

# PAYROLL COMPARISON – 2026

**Proposer Name: Justin Snyder**

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>
	63-A					
Highest Rate	\$16/hr					
Lowest Rate	\$12/hr					
Number of Hours Recommended	102					
Number of Hours Proposed	102					
Total Monthly Wages	\$5,152					

Comments:

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# PERSONAL EVALUATION (2026)

Justin Snyder  
63-A / 26020  
Paulding County, Paulding  
831 N Williams St.

Evaluation Team Number: \_\_\_\_\_  
Location(s) Proposed: (#1) 63-A \_\_\_\_\_  
Proposed as 2<sup>nd</sup> Location \_\_\_\_\_  
**Verify** Proposer's Full Name: (#2) Justin Abraham Snyder  
Proposer's County of Residence (NPC Operation): \_\_\_\_\_  
**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluators' Signatures

Evaluators' Printed Names

Date

(1)	<u></u>	<u>Michael Farrell</u>	<u>2/26/26</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? <u>6/30/29</u>	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: Celina BMW

Relationship: Deputy Registrar

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): 6/2024 To (date): 2/2026 Length: 1.8

Verified Hours \_\_\_\_\_ = Factor 1 x Years 1.8 x Points 50 = 90

Person called: Verified at telephone ( ) \_\_\_\_\_

Company: Paulding BMW

Relationship: Assistant Manager

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: 35

From (date): 12/2012 To (date): 4/2015 Length: 2.4 yrs

Verified Hours 35 = Factor .9 x Years 2.5 x Points 25 = 56.25

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>Celina BMV</i>	# NA = 1.0	x	<i>1.8</i> x 50 =	<i>90</i>	<input checked="" type="checkbox"/>
B.		# NA = 1.0	x	x 50 =		
C.		# NA = 1.0	x	x 50 =		
Subtotal of 13-A, 13-B & 13-C =					<i>90</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.	<i>Paulding BMV</i>	# <i>35</i> = <i>.9</i>	x	<i>2.5</i> x 25 =	<i>56.25</i>	<input checked="" type="checkbox"/>
B.		# =	x	x 25 =		
C.		# =	x	x 25 =		
Subtotal of 15-A, 15-B & 15-C =					<i>56.25</i>	

**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)	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 <b>without alteration</b> and does it <b>appear to be complete, accurate, and truthful</b> ?	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)**

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# OPERATIONAL EVALUATION (2026)

Justin Snyder  
63-A / 26020  
Paulding County, Paulding  
831 N Williams St.

FORM	DESCRIPTION	OK	NO
4.0	<b>Operational Checklist</b> – Maximum = 6 Points (enter points recorded on bottom of Form 4.0)	6	
4.1	<b>Appointment of Agency Managers</b>		
	A. Deputy to Work at Least Twenty (20) Hours Per Week Proposed Work Hours Per Week <u>10</u>	5	*
	B. Appointment of Manager and Assistant OR Acceptable Statement	3	0
4.2	<b>Experienced Employees Summary</b> Gave Acceptable Statement OR Provided Names	2	0
4.3	<b>Staffing and Personnel Calculation</b>		
	A. Hours Recommended: <u>102</u> Proposed: <u>102</u>	4	*
	B. Work Hours and Pay Calculated Correctly	2	0
	C. Meets Minimum Wage Requirement (2026 Ohio Minimum Wage Rate = \$7.25 or \$11.00 Per Hour)	1	*
4.4	<b>Start-Up Costs Calculation</b>		
	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>9,427</u> On Deposit (Form 3.4): \$ <u>11,281.35</u>	5	*
4.5	<b>Deputy Registrar Contract</b>		
	A. Filled Out Completely and Properly	2	0
	B. Signed and Properly Notarized	3	0

OPERATIONAL EVALUATION POINTS (Max. 40 Points) 35

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

Comments: 4.1 Proposed Deputy Registrar work hours (10) does not meet minimum 20hr requirement.

Evaluators' signatures	Printed names	Date
(1) <u>[Signature]</u>	<u>Michael Farrell</u>	<u>2/26/26.</u>
(2) _____	_____	_____

Operational Evaluation (2026)

### 3.0 PERSONAL CHECKLIST

Proposer's Full Legal Name Justin Abraham Snyder

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.

