify this experience. If we cannot contact at least one person to verify this experience, you will not receive any credit for it. (If you are a deputy registrar or deputy registrar employee, you may list BMV employees to verify that experience.)

Name

City

State

Zip

Daytime Phone

3.2(C) EMPLOYEE EXPERIENCE

Instructions. Please fill out one of these forms 3.2(C) for each and every separate job you have held as an employee. Do not use this form 3.2(C) for business ownership or jobs in which you had management or supervisory duties. Use a separate form 3.2(C) for each non-management and/or non-supervisory job held. *Please make additional copies of this form as necessary.*

Proposer's name Elliott E J Sarnowski Company name Lancaster BMV (2301)
Company address 980 Liberty Dr Suite 500 City Lancaster
State OH Zip 43130 Telephone (740) 653-2478
Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar

EMPLOYEE - Job title: Clerk

Hours worked weekly 40 Job duties Issued driver's license, identification cards, and vehicle registrations in accordance to the Ohio Revised Code.

Dates of this employment: From: month 09 year 2008 To: month 12 year 2009

Describe how and to what extent **you provided high quality customer service** at this position:
Anyone can perform "customer service" but to go beyond just ordinary customer service to high quality customer service requires more. I was always willing to go above and beyond. There is also the everyday things: being courteous, efficient, and well put together in every interaction.

List at least one person, not a relative of yours, who can verify this experience. If we cannot contact at least one person to verify this experience, you will not receive any credit for it. (If you are a deputy registrar or deputy registrar employee, you may list BMV employees to verify that experience.)

| Name | City | State | Zip | Daytime Phone |
|------------|------|-------|-----|---------------|
| [Redacted] | | | | |

3.2(B) MANAGEMENT AND/OR SUPERVISORY EXPERIENCE

Instructions. Please fill out one of these forms 3.2(B) for each separate management or supervisory job you have held. Do not use this form 3.2(B) for business ownership or regular employee positions. Use a separate form 3.2(B) for each management or supervisory position that you have held. *Please make additional copies of this form as necessary.*

Proposer's name Elliott E J Sarnowski Company name Towne Park

Company address 350 W Maryland St City Indianapolis

State IN Zip 46227 Telephone (317) 822-3500

Type of business (deputy registrar, retail grocery, etc.) Guest Services... High quality valet parking and bell staff services at the Indianapolis Marriott Downtown.

Management/supervisory duties Close out, Manage employees (disciplinary action etc.), Nightly key audit, Divide tip share, Handle customer accounts, Handle customer claims for accidents & lost luggage.

MANAGER OR SUPERVISOR - Job title: GSA Manager

1. Title of position Manager Hours worked weekly? 40+

2. Dates this position was held: From: month 5 year 2005 To: month 5 year 2007

3. Do/did you directly hire, evaluate, train, and discipline employees? No Yes

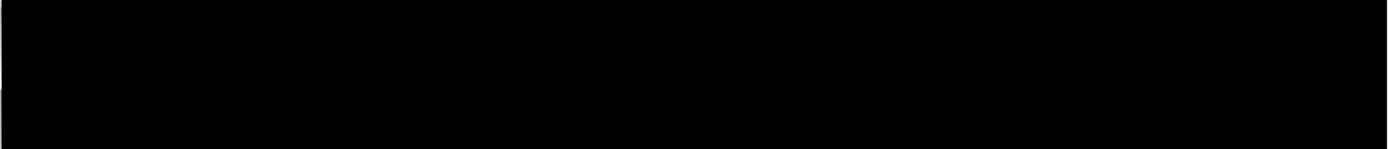
4. Do/did you directly manage/supervise employees on a daily basis? No Yes

If you answered yes to question number 4, how many employees do/did you manage? 10-20

5. Have you ever developed a comprehensive business plan? No Yes

List at least one person, not a relative of yours, who can verify this experience. If we cannot contact at least one person to verify this experience, you will not receive any credit for it. (If you are a deputy registrar or deputy registrar employee, you may list BMV employees to verify that experience.)

| Name | City | State | Zip | Daytime Phone |
|------|------|-------|-----|---------------|
|------|------|-------|-----|---------------|



3.2(C) EMPLOYEE EXPERIENCE

Instructions. Please fill out one of these forms 3.2(C) for each and every separate job you have held as an employee. Do not use this form 3.2(C) for business ownership or jobs in which you had management or supervisory duties. Use a separate form 3.2(C) for each non-management and/or non-supervisory job held. *Please make additional copies of this form as necessary.*

Proposer's name Elliott E J Sarnowski Company name Towne Park

Company address 350 W Maryland St City Indianapolis

State IN Zip 46227 Telephone (317) 822-3500

Type of business (deputy registrar, retail grocery, etc.) Guest Services... High quality valet parking and bell staff services at the Indianapolis Marriott Downtown.

