

PAYROLL COMPARISON – 2025

Proposer Name: Geoffrey Hiler

Evaluator Printed Name: Michael Farrell

| PAYROLL from Operational Form 4.3 Staffing and Personnel Calculation | | | | | | |
|--|--------------------|---------------|---------------|---------------|---------------|---------------|
| | 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> |
| | 60-A | 25-C | 25-G | | | |
| Highest Rate | \$24.04 hr | \$24.04 hr | \$24.04 hr | | | |
| Lowest Rate | \$15 hr | \$15 hr | \$15 hr | | | |
| Number of Hours Recommended | 255 | 255 | 295 | | | |
| Number of Hours Proposed | 311 | 342 | 311 | | | |
| Total Monthly Wages | \$19,561.76 | \$21,421.76 | \$17,561.76 | | | |

| | |
|--------------------------------------|--|
| Comments: <hr/> <hr/> <hr/> <hr/> | |
|--------------------------------------|--|

PERSONAL EVALUATION (2025)

Geoffrey Hiler
25-C / 25096
Franklin County, Westerville
562 W Schrock Rd.


Evaluation Team Number: _____
Location(s) Proposed: (#1) 60-A 25-C 25-G _____
Proposed as 2nd Location _____
Verify Proposer's Full Name: (#2) Geoffrey Scott Hiler II
Proposer's County of Residence (NPC Operation): (#4) Licking
Verify Proposer's Driver's License Number: (#6) [REDACTED]
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>Michael Farrell</u> | <u>2/26/25</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? 6/26/27, 6/30/27 | 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: G. S. Hiller Deputy Registrar LLC

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: 40

From (date): 6/99 To (date): Present Length: 25.7 years

Verified Hours 40 = Factor 1 x Years 25.7 x Points 50 = 1,285

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. | <i>G.S. Miller Deputy Registrar LLC</i> | # NA = | 1.0 | x | <i>25.7</i> | x 50 = | <i>1,285</i> ✓ |
| B. | | # NA = | 1.0 | x | | x 50 = | |
| C. | | # NA = | 1.0 | x | | x 50 = | |
| Subtotal of 13-A, 13-B & 13-C = | | | | | | <i>1,285</i> | |

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? | <u>2</u> | 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? | <u>5</u> | * |
| B. Are funds in proposer's or proposer's business name or joint with spouse? | <u>5</u> | * |
| 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) | <u>5</u> | * |
| 21. Form 3.6 – Personnel Policy Summary | | |
| Does proposer agree to provide/maintain a written personne policy covering the following: | | |
| A. Hiring employees with deputy registrar agency experience? | <u>11</u> | 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) | 13 * | |
| 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) | | |
| 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 | | |

| | | |
|---|---|---|
| 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

OPERATIONAL EVALUATION (2025)


Geoffrey Hiler
25-C / 25096
Franklin County, Westerville
562 W Schrock Rd.

| FORM | DESCRIPTION | OK | NO |
|------|--|----|----|
| 4.0 | Operational Checklist – Maximum = 6 Points (enter points recorded on bottom of Form 4.0) | 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>255</u> Proposed: <u>342</u> | 4 | * |
| | B. Work Hours and Pay Calculated Correctly | 2 | 0 |
| | C. Meets Minimum Wage Requirement (2025 Ohio Minimum Wage Rate = \$7.25 or \$10.70 Per Hour) | 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>32,621.75</u> On Deposit (Form 3.4): \$ <u>47,475.52</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: _____

| | Evaluators' signatures | Printed names | Date |
|-----|---|-----------------|---------|
| (1) |  | Michael Farrell | 2/26/25 |
| (2) | _____ | _____ | _____ |

3.0 PERSONAL CHECKLIST

Proposer's Full Legal Name Geoffrey Scott Hiler II

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 | | |
| 2025 Credit Report | ✓ | | N/A | X | 1 | 2025 Certificate of Good Standing | | |
| 2025 Local Law Enforcement Report | ✓ | | 2025 Local Law Enforcement Report | | | Articles of Incorporation | | |
| 2025 WebCheck Receipt | ✓ | | 2025 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:

