

PAYROLL COMPARISON – 2025

Proposer Name: Raechal Towner

Evaluator Printed Name: Miles Grilliot

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>
	04-B					
Highest Rate	\$15/h					
Lowest Rate	\$14/h					
Number of Hours Recommended	134					
Number of Hours Proposed	166					
Total Monthly Wages	\$7,960					

Comments:

PERSONAL EVALUATION (2025)

Raechal Towner
04-B / 25056
Ashtabula County, Ashtabula
858 Lake Ave

Evaluation Team Number: _____

Location(s) Proposed: (#1) 04-B _____

Proposed as 2nd Location _____

Verify Proposer's Full Name: (#2) Raechal Morgan Towner

Proposer's County of Residence (NPC Operatic _____

Verify Proposer's Driver's License Number: (#6) _____

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>13</u>

TOTAL POINTS (Max. 258 Points): 256

Comments: _____

	<u>Evaluators' Signatures</u>	<u>Evaluators' Printed Names</u>	<u>Date</u>
(1)	<u>Miles J. Grillo</u>	<u>Miles Grillo</u>	<u>02.24.25</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: _____ at telephone () _____

Company: _____

Relationship: Deputy Registrar

Verified experience as: Deputy Registrar Agency Owner (50) X 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 20 = Factor 1 x Years 5 x Points 50 = 250

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.	Deputy Registrar	# NA = 1.0 x 5 x 50 =	250	<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 =				

14. OTHER BUSINESS OWNERSHIP Experience, Form 3.2

ITEM	AGENCY/COMPANY	HOURS = FACTOR x YEARS x POINTS =	SCORE	VERIFIED
A.		# = x x 34 =		
B.		# = x x 34 =		
C.		# = x x 34 =		
Subtotal of 14-A, 14-B & 14-C =				

15. SUPERVISORY / MANAGEMENT (ANY BUSINESS – INCLUDING DR) Experience, Form 3.2

ITEM	AGENCY/COMPANY	HOURS = FACTOR x YEARS x POINTS =	SCORE	VERIFIED
A.		# = x x 25 =		
B.		# = x x 25 =		
C.		# = x x 25 =		
Subtotal of 15-A, 15-B & 15-C =				

Total DR, Ownership and/or Management #13-15 (Max. 100 Points) =

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?

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)?

11

0

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)	713	*
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	OK	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?	0	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?	0	0
3. What measures will you put in place to detect, deter, and prevent fraud?	0	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?	0	0
5. How will you demonstrate good leadership to your employees?	0	0
6. How will you maintain a high level of professionalism each day in this business?	0	0
7. How do you intend to recruit and retain high quality employees?	0	0
8. How will you provide a safe, clean, and friendly place to do business?	0	0
9. How would you deal with an irate customer?	0	0
10. What training or advice do you, or will you, give to your employees for dealing with irate customers?	0	0
11. How will you meet the expectations of the Ohio Bureau of Motor Vehicles?	0	0
12. Why should the Ohio Bureau of Motor Vehicles consider you for a deputy registrar license agency contract?	0	0

25. Form 3.10(A) (B) or (C) – Affidavit of Individual, Auditor/Clerk of Courts or Nonprofit Corporation

A. Did proposer submit proper affidavit without alteration and does it appear to be complete, accurate, and truthful ?	3	*
B. Is it the affidavit duly signed and notarized?	2	*

26. Local Law Enforcement Report / Articles of Incorporation (AOI)

A. No disqualifying convictions for individual / AOI for nonprofit corporation?	3	*
B. No convictions (except minor traffic) / AOI for nonprofit corporation?	2	0

27. BCI / FBI Criminal Background (WebCheck) Report / AOI for Nonprofit Corporation

No disqualifying convictions for individual / AOI for nonprofit corporation?	5	*
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PERSONAL EVALUATION POINTS, Page 7 (Max. 27 Points)

27

OPERATIONAL EVALUATION (2025)