EMPLOYEE - Job title: GSA (Guest Service Associate)

Hours worked weekly 40+ Job duties Parking guest's vehicles, Loading and

transporting luggage for guest's, giving recommendations on local attractions and restaurants... All while holding a high standard of treating each guest like they have my exclusive attention.

Dates of this employment: From: month 10 year 2004 To: month 04 year 2008

Describe how and to what extent **you provided high quality customer service** at this position:

I was always mindful of morals and remembered that everything revolved around the customer. My high level of customer service was awarded many times by employee of the month, manager of the quarter, and even manager of the year recognitions.

List at least one person, not a relative of yours, who can verify this experience. If we cannot contact at least one person to verify this experience, you will not receive any credit for it. (If you are a deputy registrar or deputy registrar employee, you may list BMV employees to verify that experience.)

| Name | City | State | Zip | Daytime Phone |
|------|------|-------|-----|---------------|
|------|------|-------|-----|---------------|

3.2(C) EMPLOYEE EXPERIENCE

Instructions. Please fill out one of these forms 3.2(C) for each and every separate job you have held as an employee. Do not use this form 3.2(C) for business ownership or jobs in which you had management or supervisory duties. Use a separate form 3.2(C) for each non-management and/or non-supervisory job held. *Please make additional copies of this form as necessary.*

Proposer's name Elliott E J Sarnowski Company name Rockwell Automation

Company address 1201 S 2nd St City Milwaukee

State WI Zip 53204 Telephone (414) 382-2000

Type of business (deputy registrar, retail grocery, etc.) Automation Industry

EMPLOYEE - Job title: Co-Op Engineer

Hours worked weekly 32 Job duties Our division of Rockwell Automation was in

engineered motor control centers. A company would place an order which was a modification of our

standard line. We would complete the electric and structural schematics, to "engineer" the order.

Dates of this employment: From: month 10 year 2002 To: month 8 year 2004

Describe how and to what extent **you provided high quality customer service** at this position:

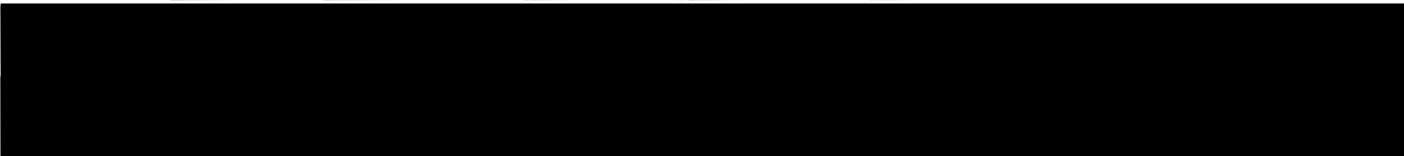
As engineers, we had direct access to each customer through phone, email, and face-to-face contact. We

had three obligations: the customer, structural continuity, and electrical continuity. In certain instances

what the customer desired required constant contact between production and the customer.

List at least one person, not a relative of yours, who can verify this experience. If we cannot contact at least one person to verify this experience, you will not receive any credit for it. (If you are a deputy registrar or deputy registrar employee, you may list BMV employees to verify that experience.)

| Name | City | State | Zip | Daytime Phone |
|------|------|-------|-----|---------------|
|------|------|-------|-----|---------------|



3.3 CUSTOMER SERVICE EXPERIENCE

Instructions. Please give us a list of ideas you have to improve customer service at your deputy registrar agency. You will only receive full credit if you demonstrate sufficient customer service awareness.

