

# PAYROLL COMPARISON – 2025

**Proposer Name: Christopher Centers**

Evaluator Printed Name: Miles Covillist

## PAYROLL from Operational Form 4.3 Staffing and Personnel Calculation

	Location Number(s)					
	Loc. 1	Loc. 2	Loc. 3	Loc. 4	Loc. 5	Loc. 6
	832					
Highest Rate	\$19.50/h					
Lowest Rate	\$16/h					
Number of Hours Recommended	255					
Number of Hours Proposed	276					
Total Monthly Wages	\$16,296					

Comments:

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# PERSONAL EVALUATION (2025)

Christopher Centers  
 83-C / 25014  
 Warren County, Franklin  
 245 S Main St., Suite B

Evaluation Team Number: \_\_\_\_\_  
 Location(s) Proposed: (#1) 83C \_\_\_\_\_  
 Proposed as 2<sup>nd</sup> Location \_\_\_\_\_  
**Verify** Proposer's Full Name: (#2) Christopher Stone Centers  
 Proposer's County of Residence (NPC Operation): (#4) Linn  
**Verify** Proposer's Driver's License Number: (#3) [REDACTED]  
 Proposing as Minority: (#9) Yes \_\_\_\_\_ No X  
 Proposing as: (#10) Individual X 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>Miles J. Gillis</u>	<u>Miles J. Gillis</u>	<u>03.23.25</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? _____	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: General Mills

Relationship: \_\_\_\_\_

Verified experience as: Deputy Registrar Agency Owner (50) \_\_\_\_\_ Other Business Owner (34) \_\_\_\_\_

Manager or Supervisor (25) X Deputy Registrar Employee (23) \_\_\_\_\_ Other Employee (20) \_\_\_\_\_

Hours per week: \_\_\_\_\_

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_ Length: \_\_\_\_\_

Verified Hours \_\_\_\_\_ = Factor 1 x Years 8 x Points 25 = 200

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.		# NA	=	1.0	x		x	50	=		
B.		# NA	=	1.0	x		x	50	=		
C.		# NA	=	1.0	x		x	50	=		
Subtotal of 13-A, 13-B & 13-C =											

### 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.	General Mills	#	=	1	x	8	x	25	=	200	x
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

<b>18. Form 3.3 – Customer Service Experience</b>		
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
<b>19. Form 3.4 – Start-Up Cost Funds On Deposit (not required for Auditors or Clerks of Courts)</b>		
A. Are funds in acceptable financial institution and verified with bank/teller stamp?	B	*
B. Are funds in proposer's or proposer's business name or joint with spouse?	B	*
<b>20. Form 3.5 – Political Contributions Report (not required for Auditors or Clerks of Courts)</b>		
Did proposer mark "NO" for every category, every year? (For Nonprofit Corporations, evaluate both Corporation's and CEO's Form 3.5)	(5)	*
<b>21. Form 3.6 – Personnel Policy Summary</b>		
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?	0	0
B. Prompt snow and ice removal?	0	0
C. Carpet and/or floor cleaning (if appropriate)?	0	0
D. Repainting?	0	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)** 27



# OPERATIONAL EVALUATION (2025)

Christopher Centers  
83-C / 25014  
Warren County, Franklin  
245 S Main St., Suite B

FORM	DESCRIPTION	OK	NO
4.0	<b>Operational Checklist</b> – Maximum = 6 Points (enter points recorded on bottom of Form 4.0)	X	
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>36</u>	5	*
	B. Appointment of Manager and Assistant <b>OR</b> Acceptable Statement	3	0
4.2	<b>Experienced Employees Summary</b>		
	Gave Acceptable Statement <b>OR</b> Provided Names	2	0
4.3	<b>Staffing and Personnel Calculation</b>		
	A. Hours Recommended: <u>255</u> Proposed: <u>276</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	<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>1,159,023</u> On Deposit (Form 3.4): \$ <u>21,063.96</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) 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)	<u>Miles J. Gillist</u>	<u>Miles J. Gillist</u>	<u>03-03-25</u>
(2)	_____	_____	_____