Raechal Towner
04-B / 25056
Ashtabula County, Ashtabula
858 Lake Ave

FORM	DESCRIPTION	OK	NO
4.0	Operational Checklist – Maximum = 6 Points (enter points recorded on bottom of Form 4.0)	6	
4.1	Appointment of Agency Managers		
	A. Deputy to Work at Least Twenty (20) Hours Per Week Proposed Work Hours Per Week <u>20</u>	5	*
	B. Appointment of Manager and Assistant OR Acceptable Statement	3	0
4.2	Experienced Employees Summary		
	Gave Acceptable Statement OR Provided Names	2	0
4.3	Staffing and Personnel Calculation		
	A. Hours Recommended: <u>134</u> Proposed: <u>166</u>	4	*
	B. Work Hours and Pay Calculated Correctly	2	0
	C. Meets Minimum Wage Requirement (2025 Ohio Minimum Wage Rate = \$7.25 or \$10.70 Per Hour)	1	*
4.4	Start-Up Costs Calculation		
	A. Adequate and Accurate Personnel Costs	3	0
	B. Adequate and Accurate Site Preparation Costs	2	0
	C. Adequate and Accurate Rental Payments	2	0
	D. Total Required: \$ <u>15,822.91</u> On Deposit (Form 3.4): \$ <u>15,822.5</u>	5	*
4.5	Deputy Registrar Contract		
	A. Filled Out Completely and Properly	2	0
	B. Signed and Properly Notarized	3	0

OPERATIONAL EVALUATION POINTS (Max. 40 Points) 40

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

Comments:

Evaluators' signatures	Printed names	Date
(1) <u>Miles J. Gholue</u>	<u>Miles J. Gholue</u>	<u>2.25.25</u>
(2) _____	_____	_____

Operational Evaluation (2025)

3.0 PERSONAL CHECKLIST

Proposer's Full Legal Name Raechal Morgan Towner

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	<input checked="" type="checkbox"/> BMV	COUNTY AUDITOR OR CLERK OF COURTS	<input checked="" type="checkbox"/> BMV	NONPROFIT CORPORATION	<input checked="" type="checkbox"/> BMV
Form 3.0 Personal Checklist (this form)	<input checked="" type="checkbox"/>	Form 3.0 Personal Checklist (this form)		Form 3.0 Personal Checklist (this form)	
Form 3.1 Personal Questionnaire	<input checked="" type="checkbox"/>	Form 3.1 Personal Questionnaire		Form 3.1 Personal Questionnaire	
Form 3.2 Business and Employment Experience	<input checked="" type="checkbox"/>	Forms 3.2 Business and Employment Experience		Forms 3.2 Business and Employment Experience	
Form 3.3 Customer Service Experience	<input checked="" type="checkbox"/>	Form 3.3 Customer Service Experience		Form 3.3 Customer Service Experience	
Form 3.4 Start-Up Cost Funds on Deposit	<input checked="" type="checkbox"/>	N/A	X 1	Form 3.4 Start-Up Cost Funds on Deposit	
Form 3.5 Political Contributions Report	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Form 3.6 Comprehensive Personnel Policy Agreement		Form 3.6 Comprehensive Personnel Policy Agreement	
Form 3.7 Security Plan Agreement	<input checked="" type="checkbox"/>	Form 3.7 Security Plan Agreement		Form 3.7 Security Plan Agreement	
Form 3.8 Facility Maintenance Plan Agreement	<input checked="" type="checkbox"/>	Form 3.8 Facility Maintenance Plan Agreement		Form 3.8 Facility Maintenance Plan Agreement	
Form 3.9 Involved and Invested in Your Business	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Form 3.10(B) Affidavit of Auditor or Clerk of Courts		Form 3.10(C) Affidavit of Nonprofit Corporation	
2025 Credit Report	<input checked="" type="checkbox"/>	N/A	X 1	2025 Certificate of Good Standing	
2025 Local Law Enforcement Report	<input checked="" type="checkbox"/>	2025 Local Law Enforcement Report		Articles of Incorporation	
2025 WebCheck Receipt	<input checked="" type="checkbox"/>	2025 WebCheck Receipt		N/A	X 1
Pre-approval Statement for \$25,000 Bond	<input checked="" type="checkbox"/>	Current Bond with BMV added as Additional Insured		Pre-approval Statement for \$25,000 Bond	
INDIVIDUAL		COUNTY AUDITOR OR CLERK OF COURTS		NONPROFIT CORPORATION	