- A. This is a list of ideas I have to improve customer service at my deputy registrar agency if I am awarded a contract (Please be specific) and/or this is an example of something I have done as part of my job or business to improve services for my customers (Please be specific):

During my time at the BMV location in Pickerington (2308) we doubled our facilities square footage, added two additional terminals, and have hired additional highly motivated employees. The customers have responded with a significant increase in transactions. All employees are specifically trained on customer service and have regular evaluations. I teach that our business is NOT license services, but rather customer service. The customer is top priority and if I continue to train this way each employee will play a small role in our continued growth. Other improvements include: a more organized work environment, new paint on the walls, more seating, more convenient access to information, and three public restrooms. All of these things, as well as a knowledgeable leader's presence, have contributed to an efficient and customer friendly agency.

The same is true with the location in Logan (3708). We stress "the customer is first" and evaluate employees regularly. One site specific improvement for 3708 was a better flow for where our customers enter and exit the facility. (This was very important with the 2020 addition of Q-flow and COVID safety requirements) We've also improved storage and facility maintenance.

Here are some ideas I have to improve an agency's customer service:
The more technology advances the more I think of how it could help with customer service and customer convenience at our agencies. Some of those advancements would be BASS improvements which take added time out of transactions. Also, it would be nice if customers could order their registration renewals on-line and pick them up in our offices same day or even same hour. On top of these recommended technology advancements we will continue to closely monitor employee interaction with customers and carry out extra training for specific areas which need improvement in customer service. Lastly, in accordance with the BMV, set up a computer which customers could access Online BMV services where they can change their address, check their driving record, and enroll in the next of kin program.

Form 3.3, Customer Service Experience (2024)

3.5 POLITICAL CONTRIBUTIONS REPORT

Instructions

Instructions You must report on the following page whether you and your immediate family together gave more than \$100.00 to any political party or to certain individual candidates during any one of the last three calendar years and so far this year.

"Immediate family" means you, a spouse residing with you, and any dependent children. You must add together all contributions you, your spouse, and your dependent children made to each separate party or each separate candidate during each calendar year.

"Political party" means each separate political party and includes any political action committee (PAC) and any "continuing association" which are connected to that political party. "Political party" includes all levels of that party, federal, state, county, and local.

"Candidate" includes both the candidate and any of that candidate's campaign committees. You must report only for candidates for the following offices: Ohio governor, attorney general, secretary of state, treasurer of state, auditor of state, state senator or state representative. You are not required to report any contributions to federal, county, local, or judicial candidates.

"More than \$100.00" means any amount exceeding \$100.00, starting with \$100.01. A contribution of exactly \$100.00 or less is acceptable. Contributions include the value of any "in-kind" contributions.

County Auditors and Clerks of Court are exempt from this requirement and need not file this Report of Political Contributions.

Nonprofit Corporations must submit one report for the nonprofit corporation itself and one report for the chief executive officer (C.E.O.) who has, or will have, primary responsibility for the nonprofit corporation's operation of the deputy registrar agency. There is only one copy of this report in this package. Nonprofit corporations must make a second copy and submit one copy for the nonprofit corporation itself and one for the C.E.O. who will be responsible for the operation of the deputy registrar agency.

Name: Elliott E J Sarnowski

Title (if officer of nonprofit corporation): _____

(A nonprofit corporation must submit two separate reports: one for the nonprofit corporation itself, and one for its chief executive officer)

Did you and your immediate family together give more than \$100.00 to any of the following during any one of the years listed? You must place a check mark "✓" in the appropriate box, "yes" or "no" for each category and year separately.

| RECIPIENT | JAN 1 - DEC 31 2021 | | JAN 1 - DEC 31 2022 | | JAN 1 - DEC 31 2023 | | 2024 To Date | |
|--|------------------------|----|------------------------|----|------------------------|----|-----------------|----|
| | Yes | No | Yes | No | Yes | No | Yes | No |
| Democratic Party including PACs and Associations | | ✓ | | ✓ | | ✓ | | ✓ |
| Republican Party including PACs and Associations | | ✓ | | ✓ | | ✓ | | ✓ |
| Any other Party including PACs and Associations | | ✓ | | ✓ | | ✓ | | ✓ |
| Governor, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |
| Attorney General, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |
| Secretary of State, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |
| Treasurer of State, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |
| Auditor of State, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |
| State Senator, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |
| State Representative, Candidate and Committee | | ✓ | | ✓ | | ✓ | | ✓ |

3.6 PERSONNEL POLICY

A comprehensive personnel policy must be readily available and presented upon request. Items needing covered within the agency's comprehensive personnel policy are listed below.

