

STATE BOARD OF PSYCHOLOGY of OHIO POLICY AND PROCEDURE MANUAL

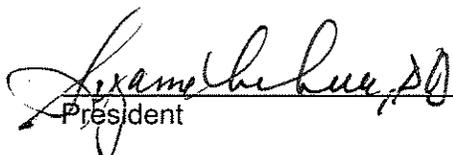
SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY 10.15: Banning the Expenditure of Public Funds on Offshore Services

PRIOR EFFECTIVE DATE: AUGUST 23, 2010

AMENDED AND EFFECTIVE: APRIL 29, 2013

REVIEWED AND APPROVED:

 _____ President	<u>7/15/13</u> Date	 _____ Executive Director	<u>5/8/13</u> Date
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REFERENCES: Executive Order 2011-12K; meeting minutes April 29-30, 2013

Policy Statements

1. Executive Order 2011-12K issued by Governor John Kasich prohibits the use of any funds within the executive agency's control to purchase services which will be provided outside of the United States.
2. The Executive Order was effective on August 6, 2010.
3. The Board has incorporated the Standard Terms and Conditions developed by the Department of Administrative Services into all agency contracts which:
 - a. Reflect the Order's prohibition on the purchase of offshore services
 - b. Require service providers or prospective services providers to:
 - i. Affirm that they understand and will abide by the requirements of the Order.
 - ii. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - iii. Disclose any location(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - iv. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - v. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.

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4. The Board has incorporated the Standard Affirmation and Disclosure Form developed by the Department of Administrative Services into all quotations, statements of work, and other such proposals for services, which affirms this Order's prohibition on the purchase of offshore services and includes all of this Order's disclosure requirements.
 - a. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - b. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
5. All procurement manuals, policies and procedures are being reviewed and updated to reflect the Executive Order and procedures and language modifications required under the Executive Order. All updates must be made as soon as possible, but not later than August 31, 2010.
6. The Executive Director, as the responsible party for the contract of services, will attend and confirm attendance at one of the six training sessions provided by the Department of Administrative Services. All training must be completed by September 28, 2010.
7. The Board will establish and implement procedures that account for personnel transitions and attrition. Such procedures will be in place by August 27, 2010.
 - i. Personnel transitions and attrition: In the event that the Executive Director shall leave employment with the Board, his or her replacement shall include in the orientation materials for the new administrator details regarding this policy and all other policies and procedures of the Board. In addition, all contracts entered into from this date forth shall include the requisite language as put forth in materials from the Director of DAS, and said contracts shall serve as templates for all future contracts, unless and until this Executive Order is rescinded or amended.