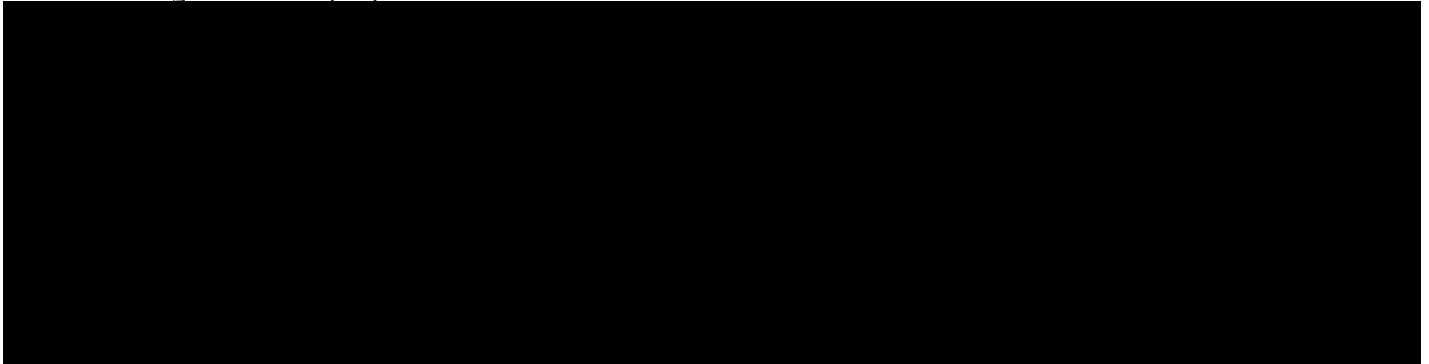
3.1 PERSONAL QUESTIONNAIRE

1. List all location numbers for which the applicant intends to submit a proposal (limit six locations).
Check the box underneath if proposing the location as a second site in addition to a current agency:

04-B

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

2. Full legal name of proposer Raechal Morgan Towner



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

8. Spouse's home street address (nonprofit corporation N/A) 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? 6/28/2025

C. If YES, have you served as a deputy registrar continuously
since January 1, 1992?

No _____ Yes ☒

14. A. Is your spouse currently a deputy registrar? (NPC N/A)

Yes _____ No ☒

B. If YES, on what date does your spouse's contract expire? _____

For the following three questions, **extended family** includes your spouse, parent, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law:

15. A. Does any member of your extended family currently hold a deputy registrar contract? (NPC N/A)

Yes _____ No ☒

B. If YES, list their name, relationship to you, whether you share the same household, and date their contract expires here:

Name	Relationship	Same Household		Contract Expires
_____	_____	Yes _____	No _____	_____
_____	_____	Yes _____	No _____	_____
_____	_____	Yes _____	No _____	_____
_____	_____	Yes _____	No _____	_____

16. A. To the best of your knowledge, will any member of your extended family submit a proposal in response to this RFP? (NPC N/A)

Yes _____ No ☒

B. If YES, list their name, relationship to you, and whether you share the same household:

Name	Relationship	Same Household
		Yes ____ No ____
		Yes ____ No ____
		Yes ____ No ____
		Yes ____ No ____

17. A. Is any member of your extended family employed by any subdivision of the Ohio Department of Public Safety? (NPC N/A)

Yes ____ No ☒

B. If YES, list their name, relationship to you, and the date they became so employed:

Name	Relationship	Employment Date

18. A. Have you completed the Political Contributions Report, Form 3.5?
(NPC must submit one for NPC itself and one for its C.E.O.)

No ____ Yes ☒

B. If "NO," are you applying as a Clerk of Courts or County Auditor? No ____ Yes ____

19. A. Are you an employee of the State of Ohio? (NPC N/A)

Yes ____ No ☒

B. If "YES," will you resign, if appointed? No ____ Yes ____

20. Are you an insurance company agent, writing automobile insurance?
(NPC N/A)

Yes ____ No ☒

21. Has Proposer (including NPC and proposed office manager) been convicted within the past ten years of a crime punishable by death or imprisonment in excess of one year (felony), or any crime involving dishonesty or false statement?

Yes ____ No ☒

22. As of the date of this certification does Proposer owe any overdue taxes, unemployment compensation contributions, social security payments, or workers' compensation premiums either to the State of Ohio or any political subdivision thereof, or to the federal government, or any other state or locality within the United States?

Yes ____ No ☒

23. Is Proposer willing and able, if appointed, to maintain during the entire term of your contract a policy of business liability property damage, and theft insurance satisfactory to the Registrar and hold the Department of Public Safety, the Director of Public Safety, the Bureau of Motor Vehicles, and the Registrar of Motor Vehicles harmless upon claims for damages in accordance with Ohio Revised Code 4503.03(C)? (County Auditor/Clerk of Courts N/A)

No _____ Yes ☒

24. Is Proposer bondable as outlined in Ohio Administrative Code 4501:1-6-01(B)?

No _____ Yes ☒

25. Please provide the following information regarding your education. If applying as a NPC, please provide educational information for the individual who will manage the license agency business.

High school diploma?