Operational Evaluation (2025)

**DEPUTY REGISTRAR**

**REQUEST FOR PROPOSALS**

**2025 FORMS**

**AND**

**INSTRUCTIONS**

### 3.0 PERSONAL CHECKLIST

**Proposer's Full Legal Name** Christopher Shane Centers

**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			
<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:

83-C

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Full legal name of proposer Christopher Shane Centers



State OH Zip code 45005

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

5. Daytime telephone \_\_\_\_\_

6. Proposer's driver's license number (nonprofit corporation) \_\_\_\_\_

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

State OH Zip code 45005

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? I resigned as Twp. Trustee on 1/31/2025.

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? \_\_\_\_\_

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 \_\_\_\_\_



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 \_\_\_\_\_

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
N/A		

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 Franklin High School

City Franklin State OH Zip 45005

College name Wright State Univerisity

City Dayton State OH Zip 45435

Major Finance Degree awarded B.S. in Business

College name Wright State University

City Dayton State OH Zip 45435

Major Concentration in Economics Degree awarded MBA

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

If "YES" please explain all computer experience in detail.  
Computers have been a key component of my work for my entire career. I have worked in the Franklin BMV Agency (8310) from July 2023 until now. For this entire time, I have been using the BMV computers and software and become proficient with both.

Before the BMV, I worked in finance for General Mills and used the Microsoft suite of products daily. Microsoft Excel was the primary application I used for financial analysis and other daily tasks. In addition to the Microsoft products, I used SAP, Blue Yonder, Maximo, and Red Prairie for inventory management, planning, and procurement.

In my role at Accelerant, which was part of the Dayton Development Coalition, I used Microsoft Word and PowerPoint to create presentations and reports for the Limited Partners in the venture capital fund. I created an Annual and Mid Year Report which went to all the partners detailing each investment, current valuation, and the expectation for returns.

27. Please provide the requested information for three persons we can contact by telephone during daytime business hours and who will serve as a character reference for you. Do not list relatives, political contacts, or employees of the Department of Public Safety (including BMV). If we are unable to contact at least one person or that person is unable to serve as a character reference, you may be evaluated unfavorably. Nonprofit corporations should list references who are familiar with the nonprofit corporation's activities.

A. Name Matt Woehrmyer Daytime telephone number ( 513 ) 850-0898  
City Lebanon State OH Zip 45036

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

B. Name Dan Royce Daytime telephone number ( 513 ) 773-8353  
City Liberty Twp State OH Zip 45011

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

C. Name Chad Hayda Daytime telephone number ( 937 ) 307-4045  
City Lebanon State OH Zip 45036

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.

**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.

### 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 Christopher Shane Centers Company name Franklin Township, Warren County, Ohio

Company address 418 Fairview Drive City Carlisle

State OH Zip 45005 Telephone ( 937 ) 746-2852

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

Management/supervisory duties Served on the trustee board, including two terms as Board Chair.

We oversaw all township operations: Fire, Road, Cemetery Departments, and Senior Services.

MANAGER OR SUPERVISOR - Job title: Citizens of Franklin Twp.