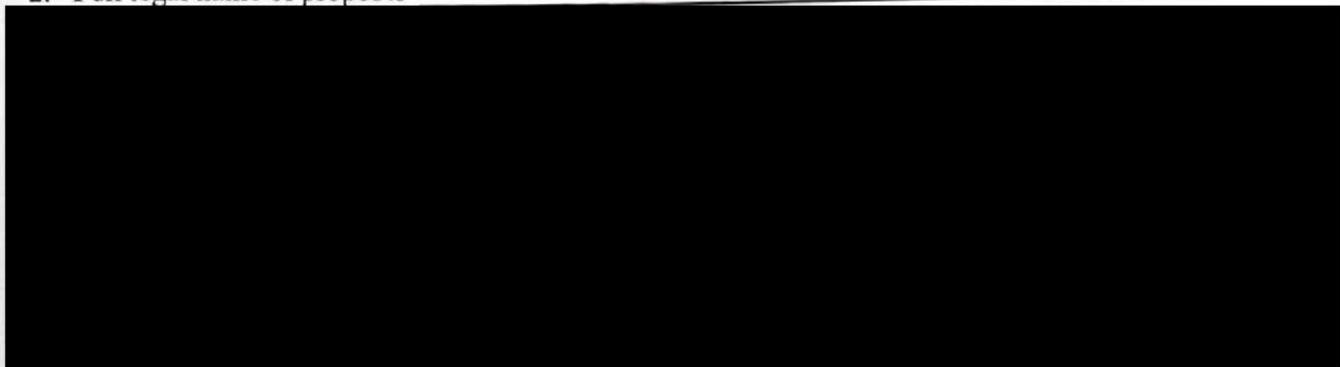
INDIVIDUAL	✓ BMV	COUNTY AUDITOR OR CLERK OF COURTS	✓ BMV	NONPROFIT CORPORATION	✓ BMV		
Form 3.0 Personal Checklist (this form)	✓	Form 3.0 Personal Checklist (this form)		Form 3.0 Personal Checklist (this form)			
Form 3.1 Personal Questionnaire	✓	Form 3.1 Personal Questionnaire		Form 3.1 Personal Questionnaire			
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	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		
2026 Credit Report	✓	N/A	X	1	2026 Certificate of Good Standing		
2026 Local Law Enforcement Report	✓	2026 Local Law Enforcement Report			Articles of Incorporation		
2026 WebCheck Receipt	✓	2026 WebCheck Receipt			N/A	X	1
Pre-approval Statement for \$25,000 Bond	✓	Current Bond with BMV added as Additional Insured or CORSA			Pre-approval Statement for \$25,000 Bond		
<b>INDIVIDUAL</b>		<b>COUNTY AUDITOR OR CLERK OF COURTS</b>			<b>NONPROFIT CORPORATION</b>		

### 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:

63-A      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

2. Full legal name of proposer Justin Abraham Snyder



7. Spouse's name (nonprofit corporation N/A) \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

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? 6/27/2026 and 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

25. Please list:

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 Tinora High School

City Defiance State Ohio Zip 43512

College name University of Toledo

City Toledo State Ohio Zip 43606

Major Civil Engineering Degree awarded Bachelor of Science

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

Name Joe Tumco Daytime telephone number (419) \_\_\_\_\_

City Defiance State Ohio Zip 43512

List any special instructions for contacting this person during business hours: \_\_\_\_\_



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.

2007-2011 University of Toledo  
2007-2007 Tinora High School

### Professional Experience

#### Bureau of Motor Vehicles (BMV)

Apr 2015-current, Pending Deputy Registrar & Jun 2024 -current

- Oversee daily operations of BMV agency
- Hire, train and supervise BMV staff
- Process payroll and all required tax paperwork

Dec 2017-Apr 2015, Assistant Manager

- Assisted deputy with daily operations of BMV
- Assisted deputy with training and mentoring employees
- Performed all clerical duties of a Clerk

Aug 2011-Dec 2012, Clerk

- Issued licenses and vehicle registrations and processed accompanying documents
- Answered phones and solved state tax customers
- Cleaned work area and customer area

#### Various summer and part time jobs

2007-2011

- City of Toledo, Engineering Co-op
- Arcadia, Engineering Co-op
- DeLuxe Metal Products, Factory work
- Sander Woodworking, Factory work