No _____ Yes ☒

High school name Lakeside High School

City Ashtabula State Ohio Zip 44004

College name Bowling Green State University

City Bowling Green State Ohio Zip 44004

Major Human Development and Family Studies Degree awarded N/A

College name Cuyahoga Community College

City Cleveland State Ohio Zip 44004

Major Human Development and Family Studies Degree awarded N/A

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.

I have extensive computer experience both in business and personal. I have accounting/financial experience in Microsoft Money and POS operationg systems. I have extensive word processing use with Microsft Works, Microsoft Office, Microsoft Excel, Microsoft Word, and Adobe. Email and messaging experience with Gmail, Outlook, FaceTime and iMessage, Skype, and Microsoft Teams. I also have quite extensive tax preparation experience with programs such as Drake, Fusion Tax, Phoenix, TaxACT and TurboTax. My most relevant computer experience is operating BASS system and the experience and knowledge I have gained working as a clerk in the agency over the years and hope to continue gainining experince if granted another contract.

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.

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 Raechal M Towner Company name Ashtabula License Bureau
Company address 858 Lake Avenue City Ashtabula
State Ohio Zip 44004 Telephone (440) 964-7665
Type of business (deputy registrar, retail grocery, etc.) Deputy Registrar

Company's products and/or services Issuing state identification cards, TIPICS and drivers licenses, vehicle registrations, temporary testing, voter registrations, hunting/fishing and dog licenses, notary services, etc.

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

1. Federal Tax ID Number: _____
2. Percentage of business you owned: 100 % Hours worked weekly 36
3. Dates you operated this business: From: month 6 year 2020 To: month current year _____
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
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
------	------	-------	-----	---------------

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 Raechal M Towner Company name Ashtabula License Bureau

Company address 858 Lake Avenue City Ashtabula

State Ohio Zip 44004 Telephone (440) 964-7665

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

Management/supervisory duties office inventory, supervising other employees, error corrections, expediting customers, payroll, customer relations, override capabilities, notary

MANAGER OR SUPERVISOR - Job title: Assistant Manager

1. Title of position Assistant Manager Hours worked weekly? 36

2. Dates this position was held: From: month 7 year 2017 To: month 6 year 2020

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? 3

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(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 Raechal M Towner Company name Liberty Tax Service

Company address 1724 E Prospect Ave City Ashtabula

State Ohio Zip 44004 Telephone (440) 992-6000

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

Management/supervisory duties supervising employees, office inventory, tax preparation, sorting and filing customer files, staff scheduling, completing online trainings, money handling

MANAGER OR SUPERVISOR - Job title: Manager

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

2. Dates this position was held: From: month 1 year 2019 To: month 5 year 2020

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.)

Name	City	State	Zip	Daytime Phone
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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 Raechal M Towner Company name Family Video

Company address 1818 W Prospect Rd City Ashtabula

State Ohio Zip 44004 Telephone () N/A

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

EMPLOYEE - Job title: Cashier

Hours worked weekly 30 Job duties organizing and stocking movie shelves, completing daily

reports and inventory, scheduling employees, making bank deposits, money handling and use of the POS system,

direct customer relations, daily cleaning

Dates of this employment: From: month 07 year 2016 To: month 07 year 2018

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

I always provided excellent customer service at this position by learning the customers names

and creating relationships with the customers. Most of my shifts I spent in the store alone so I

did my best to remain diligent and on task with my duties while being friendly and approachable.

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 Raechal M Towner Company name Buffalo Wild Wings
Company address 1550 E Wooster St City Bowling Green
State Ohio Zip 43402 Telephone (419) 353-2999
Type of business (deputy registrar, retail grocery, etc.) restaurant/sports bar

EMPLOYEE - Job title: Server/Cashier

Hours worked weekly 30 Job duties Waiting on tables, taking orders, use of POS
system for orders, cash and money handling, basic cleaning duties, multitasking and time
management, expediting orders in the kitchen, remaining calm under intense pressure

Dates of this employment: From: month 04 year 2012 To: month 12 year 2013

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

My take - home income was entirely reliant on the tips that I received from the tables that I served, so high

quality customer service was the only option. I tried my best to be as approachable and easy to talk to as I could while

always keeping a smile on my face as to never let the customer see me overwhelmed in such a fast paced environment.

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
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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 Raechal M Towner Company name BGSU- Athletics

Company address 1610 Stadium Drive City Bowling Green

State Ohio Zip 43402 Telephone (419) 372-2531

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

EMPLOYEE - Job title: Coaches Video Assistant

Hours worked weekly 20-30 Job duties My main job duty was to handle the camera and video

equipment and to videotape the BGSU football team from the sideline or endzone for all team summer camps,
practices, and games. The job also required that I traveled with the team to away games sometimes by airplane.