60-A 25-C 25-G _____ _____ _____
✓ ✓ ✓ _____ _____ _____

2. Full legal name of proposer Geoffrey Scott Hiler II

3. Proposer's street address _____

_____ State Ohio Zip code 43055

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

5. Daytime telephone number _____

6. Proposer's business title _____

7. Spouse's name _____

8. Spouse's home or cell phone number (nonprofit corporation only) _____

_____ State Ohio Zip code 43055

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? 6/28/2025, 6/26/2027, 6/30/2029

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 |
|-------|--------------|----------------|----------|------------------|
| _____ | _____ | Yes _____ | No _____ | _____ |
| _____ | _____ | 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 Westland High School

City Galloway State Ohio Zip 43119

College name American Intercontinental University

City Hoffman Estates State IL Zip 60169

Major Business Administration Degree awarded Bachelors of Business Administration

College name Champlain College

City Burlington State VT Zip 05401

Major Law (Employment and labor concentration) Degree awarded Masters of Science in Law

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

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

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 Geoffrey Scott Hiler II Company name Geoffrey Scott Hiler II Deputy Registrar LLC
Company address 562 W Schrock Rd City Westerville
State OH Zip 43081 Telephone (614) 948-5024
Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar

Company's products and/or services Vehicle registrations, state identification and driver license issuance

BUSINESS OWNER - Form of ownership (sole proprietor, partner, etc.): LLC owner

1. Federal Tax ID Number: [REDACTED]
2. Percentage of business you owned: 100 % Hours worked weekly 40
3. Dates you operated this business: From: month 06 year 1999 To: month 02 year 2025
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? 39
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.)



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):

My offices in Westerville and West Broad St in Columbus have significant numbers of foreign nationals as customers. To help in those offices, I have had our help wanted ads and signage translated into Spanish and into Somali to attract potential employees. We also offer an additional \$2/hour for bilingual employees for those that know needed languages. We have also partnered with Sen. Michelle Montgomery to refer potential bilingual employees to our offices since she is well connected with those communities. We currently have 2 Somali speakers on staff at the Westerville office and 4 Spanish speakers at our West Broad office. I am also working on a revised compensation model to tie wages to performance/production goals which was discussed with our district chief and assistant chief this week to try to reduce wait times in the Columbus area offices.

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: Geoffrey Scott Hiler II

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 2022 | | JAN 1 - DEC 31 2023 | | JAN 1 - DEC 31 2024 | | 2025 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 | | ✓ | | ✓ | | ✓ | | ✓ |

Form 3.5, Political Contributions Report (2025)

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?

My personal cell number is available to all management and staff and they may call or text me at any time with concerns. The office manager in Newark is my spouse, and they keep me informed of office performance and issues every day, even when I am not in the Newark office. I have an open door policy for my employees and they are able to address issues and concerns with me at any time.

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?

Besides having employees initial that they have read broadcasts, and standard BMV required training, we keep track of issues that require more focused remediation and create procedures to correct deficiencies. For example, we had an issue with system anomalies being created and while they are caught and corrected before they leave, they still generate significant work for management, field staff and investigators to fix an entirely self inflicted mistake. To correct the behaviors that were causing these, we created a script that each clerk must read and follow word for word and step by step to ensure there are no system anomalies. Each clerk had to sign a copy of the new procedure and the progressive discipline sheet for each violation and it was entered into their personnel files.

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

We use TPI (two person integrity) for much of our work. Two people must sign documents (standard BMV practice), close at the end of day and verify deposits going to the bank. We also have managers at our other offices randomly review the apps from all of our offices. We also try to have the best camera systems of any offices and have upgraded our cameras several times during our contracts to keep up with new technology and storage needs. My cameras in Newark and West Broad St also have micro sd card storage on each camera so that even if the dvr is compromised there is still several gigs of footage available on the cameras themselves. I also have a burglary rated safe in the office.

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 have broadcast logs that all employees are required to review and initial stating that they have read and understand the new directives and procedures. When a broadcast comes across, managers at the several offices are responsible to call the other offices to verify that they have received the new broadcasts and distributed them for initials. For particularly complex or important changes (such as foreign national issues) I will meet and review the changes with the management at each office and discuss how to best relay and clarify the information for the clerks. We also have periodic employee/management meetings at the office on Saturdays after close where we go over BMV policies to make sure employees are aware of changes and general housekeeping issues.