1. Title of position Township Trustee Hours worked weekly? 5

2. Dates this position was held: From: month 01 year 2018 To: month 01 year 2025

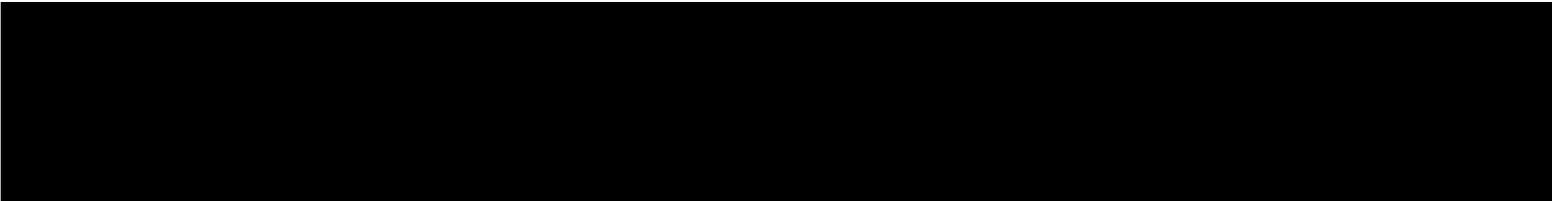
3. Do/did you directly hire, evaluate, train, and discipline employees? No  Yes

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? \_\_\_\_\_

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.)



\_\_\_\_\_ ( ) \_\_\_\_\_

### 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 Christopher Shane Centers Company name Franklin License Bureau

Company address 245 S Main Street Suite B City Franklin

State OH Zip 45005 Telephone ( 937 ) 743-9950

Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar license agency.

Management/supervisory duties Worked with the Deputy Registrar to hire and train employees, document procedures, and effectively run a BMV agency which handled over 85,000 transactions in 2024.

MANAGER OR SUPERVISOR - Job title: Deputy Registrar

1. Title of position Office Manager Hours worked weekly? 40

2. Dates this position was held: From: month 09 year 2023 To: month 02 year 2025

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? 5

5. Have you ever developed a comprehensive business plan? No  Yes

### 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 Christopher Shane Centers Company name Franklin License Bureau

Company address 245 S Main Street Suite B City Franklin

State OH Zip 45005 Telephone ( 937 ) 743-9950

Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar license agency.

EMPLOYEE - Job title: Clerk

Hours worked weekly 40 Job duties \_\_\_\_\_

Worked with customers fulfilling all BMV services provided at the agency.

Dates of this employment: From: month 07 year 2023 To: month 09 year 2023

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

I would always strive to give the customers the best possible experience. I read the BMV manuals so I could give them the best information for solutions to their needs. Our agency is focused on providing fast, friendly, and efficient service and that was my goal daily.

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.)

### 3.2(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 Christopher Shane Centers Company name General Mills, Inc

Company address 11301 Mosteller Rd City Sharonville

State OH Zip 45241 Telephone ( 513 ) 248-7310

Type of business (deputy registrar, retail grocery, etc.) Consumer packaged food production plant.

EMPLOYEE - Job title: Senior Financial Analyst

Hours worked weekly 40 Job duties I worked with the Financial Operations

Manager as a two-person team to manage all aspects of finance for a plant with a \$60MM+ annual budget.

Dates of this employment: From: month 04 year 2015 To: month 07 year 2023

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

I provided analysis to department managers regarding labor efficiencies, budget forecasts, and inventory control to help guide actionable solutions. I also helped build the annual budget and performed monthly and quarterly analysis to understand variances from that plan.

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.)

### 3.2(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 Christopher Shane Centers Company name Accelerant/DDC

Company address 1401 S Main Street City Dayton

State OH Zip 45409 Telephone ( 937 ) 222-4422

Type of business (deputy registrar, retail grocery, etc.) Accelerant was a venture capital fund that was under the Dayton Development Coalition.

EMPLOYEE - Job title: Analyst and Fiscal Agent

Hours worked weekly 40 Job duties I worked with a five-person team to invest and manage three venture capital funds house under the Dayton Development Coalition.

Dates of this employment: From: month 11 year 2013 To: month 04 year 2015

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

I managed the reporting to the Limited Partners for three venture capital finds totaling over \$48MM in committed capital. I worked closely with the accountant to generate the Annual Report, Mid-Year Report, and Quarterly statements for the Limited Partners.

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.)