**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 Justin Snyder Company name Celina BMV  
 Company address 320 Portland St City Celina  
 State Ohio Zip 45822 Telephone ( 419 ) 586-7144  
 Type of business (deputy registrar, retail grocery, etc.) deputy registrar

Company's products and/or services BMV services

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

1. Federal Tax ID Number: [REDACTED]
  2. Percentage of business you owned: 100 % Hours worked weekly \_\_\_\_\_
  3. Dates you operated this business: From: month 06 year 2024 To: month 01 year 2026
  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? 6
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
[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 Justin Snyder Company name Paulding BMV  
Company address 831 N Williams St City Paulding  
State Ohio Zip 45879 Telephone ( 419 ) 399-2064  
Type of business (deputy registrar, retail grocery, etc.) deputy registrar

Management/supervisory duties Manage daily BMV operations. Train and supervise new employees.

MANAGER OR SUPERVISOR - Job title: Assistant Manager

1. Title of position Assistant Manager Hours worked weekly? 35
  2. Dates this position was held: From: month 12 year 2012 To: month 04 year 2015
  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? 1
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 Justin Snyder Company name Paulding BMV

Company address 831 N Williams St City Paulding

State Ohio Zip 45879 Telephone ( 419 ) 399-2064

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

EMPLOYEE - Job title: Clerk

Hours worked weekly 25 Job duties Issue DLs/VRs. Answer phone calls.

Clean work area.

Dates of this employment: From: month 08 year 2011 To: month 12 year 2012

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

I was/am always friendly and respectful to my customers. My goal has always been to be as quick and accurate as possible so the customer will want to return.

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):

At both of my current agencies, I schedule more hours than I propose in order to reduce wait time. I offer permit testing at both agencies because neither county has an exam station. I sell watercraft registrations, hunting licenses, fishing licenses, EZ passes, passport photos, and Webcheck as a convenience to my customers. When interviewing a prospective employee, I give extra consideration to those that have customer service experience and a pleasant disposition. With my current employees (and myself), I like to promote the golden rule: Treat others as you would like to be treated. It's a simple way to remind ourselves to treat customers how we would want to be treated if we were on the other side of the counter. I remain open to suggestions for ways to improve service, whether it comes from employees, customers or BMV field staff. My current and future employees will be well trained, friendly and efficient in our work.

Bank Address: 1991 Harrison Ave

State: OH Bank Zip: 45822

Account Number: 5315282362 Total Funds on Deposit: \_\_\_\_\_

(The total funds on deposit amount shall be equal to or exceed the total start-up costs on Form 3.4.)

Bank or Teller's Official Stamp: \_\_\_\_\_

Teller's Signature: \_\_\_\_\_ Date: 7/14/20

Form 3.3, Customer Service Experience (2026)

## 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: Justin Snyder

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 2023		JAN 1 - DEC 31 2024		JAN 1 - DEC 31 2025		2026 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

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

### 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 will oversee the daily aspects of running the agency when I am present at the agency. I have designated a responsible and dependable office manager to run the agency in my absence. I will review DL and VR applications and daily reports to verify my employees are processing transactions properly. I will have enough employees to meet the proper staffing needs. I will provide training for employees and administer regular employee evaluations.

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?

I will train all new employees and they will be shadowed for a minimum of two weeks. I will frequently work the counter to make sure all rules are being followed. I will review applications daily to check for errors or problems. All documents required for DL/ID transactions will be checked by two employees, one being a supervisor.

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

All employees will have the required fraudulent document training before their first day of work. All employees will know the fraudulent document procedure and the location of the fraud tools. All DL/ID documents will be verified by a supervisor before issuing the transaction. The security cameras will record 24 hours a day.

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?

Every broadcast will be read and initialed by each employee and kept in a binder for reference. Broadcasts that affect/change daily procedures will be printed out and kept at each terminal until the procedure becomes routine. If there is any confusion about the content of a broadcast, I will call my Field Rep for clarification. I will monitor my staff to ensure the procedures are being followed.

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

I lead by example. I have the right attitude, work ethic, knowledge and customer empathy toot my employees can respect and follow. I and always open for questions or concerns that my employees have.