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

Lead by example. When I work on the terminal, I am constantly asking questions of the other clerks. I tell them that because I am no longer on the terminal regularly that I try to ensure that I am doing transactions correctly even if it means asking for help. I stress that even after 29 years, there are many things I have not done or seen in years and that the only way to be sure it is right is to ask for help. I do not ask employees to do things that I will not, I go out in the rain and do vehicle inspections, I clean the employee bathroom when needed, I take care of maintenance issues when I can. I also do not discipline employees in front of the public or other employees.

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

From a professional standpoint I believe strongly in continuing education. I continued past my bachelors to my masters and past that to get post grad certificates in HR, DEI, and HR professional certifications to make me a better professional deputy registrar. Operationally, I treat my managers as the subject matter experts that they are. I defer to their expertise in matters where they are more versed. I back my employees and managers up when they are right, and I take ownership of mistakes for myself and my employees with customers when needed.

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

Post Covid, the defacto minimum wage increased enough that deputies are again not always able to gain separation in their wages from much easier less skill and knowledge intensive jobs. To help offset this, I offer the best wages I can, I offer fringe benefits such as paid maternity/medical leave after one year of employment, Pay for all federal holidays and employee birthdays off with pay. I offer flexibility in schedules when possible. I offer a matching 401K/Simple IRA for employee retirement. I also start all new employees with 10 days of PTO with an additional 5 days that can be earned as bonus through the year.

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

To promote safety, I do not tolerate abusive or vulgar language from staff or patrons. I've found that if people know you will not suffer small indignities, they most often will refrain from larger ones. I don't suffer malcontents at the office either, it poisons employee relations and bleeds over into employee interactions with the public. While I don't like to be too involved in employee personal lives, I do require that employees keep management aware of domestic violence issues because a significant other coming to do violence against an employee is a threat to everyone on the premises. For cleanliness I have contracted cleaners.

9. How would you deal with an irate customer?

I have found over 29 years that irate customers are often just looking for empathy and validation. When I deal with a customer, I try to assure them that I understand their situations and empathize with their frustration while also explaining the rules and constraints that we operate under. many people just want to speak to someone higher even if the result is the same, because they then feel that their concerns were at least elevated and this often diffuses a volatile situation. I do not however permit customers to use abusive or vulgar language toward me or my employees just as I do not permit the reverse.

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

First, I tell employees that they need to explain things so that a layman can understand. The customer is not aware of BMV jargon or usually laws or rules governing their situations. When a customer is talked to from that position, it often leaves them feeling stupid or talked down to which makes confrontation more likely. I also remind them that they are the face of the state of Ohio and that by an large we are the only government many people deal with regularly so be professional. Finally, show empathy. People often just want to know you care about their problem and while it may not be the biggest problem you see that day, to that customer it can seem like life or death, so don't discount their feelings. Make their concern your biggest concern while they are your

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

Teamwork. I take my obligations seriously and professionally. I recognize and believe that the field staff, BMV leadership and my offices are a team not adversaries. By doing our job correctly, we make the jobs of the field staff and BMV staff easier and that in turn makes our jobs easier. Taking the field staff's critiques and suggestions to heart is in our self interest and finding our weak areas is not an attack but an opportunity to improve. My goal has always been and will continue to be to have an amicable and productive relationship with all the staff and leadership at the BMV. This last year has been particularly difficult with the loss of managers to the State of Ohio BMV, and we have had frustrating growing pains with their replacements. We've had a management meeting and instituted a no tolerance policy going forward for the management staff for issues that we had this year and they are crystal clear of their obligations to me and the BMV going forward.