Do you agree to provide a comprehensive personnel policy, if requested, that covers the listed items?

No _____ Yes

COMPREHENSIVE PERSONNEL POLICY MUST INCLUDE PROVISIONS FOR:

| |
|--|
| HIRING EMPLOYEES WITH DEPUTY REGISTRAR AGENCY EXPERIENCE |
| EQUAL EMPLOYMENT OPPORTUNITY |
| EMPLOYEE TRAINING BY THE DEPUTY REGISTRAR |
| PARTICIPATION IN BMV PROVIDED TRAINING |
| DOCUMENTED PERIODIC EMPLOYEE PERFORMANCE EVALUATIONS (ANNUAL AT A MINIMUM) |
| LIST OF GROUNDS FOR DISCIPLINE OR DISMISSAL |
| PROGRESSIVE DISCIPLINARY ACTION |
| DRESS CODE WITH LISTS OF ACCEPTABLE AND UNACCEPTABLE ATTIRE |
| POLICY FOR MAINTAINING PROFESSIONAL APPEARANCE |
| FRINGE BENEFITS |

3.7 SECURITY PLAN SUMMARY

If you are awarded a contract, you will be required to adopt a security plan to assure that agency employees, patrons, other citizens, equipment, and consigned inventory will be protected from harm (your plan should detail how you intend to address the items listed below).

If you are awarded a contract, do you agree to provide all of the following?

Yes No

| |
|---|
| ELECTRONIC ALARM SYSTEM |
| ALARM SYSTEM MONITORED 24 HOURS, OFF-SITE |
| ALARM SYSTEM REPORTS OFF-SITE IF WIRES ARE CUT OR TAMPERED |
| ADEQUATE ALARM MONITORED PANIC/HOLD BUTTONS |
| MOTION DETECTORS CONNECTED TO ALARM SYSTEM |
| ALARM MONITORED DOOR CONTACT ON ALL EXTERIOR DOORS |
| ALARM MONITORED CONTACTS ON ALL EXTERIOR WINDOWS |
| VIDEO RECORDING CAMERA SURVEILLANCE SYSTEM |
| A SAFE OR SECURE LOCKING CABINET |
| A SECURED STORAGE ROOM WITH ALARM MONITORED CONTACTS ON DOOR(S) AND WINDOW(S) |
| A CROSS CUT SHREDDER |
| SECURELY LOCK ALL DOORS AND WINDOWS WHEN OUTSIDE BUSINESS HOURS |
| SMOKE, FIRED, AND CARBON MONOXIDE DETECTION DEVICES |
| INTERIOR/EXTERIOR MOTION ACTIVATED SECURITY LIGHTS |

Note: For Deputy Provided Sites, the deputy registrar shall install and maintain an approved alarm system. At BMV Controlled Sites, either the BMV or the deputy registrar will install an approved alarm system, which will be maintained by the deputy registrar.

3.8 FACILITY MAINTENANCE PLAN SUMMARY

If you are awarded a contract you will be required to adopt a facility maintenance plan, including provisions for maintaining the deputy registrar agency premises. Your plan should detail how you intend to address the items listed below.

If you are awarded a contract, do you agree to be responsible for the following either on your own, through your lease or sublease, or by separate contract:

No _____ Yes

| |
|---|
| OUTDOOR BUILDING MAINTENANCE |
| KEEP OUTDOOR AREA FREE OF TRASH AND DEBRIS |
| PROVISION TO ASSURE PROMPT SNOW AND ICE REMOVAL |
| CLEANING INSIDE OF AGENCY INCLUDING EQUIPMENT |
| PROVISION FOR INSIDE/OUTSIDE MAINTENANCE |
| PROVISION FOR PROFESSIONAL CARPET/FLOOR CLEANING (MIN. OF ONCE A YEAR) |
| PROVISION FOR REPAINTING AND/OR COSMETIC UPDATES |
| |

3.9 INVOLVED AND INVESTED IN YOUR BUSINESS

Instructions: Answer all of the following questions to the best of your ability. Please be concise and attempt to limit each answer to seventy-five (75) words or less. Include attachment(s) if more space is needed to answer any of the questions.

1. How do you plan to manage, be responsible, and be accountable for this business at all times?

I plan to have a presence in the facility as much as possible. My management philosophy is simple: be there, be involved, and lead from the front. Especially with multiple agencies I do, however, understand that it's not all about me; this philosophy has to be transferred to a strong, core group of managers and supervisors. It begins with me, and ends with me, but it is vital to have key employees involved to keep the proverbial ball rolling.