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

I will treat my customers and employees with the same respect that I expect from them. By remaining up to date with training and procedures, my employees and will meeth the needs of ou customers in an effective and respectful manner. Employees will follow a dress code to maintanin a professional appearance.

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

Before hiring a new employee, I will verify their references and work history. Once an employee is hired, I will schedule around their personal needs as much as possible. I will offer fair compensation, paid holidays, vacation pay and 401(k).

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

I will maintain all mandatory security requirements: cameras, alarms, motion sensors etc. I will provide a first aid kit. I will have a cleaning routine, performed by either myself or my staff, to keep the agency clean and presentable. My staff and I will treat customers with the friendliness they deserve so they will want to return to our agency.

9. How would you deal with an irate customer?

I remain calm and try to understand what the customer is upset about. I understand that they are upset with the situation, not me, so I don't take anything they say personally. I show sympathy and never blame the customer. I do everything I can to identify the proper solution to the problem. If I am unable to personally fix the problem, I calmly direct them to the person or place they need to go.

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

I tell my employees to remain calm and remember that the customer is angry at the situation, not the employee. Try to understand the customer's point of view and show empathy for their situation. Do not show aggression toward the customer or escalate the emotion of the situation. Ask for myself or a supervisor if it's a situation they can't handle.

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

I am committed to my employees, customers and the BMV. As a deputy it is my responsibility to make sure the agency is open when required, deposits are made on time, employees are content, customers are taken care of and all BMV regulations are followed. I take that responsibility very seriously.

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

I successfully run two agencies currently. My evaluation scores are generally high. I have never missed a tax payment/filing or a payroll check for my employees. I am dedicated to my agencies and the BMV. I would like to make a lifelong career as a deputy.

**3.10(A) AFFIDAVIT OF INDIVIDUAL**

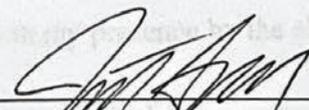
(Not to be used by County Auditors, Clerks of Courts or Nonprofit Corporations)

County of Paulding :

State of Ohio :

I, Justin Snyder, 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: Justin Snyder

Sworn to and subscribed in my presence by the above named Justin Snyder

on this 14 day of Jan, 2026

  
Notary Public

Printed name of Notary Public: Tracy L Smith

My commission expires: 10/16/28

## 4.0 OPERATIONAL CHECKLIST

Proposer's Full Legal Name Justin Abraham Snyder

Location Number 63-A

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>9427</u>	✓	
4.5	Deputy Registrar Contract (2 pages only)	✓	

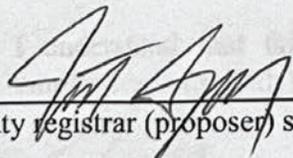
Date: 1/14/2026

Form 4.1, Appointment of Agency Managers (2026)

## 4.1 APPOINTMENT OF AGENCY MANAGERS

Proposer's name: Justin Snyder Location number: 63-A

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least 10 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: 1/14/2026

## 4.2 EXPERIENCED EMPLOYEES SUMMARY

Proposer's name: Justin Snyder Location number: 63-A

(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.

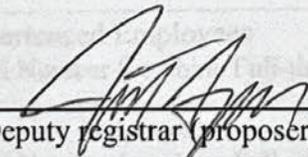
(B) CHECK WHICHEVER APPLIES:

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
Tracy Smith	7 years
Diane Johns	9 years
Rebecca Zartman	1 year
Britni Bauer	6 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: 1/14/2026

### 4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: Justin Snyder Location number: 63-A

**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 \$405,000 per year and \$11.00 per hour by businesses with gross receipts of \$405,000 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	10.00	N/A	N/A	N/A
Office Manager (leave blank if the Deputy Registrar is also the Office Manager)	36.00	\$ 16.00	\$ 576.00	\$ 2,304.00
Assistant Office Manager	20.00	\$ 14.00	\$ 280.00	\$ 1,120.00
Experienced Employees Total Number (combine Full-time & Part-time) = <u>2</u>	36.00	\$ 12.00	\$ 432.00	\$ 1,728.00
New Hire Employees Total Number (combine Full-time & Part-time) = _____				
<b>TOTALS</b>	<b>102.00</b>	<b>N/A</b>	<b>\$ 1,288.00</b>	<b>\$ 5,152.00</b>

## 4.4 START-UP COSTS CALCULATION

Proposer's name: Justin Snyder Location number: 63-A

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.