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

I should be considered because of how I view my custodianship of my offices. There are two types of deputy registrars. I've told this to all of my managers that I've mentored to be deputies themselves. The first type of deputy is looking at this bid process and their contract as something from which they need to wring every dime that they can in five years, because they might not be there after that. That deputy doesn't invest in their facility or their employees and their lack of investment leads to turnover, bad reviews, poor evaluations and ultimately a self-fulfillment of their fear of losing their office. The second type of deputy registrar sees the bid process and contract as an opportunity for a career and a vehicle to a quality life for them and their staff. That deputy invests in their offices. They provide a comfortable place for the public to wait, they make the office visually appealing, they offer good benefits and pay to their staff. They may not make as much in five years as the first deputy, but they get renewed and may get a second or third (dare I say 4th office? Just keep that in the back of your head) and that second office affords the opportunity to take less from each office and still come out ahead of the first deputy. By being a quality deputy registrar you set yourself up for a long career with long term, stable, and experienced employees who make your job less demanding than the first deputy who is constantly putting out fires (or hiding them) resulting from poorly paid, poorly trained workers who are not invested in a quality product for the public or BMV. I like to think that I am the second deputy registrar, I know my former managers are and I would like the opportunity to continue to provide a good office for the public and train the next group of the second type of deputy registrar to eventually replace me.

4.0 OPERATIONAL CHECKLIST

Proposer's Full Legal Name Geoffrey Scott Hiler II

Location Number 25-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>32621.75</u> | ✓ | |
| 4.5 | Deputy Registrar Contract (2 pages only) | ✓ | |
| | | | |

4.1 APPOINTMENT OF AGENCY MANAGERS

Proposer's name: Geoffrey Scott Hiler II Location number: 25-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: 1-22-2025

4.2 EXPERIENCED EMPLOYEES SUMMARY

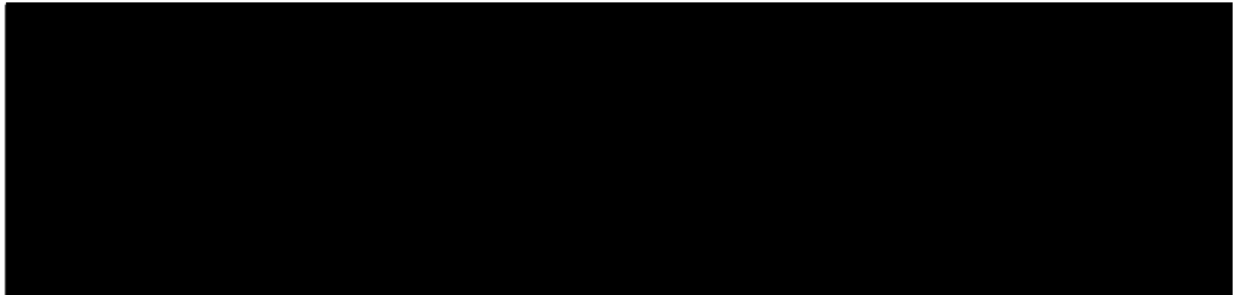
Proposer's name: Geoffrey Scott Hiler II Location number: 25-C

(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.

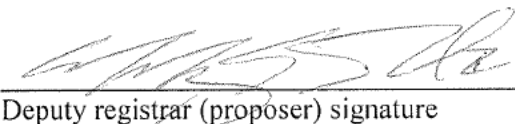
(B) CHECK WHICHEVER APPLIES:

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):



(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: 1-22-2025

4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: Geoffrey Scott Hiler II Location number: 25-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 \$394,000 per year and \$10.70 per hour by businesses with gross receipts of \$394,000 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) | 36.00 | \$ 24.04 | \$ 865.44 | \$ 3,461.76 |
| Assistant Office Manager | 40.00 | \$ 20.00 | \$ 800.00 | \$ 3,200.00 |
| Experienced Employees Total Number (combine Full-time & Part-time) = <u>8</u> | 246.00 | \$ 15.00 | \$ 3,690.00 | \$ 14,760.00 |
| New Hire Employees Total Number (combine Full-time & Part-time) = _____ | | | | |
| TOTALS | 342.00 | N/A | \$ 5,865.44 | \$ 21,421.76 |

4.4 START-UP COSTS CALCULATION

Proposer's name: Geoffrey Scott Hiler II Location number: 25-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.