2. How will you ensure that all laws, rules, guidelines and procedures are followed, at all times, specifically with regard to issuing and renewing driver's licenses, identification cards, and vehicle registrations?

It starts with hiring and training and continues with being involved. Hiring trustworthy competent employees is vital to any business, but it would seem to be that much more important in our line of work. The employees must be trained on the laws, how the laws apply, and be educated about their customer service. Lastly "my door is always open", I am involved as much as possible down to the most intricate detail. I have also found that being involved is much easier, with multiple agencies, when you have high quality surveillance with audio. It helps me stay involved even when not at a specific location.

3. What measures will you put in place to detect, deter, and prevent fraud?

Unfortunately you can "trust" no one. Every employee must go through a fraudulent document training class and stay aware of the possibility of this happening in every transaction. I will also have several high definition security cameras installed, which will record audio. There will be several cameras focused on the employee and customer counters. I will be able to view this surveillance anywhere, anytime on my mobile device or from an on-line application.

4. The Bureau of Motor Vehicles routinely issues new and/or revised policy and procedural changes through email broadcasts to the deputy registrars. How will you ensure that policies and procedures are communicated to the staff and followed on a daily basis?

We require every employee to initial each broadcast indicating that they have read, understand and are aware of any changes that might apply. If an employee is not certain what the broadcast means or has any confusion, they will come to me or a manager for interpretation. Periodically, when I or management thinks a broadcast may be difficult to grasp, we verbally discuss it with each employee. After this information is relayed, each employee is then held accountable.

5. How will you demonstrate good leadership to your employees?

Let my example and character lead. Great character speaks volumes to those who follow. Lead from the front, you cannot lead from the back that's called driving. It is my belief that the employees will have more respect for someone who is "in the trenches" with them. I strive to be the best at customer service in every facet. If my employees have confidence in my knowledge and skills, in time, with instruction the same qualities will be developed in each of them. I've had to instill these same ideologies into my management team so we can all have the same voice across both agencies.

6. How will you maintain a high level of professionalism each day in this business?

Professionalism has to be in everything we do: from the parking lot to the bathroom, from the wall fixtures to the employee's attire, from each word that is spoken to the non-verbal communication. This will only happen through hiring professional individuals and continuing good training. I am willing to address any issues as soon as they arise. I will provided clarity and be concise so each employee knows what the expectation is.

7. How do you intend to recruit and retain high quality employees?

I will admit recently this has been a challenge. Retaining high quality employees is vital to every Deputy Registrar. I have implemented a philosophy that doesn't choose employees based on the agency's immediate need, but rather on the skill set of the prospect employee. At the both agencies, we retain our employees in many ways: we always reward a job well done through a raise or bonuses. I have also added other fringe benefits, such as "employee of the quarter" awards.

8. How will you provide a safe, clean and friendly place to do business?

My philosophy is that customer service starts in the parking lot. A well marked, clean parking space that leads to a well marked facility should be our "first impression". This customer service philosophy is deeply rooted in me and cannot be misinterpreted. From when the customer parks their car, until they leave the premises, everything is about that customer: one at a time. Everyone is expected to go above and beyond for each customer, it's in our personnel policy and we target those qualities in the hiring process.

9. How would you deal with an irate customer?

After I have done everything in my power to help them; stay calm, never become a victim, and always stay in control. Resolving "irate" interactions is usually directly related to me staying calm. Secondly, I do not take anything the customer is saying personally. I train all employees and practice this myself, in customer service it's important to "leave your pride at home". Lastly, I must maintain a level of control by being polite but firm. In a very small percentage instances we are forced to get law enforcement involved.

10. What training or advice do you, or will you, give to your employees for dealing with irate customers?

Be empathetic - you really have absolutely no idea "who" just walked through the door and "what" they may be going through. Life happens to everyone, no exceptions, so stay calm and be courteous. Leave your pride at home and take nothing personal. If a situation gets to a point where you feel you cannot handle it, ask a manager or supervisor for help. As managers and supervisors, we will make the call on when (if at all) it is necessary to get law enforcement involved.