### 3.2(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 Christopher Shane Centers Company name The Business Backer

Company address 10101 Alliance Rd City Blue Ash

State OH Zip 45242 Telephone ( 866 ) 615-4747

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

EMPLOYEE - Job title: Underwriting Analyst

Hours worked weekly 40 Job duties I analyzed the risk of small and medium sized companies of lower credit worthiness to determine the sustainability and forecast revenues and profitability.

Dates of this employment: From: month 10 year 2011 To: month 11 year 2013

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

I analyzed bank statements, Profit & Loss statements, balance sheets, and tax returns to assess the risk of companies seeking our funding. I worked in partnership with the salesperson who was working with the client to balance risk and get the clients the funding they needed.

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.)

### 3.2(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 Christopher Shane Centers Company name Huntington National Bank

Company address 500 Miamisburg Centerville Rd City Centerville

State OH Zip 45459 Telephone ( 937 ) 428-7400

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

EMPLOYEE - Job title: Personal Banker

Hours worked weekly 40 Job duties Interacted with customers regarding all

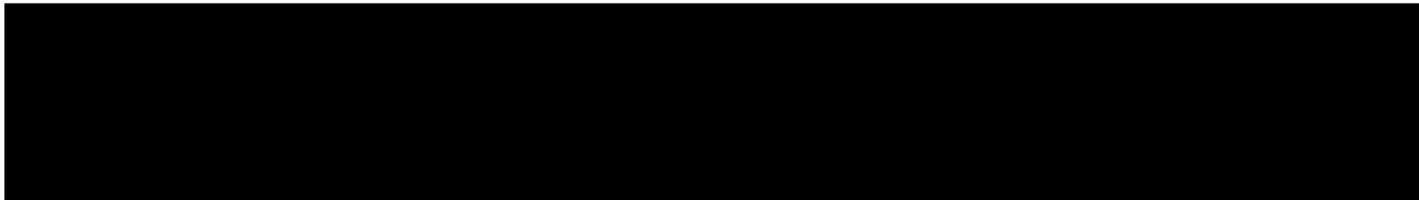
aspects of banking. (Deposit accounts, loans, and investments.)

Dates of this employment: From: month 09 year 2008 To: month 07 year 2010

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

I worked with customers to find banking solutions that fit their needs. If they needed services  
that I couldn't help with, I would refer them to my partners within the company that could assist  
them.

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.)



### 3.2(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 Christopher Shane Centers Company name Mitco Chemical Co.

Company address 245 S. Main Street Suite C City Franklin

State OH Zip 45005 Telephone ( 937 ) 743-2626

Type of business (deputy registrar, retail grocery, etc.) Industrial chemical supply company.

EMPLOYEE - Job title: Summer Intern

Hours worked weekly 40 Job duties I worked with the field sales force for two summers assisting in all parts of the sales and service process.

Dates of this employment: From: month 06 year 2004 To: month 08 year 2006

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

I helped the field staff with anything they needed. I did service calls on their accounts with them and helped with water testing and service report generation.

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):

I currently work at this agency and the staff and Deputy Registrar are constantly focused on improving the customer experience. I've learned from the current Deputy Registrar that the customer service experience is not just a question you answer on your proposal. It is a daily focus that you instill in your workplace culture.

Customers want to be served quickly and effectively by friendly, knowledgeable employees. That is the goal the Deputy Registrar has set at our location and all the employees take it very seriously.

We have a monthly meeting that I run with the employees where we go over, among other things, the BMV customer comment cards and the Google Reviews for our location. This has a double benefit. The first is that if we have any negative reviews we can understand what the issue was and learn from it so we can improve our customer experience for everyone. Secondly, we get to hear our successes. The majority of our BMV comment cards and Google Reviews are positive and the employees get to hear how their hard work is recognized.

To answer this particular question, I would say that I will continue the overall workplace culture focused on customer service that the current Deputy Registrar has used in the agency for many successful years.