\$ 5152

### 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: \$ 1425 x 3 = \$ 4275

### 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] \$ 9427

**STATE OF OHIO**  
**DEPARTMENT OF PUBLIC SAFETY**  
**BUREAU OF MOTOR VEHICLES**  
**DEPUTY REGISTRAR CONTRACT – 2026**

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 Justin Snyder, (deputy registrar, herein) whose



to operate a deputy

registrar agency, Location No. 63-A, to be located as follows: in the

State of Ohio, County of Paulding

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

Street address: 831 N Williams St

(City) Paulding, Ohio (Zip) 45879

**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 2026 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 2026 Deputy Registrar Contract Terms and Conditions incorporated herein by reference;
3. The term of this appointment and contract shall begin on the 28<sup>th</sup> day of **June, 2026**, and shall end on the 28<sup>th</sup> day of **June, 2031**, unless otherwise terminated as provided herein;

**Form 4.5, Deputy Registrar Contract (2026)**

Form 4.5, Deputy Registrar Contract (2026)

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 2026 Deputy Registrar Contract Terms and Conditions incorporated herein.

[Signature]  
Deputy Registrar signature

1/14/2026  
Date

STATE OF OHIO :  
: COUNTY OF Paulding :

Before me, a notary public in and for said county and state, personally appeared the above named Justin Snyder, 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 14 day of January, 2026.

[Signature]  
NOTARY PUBLIC

Printed name of Notary Public: Tracy L. Smith

My commission Expires: 10/16/28

STATE OF OHIO  
DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

BY: \_\_\_\_\_  
REGISTRAR OF MOTOR VEHICLES

Done at Columbus, Ohio, on  
\_\_\_\_\_

Proposer's Full Name

Location Number

# DEPUTY REGISTRAR

Proposed Site Address

Proposer's Telephone No.

# REQUEST FOR PROPOSALS

Proposed Register Code

**INSTRUCTIONS:** You must submit **ONE SET** of proposals for **EACH LOCATION YOU ARE PROPOSING**. For **EACH LOCATION**, you will not be evaluated if you do not submit a complete set of proposals.

**ATTENTION:** Proposals applying for Deputy Provided Sites are not required under a previous RFP and if they have been approved and signed. Under this license agency site provision, form 5.0 must be completed and submitted with all other required forms.

## SECTION 5

5.0	Agency Provided Site Checklist (this form)			
5.1	Site location map (show lines of proposed existing)			
5.2	ADA Checklist (check blank if proposing existing license agency site)			
5.3	Legal Opinion (required for all proposals, which includes incumbent deputy registrars) - filled out, including complete address - signed and notarized			
5.4	Proximity Attachment (for "Proximity" sites only)			
Proposer provided	Deputy Provided Site Checklist (2026) (leave blank if proposing existing license agency site) - with 8 1/2 x 11 inch drawings (SUBMITTED ELECTRONICALLY) - with complete descriptions			
Proposer provided	Counter Plan (leave blank if proposing existing license agency site) - with 8 1/2 x 11 inch drawings (SUBMITTED ELECTRONICALLY) - with complete descriptions			
Proposer provided	Map (leave blank if proposing existing license agency site) with site clearly marked			

## 5.0 DEPUTY PROVIDED SITE CHECKLIST

Proposer's Full Legal Name Justin Abraham Snyder

Location Number 63-A

Proposed Site Address 831 N Williams St Paulding, Ohio 45879

Proposer's Telephone Number (number where BMV staff can reach you) [REDACTED]

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		

## 5.1 SITE QUESTIONNAIRE

1. Location Number for which you are proposing (from Agency Specifications): 63-A  
Street address of site 831 N Williams St  
City Paulding, Ohio, Zip Code 45879

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.

