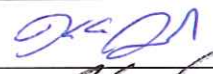
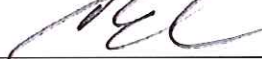




**Geauga County Auditor Policy:  
VENDOR REGISTRATION**

|                       |   |
|-----------------------|---|
| POLICY/PROCEDURE NO:  | <b>AUD1801</b>  |
| ISSUANCE DATE         | 12/20/2018  |
| EFFECTIVE DATE        | 01/02/2019  |
| DATE OF LAST REVISION | 03/21/2019  |
| NUMBER OF PAGES       | - 2 -   |
| REVIEWED BY           |  |
| APPROVED BY           |  |

**1.00 PURPOSE**

Due diligence in vendor selection and establishment of a central vendor registry will help protect Geauga County's interests and the integrity of the procurement process.

To facilitate the procurement process and efficiently perform its statutory functions, the Geauga County Auditor's Office seeks to establish a Central Vendor Registry, based solely on information obtained from "Vendor Application for Registration Form AUD1801-F" submitted by Geauga County entities, departments, elected and appointed officials, courts, boards, agencies, commissions, and all others seeking to register a vendor with the Geauga County Auditor's Office.

**2.00 SCOPE**

The policy and procedures outlined herein shall apply to all Geauga County entities, which includes all departments, elected and appointed officials, courts, boards, agencies, commissions, and all others seeking to register a vendor with the Geauga County Auditor's Office.

"Vendor Application for Registration Form AUD1801-F" is limited in scope to serving as the initial application for inclusion in the Central Vendor Registry and any subsequent update of the vendor's previously registered information; and, in so doing, providing information needed for vendor compensation. It does not guarantee any business engagement or sanction any purchase.

*[NOTE: All information technology-related purchases require prior approval from the Automatic Data Processing ["ADP"] Board.]*

**3.00 GENERAL POLICIES**

**3.01.** Potential vendors interested in doing business with Geauga County shall truthfully and accurately complete the "Vendor Application for Registration Form AUD1801-F," and submit it to the Geauga County entity with whom the vendor desires to do business.

- 3.02.** The Geauga County entity considering a specific vendor shall ensure that all the information provided on the application is current and complete, and certify that the vendor is not subject to an “unresolved” finding for recovery under Ohio Revised Code Section 9.24.

*[NOTE: The Ohio Auditor of State lists vendors subject to “unresolved findings for recovery under the statute on its website at <https://ohioauditor.gov/findings.html>.]*

- 3.03.** Upon verification that the vendor is not subject to any unresolved finding for recovery, the Geauga County entity shall submit the “Vendor Application for Registration Form AUD1801-F” electronically to the Geauga Auditor’s Office for inclusion in the Central Vendor Registry.
- 3.04.** The same “Vendor Application for Registration Form AUD1801-F” shall be used by vendors to update any changes to previously registered vendor information. The updated form shall be submitted electronically to the Geauga County entity with whom the vendor is engaged in or interested in doing business.

*[NOTE: If the updated information necessitates verification of the vendor for any “unresolved” finding for recovery under Ohio Revised Code Section 9.24, then follow the same process as in sections b. and c., above.]*

- 3.05.** Geauga County entities should submit the completed “Vendor Application for Registration Form AUD1801-F” to the Geauga County Auditor’s Office by emailing it to [vendors@gcauditor.com](mailto:vendors@gcauditor.com).
- 3.06.** Only electronic “Vendor Application for Registration Form AUD1801-F” will be accepted by the Geauga County Auditor’s Office. Handwritten, incomplete, hard-copy, and/or incorrect applications will be rejected.
- 3.07.** The Central Vendor Registry is based solely on the information provided on the “Vendor Application for Registration Form AUD1801-F.” The Geauga County Auditor’s Office does not (i) certify the accuracy of any information obtained from said form or included on the Central Vendor Registry; nor (ii) attest to any vendor’s qualifications to conduct businesses with Geauga County.
- 3.08.** Each Geauga County entity is responsible for verifying all information concerning the vendor and the vendor’s compliance with all applicable laws. The Geauga County Auditor’s Office does not endorse any vendor.
- 3.09.** Appropriate safeguards shall be instituted by each Geauga County entity to ensure fair and equitable processes to prevent any agent of Geauga County to be obligated to a vendor, and/or to have any personal gain from a transaction.
- 3.10.** Geauga County agents engaged in the selection and contracting processes shall promote constructive competition and cost effectiveness by seeking new vendors for goods and services, and developing more than one active source of supply for various products and services.
- 3.11.** No person shall be discriminated against, on the basis of race, creed, color, national origin, gender, or other legal prohibitions under federal and Ohio laws.
- 3.12.** All vendors and Geauga County agents involved in this process shall comply with Ohio’s ethics laws and all related statutes of the Ohio Revised Code.

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