\$ 21421.76

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>0</u> |
| 2. Counter Costs | \$ <u>0</u> |
| 3. Other Costs | \$ <u>0</u> |
| 4. Total | \$ <u>0</u> |

Total amortized over 60 month contract period
(Divide line 4 by 60) = \$ 0

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: \$ 3733.33 x 3 = \$ 11199.99

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]

\$ 32621.75

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
DEPUTY REGISTRAR CONTRACT – 2025

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 Geoffrey Scott Hiler II _____, (deputy registrar, herein) whose home mailing address is _____ (City) _____, Ohio (Zip) 43055, to operate a deputy registrar agency, Location No. 25-C _____, to be located as follows: in the State of Ohio, County of Franklin _____ City/Village/Township (indicate which) City _____ of Westerville _____ Street address: 562 W Schrock Rd _____ (City) Westerville _____, Ohio (Zip) 43081

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 2025 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 2025 Deputy Registrar Contract Terms and Conditions incorporated herein by reference;
3. The term of this appointment and contract shall begin on the 29th day of **June, 2025**, and shall end on the 29th day of **June, 2030**, unless otherwise terminated as provided herein;

4. The deputy registrar is appointed and accepts appointment in the capacity of [state whether: "an individual," "County Auditor for (specify county)," "Clerk of Courts for (specify county)," or "a nonprofit corporation"]:

an individual

5. The Deputy Registrar certifies that he or she has read, understands, and hereby agrees to all of the 2025 Deputy Registrar Contract Terms and Conditions incorporated herein.

[Signature]
Deputy Registrar signature

1-22-2025
Date

STATE OF OHIO :
: COUNTY OF FRANKLIN :

Before me, a notary public in and for said county and state, personally appeared the above named Geoffrey Scott Hiler II, who acknowledged that he or she did sign the foregoing instrument and that the same is his or her free act and deed.

IN WITNESS WHEREOF I have hereunto set my hand and official seal, this 22 day of JANUARY, 2025.

[Signature]
NOTARY PUBLIC

Printed name of Notary Public: RACHEAL UPCHURCH

My commission Expires: JULY 24, 2029

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

BY: _____
REGISTRAR OF MOTOR VEHICLES

Done at Columbus, Ohio, on _____

5.0 DEPUTY PROVIDED SITE CHECKLIST

Proposer's Full Legal Name Geoffrey Scott Hiler II

Location Number 25-C

Proposed Site Address 562 W Schrock Rd, Westerville, OH 43081

Proposer's Telephone Number (number where BMV staff can reach you) (614) 432-7211

Proposal Number (BMV use only) _____

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

ATTENTION: Proposers applying for contracts at existing license agency locations designated as Deputy Provided Sites are not required to complete and submit all Section 5 forms if the site was approved under a previous RFP and if there have been no changes to the site since the last contract was approved and signed. Under this license agency site provision, form 5.0, page one (1) of form 5.1, and form 5.3 must be completed and submitted with all other required forms and documents.

| FORM | DESCRIPTION | ✓ | BMV |
|-------------------|--|---|-----|
| 5.0 | Deputy Provided Site Checklist (this form) | ✓ | |
| 5.1 | Site Questionnaire (page 1 only if proposing existing license agency site) | ✓ | |
| 5.2 | ADA Checklist (leave blank if proposing existing license agency site) | | |
| 5.3 | Lease Option (required for all proposers, which includes incumbent deputy registrars) | ✓ | |
| | – filled out, including complete address | ✓ | |
| | – signed and notarized | ✓ | |
| 5.4 | Proximity Attachment [for “Proximity” sites only] (leave blank if proposing existing license agency site) | | |
| Proposer provided | Site Plan (leave blank if proposing existing license agency site) | | |
| | – with 8½ x 11-inch formatting (SUBMITTED ELECTRONICALLY) | | |
| | – with complete dimensions | | |
| Proposer provided | Counter Plan (leave blank if proposing existing license agency site) | | |
| | – with 8½ x 11-inch formatting (SUBMITTED ELECTRONICALLY) | | |
| | – with complete dimensions | | |
| Proposer provided | Map (leave blank if proposing existing license agency site) | | |
| | – with site clearly marked | | |

Form 5.0, Deputy Provided Site Checklist (2025)