11. How will you meet the expectations of the Bureau of Motor Vehicles?

I believe I have, and I will continue to exceed expectations, because I implement two core principles. Two things that we must put all our effort into as Deputy Registrars: customer service and keeping Ohio safe. I have referred to customer service previously, so I will address the importance of keeping Ohio safe. As agents of the state, we have a responsibility to make sure that every license, ID, and vehicle registration is given to only the individual with proper identification and actively try to prevent fraud. I will meet those expectations, one day at a time, one customer at a time, with dedicated work and training.

12. Why should the Bureau of Motor Vehicles consider you for a deputy registrar license agency contract?

I am a Deputy Registrar, have been for almost 11 years, and I know the business very well. I have taken an agency with poor reviews and improved it completely. The Pickerington agency's totals have gone up significantly since we've implemented some of the hiring, maintaining, and training philosophies found in this RFP. Since 2013 not only have the numbers gone up but the countless customer's that have taken time out of their busy schedules to give kind words or notes have been tremendous, and I believe it's a direct reflection of how we do business. The handling of the pandemic years 2020-2021 is also something to mention here. I took over Logan earlier than expected in 2020 because the incumbent Deputy Registrar didn't want to deal with the stipulations surrounding the regulations for reopening. We came in and had record months of transactions at both the Logan and Pickerington offices during 2020 and 2021, all while being stressed about the pandemic and being under staffed for the volume of customers. If we can successfully perform through the pandemic, running these offices on a regular basis is definitely something that BMV should feel confident about. Lastly, I love this business. I enjoy the everyday interactions with customers, employees, and the people that support this business. You can be a doctor and hate it and your patients will suffer, you can be a Deputy Registrar and hate it and your customers will suffer. I am someone who loves being a Deputy Registrar, which provides an excellent business opportunity and partnership both for myself, and the Bureau of Motor Vehicles.

3.10(A) AFFIDAVIT OF INDIVIDUAL

(Not to be used by County Auditors, Clerks of Courts or Nonprofit Corporations)

County of _____ :

State of Ohio _____ :

I, Elliott E J Sarnowski, being first duly sworn, depose and say that:

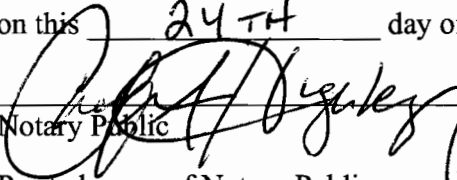
- 1) I am submitting my proposal for appointment as deputy registrar in my own individual capacity, and not as an agent, representative, partner, or business associate of any kind whatsoever of any other person or persons;
- 2) If appointed, I will serve as a deputy registrar in my own individual capacity, and will not act as an agent, representative, partner, or business associate of any kind whatsoever of any other person or persons;
- 3) If appointed as deputy registrar, I will not assign my deputy registrar contract, in whole or in part, nor any of my deputy registrar's responsibilities to any other person or persons without the advance written consent of the Registrar;
- 4) If appointed as a deputy registrar, I will fully comply with all requirements set forth by the Registrar. I will not serve as an office manager of any deputy registrar agency other than my own; nor will I permit any other deputy registrar, the spouse of any deputy registrar, or the parent, child, brother, or sister of any deputy registrar living in the same household as the deputy registrar to operate my deputy registrar agency, directly or indirectly. I understand that I may hire the spouse, parent, child, brother, or sister of any deputy registrar as an employee, provided that I maintain control of my deputy registrar agency;
- 5) To the best of my knowledge and belief, I am fully qualified to serve as a deputy registrar, and there is no provision of the Ohio Revised Code or the Ohio Administrative Code which would make me ineligible to serve as a deputy registrar; and,
- 6) I have caused to be prepared, have read, and take full responsibility for, all forms and documents submitted with this proposal. All information is true, accurate, and complete to the best of my knowledge and belief. This affidavit is submitted by me for the purpose of obtaining a deputy registrar contract.