**Form 3.3, Customer Service Experience (2025)**

## 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: Christopher Shane Centers

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		✓		✓		✓		✓

### 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 work full time in the agency. I also plan to keep the very capable employees that already make this agency a success. I will have an office manager and assistant office manager that know how to run the operations when I'm not there. However, even when I take a day off, I will be available via phone or in person since I live very close to the office.

I'm a believer in checklists and documented procedures. I will use these daily to keep operations running smoothly and the managers will use them also for days when I'm not there.

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?

We will continue the system the agency currently uses. There are three keys to this system: training, review, and on-going education. The first and most important piece is training. We have our new employees start at the end of the process where customers sign applications and get their image captured. This teaches new employees what documents accompany each transaction. Once they are comfortable, we put them on the terminal. Secondly, all of our work (license and ID applications, registrations, etc) are reviewed by other employees to ensure compliance. Lastly, we have monthly meetings to review common errors we are finding in review as well as new rule and procedure changes to stay current.

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

I plan to continue the current system that is in place at the agency. We review the expectations and rules with all employees when they are hired. We also utilize cameras in the customer service, inventory storage, and public areas of the agency.

Our nightly procedure is that all employees count their drawers down and make their cash drop. The manager closing the agency then reconciles the drops compared to the system. The state deposit and agency deposit is completed that night and any discrepancies are reported to the Deputy Registrar.

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 the Broadcast Book which has all the broadcasts for the year printed and initialed by the employees. This task is assigned to one of our employees who is responsible for printing the broadcast when it is issued and ensuring all employees understand and initial the broadcasts. We have a backup person assigned for when the primary employee is off or absent.

In addition to every employee signing the broadcasts when they come out, we also review new and revised policies and procedures in more depth during our monthly meeting.

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

I will continue to put the employees first and ensure they have whatever they need to do their job well and enjoy working at the agency.

I believe the employees should know that you will not have them do anything that you would not do yourself. I will continue to work the terminals, take out the trash, stock inventory, and do VIN inspections for them when it's cold or rainy. Good leaders put their people first and that's how I plan to continue leading.

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

Professionalism at the agency is accomplished daily by having friendly, well trained employees work with customers to accomplish their goals quickly and efficiently, while staying in compliance with all state laws, rules, and regulations.

We keep our level of professionalism high by being selective when we hire, continuously training our employees, reviewing comment cards and Google reviews for feedback, and keeping a dress code that ensures employees look presentable.

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

I plan to keep all of the existing employees if they wish to stay, as they are a great team and are all high caliber. To date, our best recruitment has been done by posting signs in the agency. People see our employees smiling and working in a professional workplace doing important work and refer people to us or apply themselves.

Retention of quality employees is key. I plan to continue to pay well, continue the incentive bonus program, buy lunch on Fridays, and keep a fun and professional workplace. These are all things the current Deputy Registrar does and it works well with retention.

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

Our agency is located in a very safe area of the city. We're on Main Street around other businesses and you can see the license bureau building from the front door of the police station.

We review Google reviews and comment cards frequently to ensure we're always being viewed as a safe, clean, and friendly agency by the customers.

Lastly, we have a nightly closing procedure that involves vacuuming, wiping down all counters, cleaning the interior windows and picking up any trash in the customer area.

9. How would you deal with an irate customer?

When a customer is irate, my first step is to stay calm, listen, and understand the source of their frustration.

Once I have identified the issue, I start calmly working with them to find a solution to the problem.

When a customer realizes that you are not a roadblock but rather an employee with rules to follow who is trying to help them find a solution, it helps to defuse the situation.

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

The advice I give our employees on dealing with irate customers is to remain calm and listen. These are the primary keys to defusing a situation. By remaining calm, you are not stoking the customer's emotions or actions, you are containing the situation. By listening, you are letting the customer vent all their frustration as well as understanding the root cause of the issue. This allows you to find a solution to the problem.