5.1 SITE QUESTIONNAIRE

1. Location Number for which you are proposing (from Agency Specifications): 25-C
Street address of site 562 W Schrock Rd
City Westerville, Ohio, Zip Code 43081
2. Is the site you are proposing currently in operation as a deputy registrar agency?
No _____ Yes
3. Do you intend to perform construction or remodeling to prepare this site for operation under a new deputy registrar contract?
No Yes _____
4. Are you applying for a contract at an existing license agency site that was approved under a previous contract?
No _____ Yes
5. A. If you answered "No" to question number 4, skip to question number 7, and complete the information required for this form (5.1) and the remainder of Section 5 forms 5.2 through 5.4.
B. If you answered "Yes" to question number 4, have there been any changes to the site (interior and/or exterior to include parking areas, path of travel, and accessibility to individuals with disabilities, and signage)?
No Yes _____
6. A. If you answered "No" to question number 5, please print and submit this along with form 5.3 for compliance with Section Five (5) requirements for this RFP and include it with the remainder of your required proposal documents.
B. If you answered "Yes" to question number 5, list the site changes in the space below and be specific with the description(s) of any changes that have been made. Include additional supporting documentation and attachments if needed, then stop here. Print and submit this page along with any other documentation and attachments for compliance with Section 5 requirements for this RFP and include it with all other required proposal documents.

5.3 LEASE OPTION

1. I (we)(owners' complete names) Parkview Center Baceline, LLC

of (owners' complete address) _____

511 N Broadway

City Denver, State CO, Zip 83203

HEREBY GRANT, upon due consideration, receipt of which is hereby acknowledged, this OPTION TO LEASE the following described property located in the State of Ohio, County of Franklin, (state whether city, village or township)

city Westerville of Westerville and commonly known as:

(property's address) 562 W. Schrock Road

Suite _____ City Westerville, Ohio, Zip 43081

to (proposer's name) G. Scott Hiler II Deputy Registrar

of (proposer's address) _____

City _____, Ohio, Zip 43081

for the operation of a deputy registrar agency under contract with the Ohio Bureau of Motor Vehicles, and for no other purpose.

2. THE TERM OF THE LEASE, if executed, shall begin no later than the 29th day of June, 2025 and shall not terminate before the 29th of June, 2030.
3. THE TERM OF THIS LEASE OPTION shall begin on the date of its execution (signing) below and shall be held open until the 31st day of May, 2025.
4. THE PARTIES AGREE AS FOLLOWS:
 - A. The owners may, in their sole discretion, grant a similar lease option to operate a deputy registrar agency for the stated period of time to more than one proposer, provided that the premises are not subject to an existing lease for any portion of the term of lease as specified in paragraph 2, above.
 - B. If the owners have granted or hereafter grant an option to the same described real estate to another person or entity for the operation of a deputy registrar agency it is understood and agreed by owners and proposer that only the option granted to the person or entity awarded a contract by the Ohio Bureau of Motor Vehicles shall be entitled to exercise the relevant option.

C. Except as provided in paragraphs 4(A) and (B), above, the owners shall not grant an option, lease, or rental agreement to any other person during the term of this lease option specified in paragraph 3, above.

D. The lease under this option shall be on any terms as owners and optionee agree to contemporaneously with the granting of this option, provided that no such term shall be inconsistent with this lease option. Said terms, if any, are incorporated herein.

Owner(s)' signature(s): By Bareline Investments, LLC its Manager
[Signature]

Owner(s)' printed name(s): Brian Capstick, President

STATE OF Colorado :

COUNTY OF Denver :

The foregoing instrument was acknowledged before me on this 21st day of January, 2025, by the owners, Parkview Center Bareline LLC

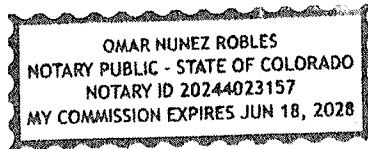
[Signature]

Notary Public

Printed name of Notary Public: Omar Nunez Robles

My commission expires on June 18, 2028

I hereby accept this option.



1/22/2025
Date

[Signature]
Optionee signature, Deputy Registrar Proposer