Signature of proposer: 

Printed/typed name of proposer: Elliott E J Sarnowski

Sworn to and subscribed in my presence by the above named ELLIOTT E J SARNOWSKI

on this 24TH day of JANUARY, 2024


Notary Public



Printed name of Notary Public: CHAFIN HUGULEY

My commission expires: Notary Public, State of Ohio
My Commission Expires
09/17/2028

4.0 OPERATIONAL CHECKLIST

Proposer's Full Legal Name Elliott E J Sarnowski

Location Number 45-C

Proposer Number (*BMV use only*) _____

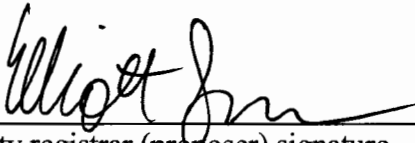
INSTRUCTIONS: You must submit one original of this form and all documents listed on this form **FOR EACH SITE YOU ARE PROPOSING.**

| FORM | DESCRIPTION | X | 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: \$ <u>15,198.14</u> | ✓ | |
| 4.5 | Deputy Registrar Contract (2 pages only) | ✓ | |
| | | | |

4.1 APPOINTMENT OF AGENCY MANAGERS

Proposer's name: Elliott E J Sarnowski Location number: 45-C

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least 20 hours per week during the hours the agency is open to the public for business throughout 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 for business. This twenty-hour requirement does not apply to County Auditors/Clerks of Courts, nonprofit corps., or deputy registrars operating multiple locations (assessed as received).
- (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 for 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: 01/24/2024

4.2 EXPERIENCED EMPLOYEES SUMMARY

Proposer's name: Elliott E J Sarnowski Location number: 45-C

(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.

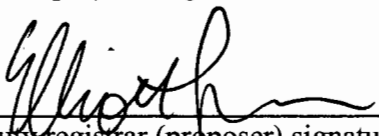
(B) CHECK WHICHEVER APPLIES:

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 |
|------------------------------|----------------------|
| Elliott Sarnowski | 15 Years |
| Chafin Huguley | 11 Years |
| Mahala Ball | 10 Years |
| Elizabeth Harden | 5 Years |
| Kaylee Bickerstaff | 4 Years |

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


Deputy registrar (proposer) signature

Date: 01/24/2024

4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: Elliott E J Sarnowski Location number: 45-C

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.

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 corps., county auditors/clerks of court, or deputy registrars operating multiple locations (assessed as received). 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.

The projected total weekly work hours for the deputy registrar and all employees should equal or exceed the minimum staffing recommended for the Class Size Agency as prescribed in the Agency Specifications.

In accordance with the standards established by the United States Department of Labor, Wage and Hour Division; Ohio Constitution; and Ohio Department of Commerce; 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 \$385,000 per year and \$10.45 per hour by businesses with gross receipts of \$385,000 or more 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.

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 | 20.00 | N/A | N/A | N/A |
| Office Manager (leave blank if the Deputy Registrar is also the Office Manager) | 40.00 | \$ 16.00 | \$ 640.00 | \$ 2,560.00 |
| Assistant Office Manager | 40.00 | \$ 14.00 | \$ 560.00 | \$ 2,240.00 |
| Experienced Employees Total Number (combine Full-time & Part-time) = <u>3</u> | 120.00 | \$ 12.00 | \$ 1,440.00 | \$ 5,760.00 |
| New Hire Employees Total Number (combine Full-time & Part-time) = _____ | | | | |
| TOTALS | 220.00 | N/A | \$ 2,640.00 | \$ 10,560.00 |

4.4 START-UP COSTS CALCULATION

Proposer's name: Elliott E J Sarnowski Location number: 45-C

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.

\$ 10,560

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 | \$ <u>500</u> |
| 2. Counter Costs | \$ <u> </u> |
| 3. Other Costs | \$ <u>4,500</u> |
| 4. Total | \$ <u>5,000</u> |

Total amortized over 60 month contract period
(Divide line 4 by 60) = \$ 83.33

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: \$ 1,518.27 x 3 = \$ 4,554.81

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] \$ 15,198.14

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
DEPUTY REGISTRAR CONTRACT – 2024

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 Elliott E J Sarnowski, (deputy registrar, herein) whose

home mailing address is

(City) Lancaster, Ohio (Zip) 43130, to operate a deputy registrar agency, Location No. 45-C, to be located as follows: in the State of Ohio, County of Licking

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

Street address: 318 Township Rd

(City) Pataskala, Ohio (Zip) 43062

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 2024 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 2024 Deputy Registrar Contract Terms and Conditions incorporated herein by reference;
3. The term of this appointment and contract shall begin on the 30th day of **June, 2024**, and shall end on the 30th day of **June, 2029**, unless otherwise terminated as provided herein;

Form 4.5, Deputy Registrar Contract (2024)