I also train our employees that it's helpful to keep in mind that we do not know what is happening in a particular customer's life. They could be going through a divorce, have a sick child that kept them up all night, or just been fired at work. Understanding this helps you empathize with them and deescalate situations.

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

I've worked at the current agency since July 2023. We have continuously received good evaluations during this time indicating that the Bureau of Motor Vehicles expectations are being met.

The key to this agency's success is the determined focus on customer service. Our goal is to be fast, friendly, and effective.

I will continue all the operating procedures that are in place at the agency as well as keeping all of the staff in place. I will continue to foster a culture of customer service and professional excellence in our work. This agency has met the Bureau of Motor Vehicle's expectations for years, and if given the opportunity, I will continue that trend.

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

I have lived my entire life in Franklin, Ohio. This is my hometown. My mother has run the Franklin License Bureau since 1995. She has worked tirelessly since the beginning to build a reputation for fast, friendly, and effective customer service.

My friends and neighbors come to our agency every day along with many other people that I don't personally know, but that I appreciate and respect as customers of the agency. The Franklin License Bureau is a direct reflection on my family's name and reputation. For this reason, I take the agency operations, customer feedback, and BMV evaluations personally and seriously.

The Bureau of Motor Vehicles should consider me for a deputy registrar because I will continue to build upon the success of this agency for years to come by utilizing the same system that has brought us to this point. I have a deep connection with this area and my entire goal will be to continue making this agency better everyday.

**3.10(A) AFFIDAVIT OF INDIVIDUAL**

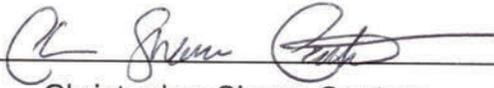
(Not to be used by County Auditors, Clerks of Courts or Nonprofit Corporations)

County of Warren :

State of Ohio :

I, Christopher Shane Centers, 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: Christopher Shane Centers

Sworn to and subscribed in my presence by the above named Christopher Shane Centers  
on this 1<sup>st</sup> day of February, 2025

Patricia Williams  
Notary Public

Printed name of Notary Public: Patricia Williams

My commission expires: Jan 13, 2030



**DEPUTY REGISTRAR**  
**REQUEST FOR PROPOSALS**

**SECTION 4**

**(2025)**

**OPERATIONAL FORMS**

## 4.0 OPERATIONAL CHECKLIST

Proposer's Full Legal Name Christopher Shane Centers

Location Number 83 - C

Proposer Number (BMV use only) \_\_\_\_\_

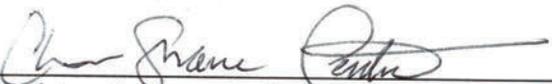
**INSTRUCTIONS:** You must submit one original of this form and all documents listed on this form **FOR EACH SITE YOU ARE PROPOSING.**

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>19,590.23</u>	✓	
4.5	Deputy Registrar Contract (2 pages only)	✓	

## 4.1 APPOINTMENT OF AGENCY MANAGERS

Proposer's name: Christopher Shane Centers Location number: 83-C

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least 36 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: 2/1/25

## 4.2 EXPERIENCED EMPLOYEES SUMMARY

Proposer's name: Christopher Shane Centers Location number: 83-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.

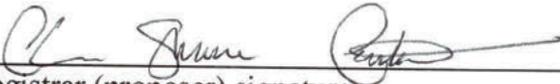
(B) CHECK WHICHEVER APPLIES:

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 must list himself/herself.)



(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: 2/1/25

### 4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: Christopher Shane Centers Location number: 83-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	36	N/A	N/A	N/A
Office Manager (leave blank if the Deputy Registrar is also the Office Manager)	36	\$19.50	\$702	\$2,808
Assistant Office Manager	36	\$19.00	\$684	\$2,736
Experienced Employees Total Number (combine Full-time & Part-time) = <u>3</u>	108	\$16.00	\$1,728	\$6,912
New Hire Employees Total Number (combine Full-time & Part-time) = <u>2</u>	60	\$16.00	\$960	\$3,840
<b>TOTALS</b>	<b>276</b>	<b>N/A</b>	<b>\$4,074</b>	<b>\$16,296</b>

## 4.4 START-UP COSTS CALCULATION

Proposer's name: Christopher Shane Centers Location number: 83-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.

