



Here is a guide to getting results from our web site:

The following information assumes you DO NOT KNOW the Index No. of the contract item you are seeking, except as otherwise noted.

1. Go to Ohio.gov.
 2. Go to the bottom of the page and (in the blue area) find "Information and Services". Click on this.
 3. On next screen go to the second column, under Business, and click on "State Procurement Opportunities". (If you know the Index No. of the contract item that you want to research, look for the "Find-It-Fast" feature and click on it. Then go to Step 7 and follow the instructions from there on. If you do not know the Index No. of the contract that you want, then follow the instructions in Steps 4, 5 & 6.)
 4. This will bring up the Office of Procurement Services home page. In the red area to the left find the feature "web links", click here.
 5. This will bring up a listing of items in blue. Look for "Ohio's Cooperative Purchasing Program", click on this. The next screen will be the Coop Purchasing home page. Look to the red area to the left and find "Available Contract List", click here.
 6. This will bring up the complete listing of contracts and schedules that are available to Coop members. You would then scroll through the list and find whatever contract or schedule you want to research. EXAMPLE: Carpeting is "STS-721". You write down that Index No. somewhere and back-up two screens.
 7. On the next screen look to the left in the red area and find the feature "Find It Fast". Click here.
 8. This will bring up the Find It Fast search feature. In the rectangular box type in the Index No "STS-721" and hit the Find It Fast button.
 9. The next screen will show a listing of all separate schedules that are part of the STS 721 series. To open each schedule click on the separate contract number, e.g. "777721J".
 10. The next screen will show a Detail Page for this schedule. Go to the bottom of the page and find "Click here to view Original Contract" or "Click here to view Revised Contract". If there is a revision always click on that,
 11. This will bring up the current contract or schedule which (varying by commodity) may or may not show pricing and specs. At the least each contract/schedule will give you a company name, contact person, phone and fax numbers. You contact the company rep, and indicate that you are a member (or potential member)of the State of Ohio Cooperative Purchasing Program, and that you would like to receive info for retail and State Term Discount Pricing in order to determine if you wish to make the purchase through the Cooperative Purchasing Program. If the contract is a "priced contract" then you will have all of the detail in that contract that you need in order to make your evaluation and purchasing decision.
 12. For other commodities, search by the Index No. for that product or service.
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If you have any problems with your search, please feel free to contact me or my associate:

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