16. How many of the parking spaces are off-street (at a lot or garage)? \_\_\_\_\_

17. How many of the parking spaces are paved? \_\_\_\_\_

18. How many of the parking spaces are free (no charge for parking)? \_\_\_\_\_

19. How many of the parking spaces are reserved exclusively for the use of deputy registrar candidates? \_\_\_\_\_

7. Do you agree to comply with applicable Ohio Building Code requirements if construction or remodeling is necessary? No \_\_\_\_\_ Yes \_\_\_\_\_
8. Is the site located in a city or village? \_\_\_\_\_  
 If so, name of city or village \_\_\_\_\_  
 If not, name of township in which it is located \_\_\_\_\_
9. In what county is this site located? \_\_\_\_\_
10. Is your proposed site within the geographic area specified in the Agency Specifications? No \_\_\_\_\_ Yes \_\_\_\_\_
11. If proposed location is **NOT** within the geographic area specified in the Agency Specifications, list proposed locations in preferred order of importance starting with "most" important.
12. Have you included a map, with a mark showing the precise location of the proposed site? No \_\_\_\_\_ Yes \_\_\_\_\_
13. How many parking spaces are available for this site? \_\_\_\_\_ spaces
14. How many other businesses share the parking facilities? \_\_\_\_\_ business(es)
15. What is the distance of the nearest regular parking space from the closest public entrance of the proposed agency site using the shortest route a person could safely walk? \_\_\_\_\_ feet
16. How many of the parking spaces are off-street (in a lot or garage)? No \_\_\_\_\_ Yes \_\_\_\_\_ spaces
17. How many of the parking spaces are paved? \_\_\_\_\_ spaces
18. How many of the parking spaces are free (no charge for parking)? \_\_\_\_\_ spaces
19. How many of the parking spaces are reserved exclusively for the use of deputy registrar customers? \_\_\_\_\_ spaces

20. Do you agree to keep the agency at a reasonable temperature? No \_\_\_\_\_ Yes \_\_\_\_\_

21. Will the site be safe for agency employees and patrons and will it have security available? No \_\_\_\_\_ Yes \_\_\_\_\_

***Submission of a floor plan of the site is mandatory. If original drawings are formatted larger than 8-½ x 11 inches, you must also provide a reduced size copy formatted at 8-½ x 11-inches. All dimensions must be indicated on the drawing. Copies of previous submissions will be accepted, provided there have not been any changes since the last proposal.***

22. Have you submitted a complete floor plan of the site, showing all dimensions of all the interior areas? No \_\_\_\_\_ Yes \_\_\_\_\_

23. How much space is allocated for the customer area? \_\_\_\_\_ square feet

24. How much space is allocated for the employee service area? \_\_\_\_\_ square feet

25. How much space is allocated for the employee private area? \_\_\_\_\_ square feet

26. How much space is allocated for the storage area? \_\_\_\_\_ square feet

27. How much space is allocated for the restroom facilities? \_\_\_\_\_ square feet

28. How much space is allocated for uses not listed above? \_\_\_\_\_ square feet

29. Total square footage of agency? \_\_\_\_\_ square feet

***Submission of a counter plan is mandatory. If original drawings are formatted larger than 8-½ x 11 inches, you must also provide a reduced size copy formatted at 8-½ x 11-inches. All dimensions, including those of the disability accessible counter, must be shown. Copies of previous submissions will be accepted, provided there have not been any changes since the last proposal.***

30. Have you submitted a counter plan showing all dimensions of your counters? No \_\_\_\_\_ Yes \_\_\_\_\_

31. Are your counters to be in accordance with RFP counter specifications? No \_\_\_\_\_ Yes \_\_\_\_\_

32. Please indicate which of the two counter options from the Counter Specifications, RFP Appendix 2.1, you are choosing:

\_\_\_\_\_ A. Operator sit-down arrangement      \_\_\_\_\_ B. Operator stand-up arrangement

33. Will your customer service counter be a minimum of 46 inches and a maximum of 48 inches (or for incumbent deputies only, a maximum of 50 inches) high?

No \_\_\_\_\_ Yes \_\_\_\_\_

Actual Measurement: \_\_\_\_\_ inches

34. Do you agree to position all computers so they are adequately protected from damage by customers?

No \_\_\_\_\_ Yes \_\_\_\_\_

35. Will the total length of your equipment support counter be at least 60 inches for each terminal?

No \_\_\_\_\_ Yes \_\_\_\_\_

Actual Total Length (all counters): \_\_\_\_\_ feet

36. Will the depth of your regular counter be a minimum of 30 inches and a maximum of 36 inches?

No \_\_\_\_\_ Yes \_\_\_\_\_

Actual Depth: \_\_\_\_\_ inches

37. Will each 60-inch section of your counter be able to support at least 100 pounds of equipment?

No \_\_\_\_\_ Yes \_\_\_\_\_

38. Will you provide space for a vision screener at a reasonable height and conveniently located to the disabled-accessible counter?