\$ 16,296

### 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>10,000</u>
4. Total	\$ <u>10,000</u>

Total amortized over 60 month contract period  
(Divide line 4 by 60) = \$ 166.67

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.**

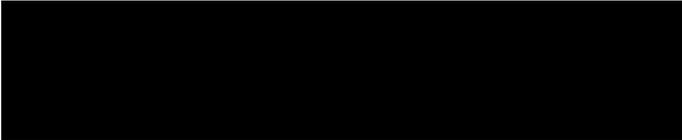
One month's rent: \$ 1042.52 x 3 = \$ 3,127.56

### 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] \$ 19,590.23

**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 Christopher Shane Centers \_\_\_\_\_, (deputy registrar, herein) whose

 \_\_\_\_\_, Ohio (Zip) 45005, to operate a deputy

registrar agency, Location No. 83-C, to be located as follows: in the State of Ohio, County of Warren

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

Street address: 245 S. Main Street, Suite B

(City) Franklin, Ohio (Zip) 45005

**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 **29<sup>th</sup>** day of **June, 2025**, and shall end on the **29<sup>th</sup>** 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.

*Ch. Shane Centers*  
Deputy Registrar signature

2/1/2025  
Date

STATE OF OHIO :  
: :  
COUNTY OF Warren :

Before me, a notary public in and for said county and state, personally appeared the above named Christopher Shane Centers, 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 1st day of February, 2025.

*Patricia Williams*  
NOTARY PUBLIC



Printed name of Notary Public: Patricia Williams

My commission Expires: Jan 13th, 2030

STATE OF OHIO  
DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

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

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

**DEPUTY REGISTRAR**  
**REQUEST FOR PROPOSALS**

**SECTION 5**

**(2025)**

**DEPUTY PROVIDED SITES**

## 5.0 DEPUTY PROVIDED SITE CHECKLIST

Proposer's Full Legal Name Christopher Shane Centers

Location Number 83-C

Proposed Site Address 245 S. Main Street, Suite B, Franklin, OH 45005

Proposer's Telephone Number (number where BMV staff can reach you) (937 ) 620-5584

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): 83-C  
Street address of site 245 S. Main Street Suite B  
City Franklin, Ohio, Zip Code 45005
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) Malholtra Family LLC

\_\_\_\_\_ of (owners' complete address) \_\_\_\_\_

City Mason, State Ohio, Zip 45040

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 Warren

City \_\_\_\_\_ of Franklin and commonly known as:

(property's address) 245 S. Main Street

Suite B City Franklin, Ohio, Zip 45005

to (proposer's name) Christopher Shane Centers

of (proposer's address) \_\_\_\_\_

City \_\_\_\_\_, Ohio, Zip 45005

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 29<sup>th</sup> day of June, 2025 and shall not terminate before the 29<sup>th</sup> 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 31<sup>st</sup> 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): Donna Tudor Guidi

Owner(s)' printed name(s): Donna Tudor Guidi

STATE OF OHIO:

COUNTY OF Warren:

The foregoing instrument was acknowledged before me on this 21 day of January, 2025, by the owners, Donna Tudor Guidi

Loriann Brinegar  
Notary Public

Printed name of Notary Public: Loriann Brinegar

My commission expires on Oct 26, 2028



LORIANN E BRINEGAR  
Notary Public, State of Ohio  
My Commission Expires:  
OCT 26, 2028

I hereby accept this option.

1/21/2025  
Date

[Signature]  
Optionee signature, Deputy Registrar Proposer