No \_\_\_\_\_ Yes \_\_\_\_\_

39. Do you agree to provide a counter, acceptable to the BMV, to accommodate the digitized driver's license production equipment?

No \_\_\_\_\_ Yes \_\_\_\_\_

40. Will the disabled-accessible section of your counter be a minimum of 36 inches wide and have a knee hole opening of at least 27 inches clearance height, 30 inches wide and 19 inches deep?

No \_\_\_\_\_ Yes \_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

41. Will you have at least one terminal service area which will be readily accessible for use by individuals with a disability? No \_\_\_\_\_ Yes \_\_\_\_\_

42. Will you provide space either on the counter or on one or more separate printer stands (additional space of at least 30 inches wide) for each of the printers in the agency? No \_\_\_\_\_ Yes \_\_\_\_\_

43. How many signs do you propose for the location? \_\_\_\_\_ signs

44. List below the location and size (all dimensions) of your signs or proposed signs:

Location of signs	Dimensions of signs
_____	_____
_____	_____
_____	_____

45. **Form 5.3.** You must give satisfactory evidence that the facility you have proposed will be available for the operation of a deputy registrar agency during the entire period of the contract. If you will be leasing the facility from someone else, you must submit a fully executed (signed, notarized, and accepted) Lease Option, Form 5.3. If you own the property yourself, you must submit a copy of your deed along with a Lease Option, Form 5.3, giving yourself an option or a written statement that the property is available for use as a deputy registrar agency.

46. **Form 5.4.** Is the location for which you are proposing designated a DEPUTY PROVIDED PROXIMITY SITE in the Agency Specifications for that location?

- A. \_\_\_\_\_
- a. \_\_\_\_\_ Yes. You must complete and submit with your proposal a fully completed Proximity Attachment, Form 5.4.
- b. \_\_\_\_\_
- B. \_\_\_\_\_ No. Please do not submit the Proximity Attachment, Form 5.4.

5.3 LEASE OPTION

1. I (we)(owners' complete names) ERIC J. BUETER, PRESIDENT  
BUETER PROPERTIES LLC

of (owners' complete address) 

City NAPOLEON, State OH, Zip 43545

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 Paulding

Village of Paulding and commonly known as:

(property's address) 831 N Williams St

Suite \_\_\_\_\_ City Paulding, Ohio, Zip 45879

to (proposer's name) Justin Snyder



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 28<sup>th</sup> day of June, 2026 and shall not terminate before the 28<sup>th</sup> of June, 2031.

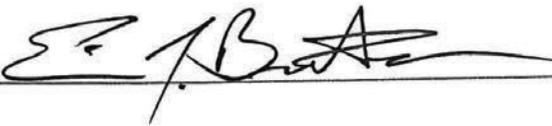
3. THE TERM OF THIS LEASE OPTION shall begin on the date of its execution (signing) below and shall be held open until the 31<sup>st</sup> day of May, 2026.

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.

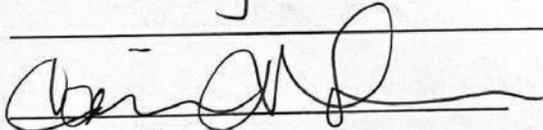
Owner(s)' signature(s): 

Owner(s)' printed name(s): ERIC J. BUETER  
PRESIDENT  
BUETER PROPERTIES LLC

STATE OF Ohio :

COUNTY OF Fulton :

The foregoing instrument was acknowledged before me on this 26th day of January, 2026, by the owners, Eric J. Bueter.



Notary Public

Printed name of Notary Public: Camille M. Sluder

My commission expires on 1-20-2031

I hereby accept this option.



Camille M Sluder  
Notary Public, State of Ohio  
My Commission Expires:  
01/20/2030

1-30-26  
Date

  
Optionee signature, Deputy Registrar Proposer