Dates of this employment: From: month 09 year 2010 To: month 12 year 2013

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

The position required that I handle myself in a very professional manner around the stadium as I worked very
closely with the coaching and team staff. I did so by maintaining a nice and clean physical appearance and
making myself approachable and available for other tasks around the office and stadium when 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.)

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):

If I am awarded the contract, I will ensure that my employees and myself read thoroughly through the manual once a year in addition to keeping up to date with manual updates as they are submitted by the BMV as they become available. I will also ensure that all of the Broadcasts are initialed by each employee, as required, but also vastly comprehended by each employee. I believe that my employees being knowledgeable and confident in their duties will ensure that our customers leave the agency well-informed and pleased with their experience. I will encourage my employees to view the BMV from the other side of the counter in the customers shoes to help fill the void with what we know and what they understand about BMV operations and to do so with a smile. My agency is and will remain a friendly and approachable business and I pride myself and my employees for being known as such to locals in the area. I have seen an influx of customers coming to my agency for knowledge testing at our kiosk after I recently had a sit down meeting with some high school representatives who would be able to assist teens at our local high school prepare for and obtain their TIPIC. I will continue outreach as our testing kiosk is a relatively new addition to my agency so customers know they can now come to my office as opposed to the nearest exam station about 15 miles away, which benefits myself and more importantly the customers.

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: _____

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 ✓

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

3.9 INVOLVED AND INVESTED IN YOUR BUSINESS

Instructions: Answer all of the following questions to the best of your ability. Please be concise and attempt to limit each answer to seventy-five (75) words or less. Include attachment(s) if more space is needed to answer any of the questions.

1. How do you plan to manage, be responsible, and be accountable for this business at all times?

I plan to continue to run the agency as it is being ran always striving for improvement. My employees and myself work well as a team and we all hold each other accountable and keep each other honest as we all care about the quality and well-being of the agency, How my business is ran is a reflection on me and I would love nothing more than to continue to operate a successful business for years to come. I plan to continue to be very organized and involved with the daily operations of my agency. Being a working deputy, I see and hear all that occurs within my agency.

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 ensure that in working side by side with my employees they are always giving correct information and answering all questions with proper knowledge, patience and kindness, especially with how frustrating of a process some services can be for the customer. I will always make myself available to answer any and all questions and concerns with clarity for both my employees and the customers. Most of my employees are veteran at this point so I am extremely confident in their knowledge and ability to uphold all procedures properly. Everyone works as a team and are encouraged to ask for second opinions when necessary ensuring the job is done right the first time.

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

Myself and all of my employees are well informed with fraud prevention as it pertains to our job duties as we are required to complete fraudulent document trainings so we are aware of what indicators to look closely for. As the Deputy Registrar, I will make sure to always keep fraudulent document detection tools on hand, such as counterfeit money pens and blacklights. If a document is ever in question after getting a second opinion and being shown to the deputy or manager then the investigator will be notified.

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?

All broadcasts are important and must be read and initialed by each employee. In addition, myself or my assistant manager will make it a point to discuss any revisions with my staff to make sure that everyone is on the same page and understands all policies and procedures. If there is ever a question as to how to implement these changes, I fully plan on utilizing all resources available to me such as contacting the BMV help desk, or our agency's Field Representative to gain the clarification that I need to be able to properly inform and train my employees.

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

I bring a positive attitude and approachable demeanor to the atmosphere wherever I go. I am committed to anything that I do, especially my business, and I want my employees to know that I am always there for them. I would not even be in the position that I am in now if it weren't for my current and past employees of the agency where I have gained all of my experience. I encourage my employees to be friendly, diligent, and to have pride in their work. I do this by also displaying these mannerisms and treating everyone with the same level of respect that I would like in return.

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

I will maintain a high level of professionalism each day in this business by expecting from my employees to carry themselves and act professional at all times. There will be no negatively talking about the customers amongst employees behind the counter, no crude comments, no impatience nor unkindness. Everyone, of course myself included, is to adhere to all policies as outlined in my personnell policy at all times such as appearance, dependability, workmanship and job knowledge.

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

I currently have an amazing staff that I hope remain employed at my agency for many more years to come. Most of my staff members have many years of license agency experience under their belts. I hope to retain these employees by always treating them fairly and expressing my appreciation to them often. When it came time and should it come time again to hire new employees, I will go through a selective interviewing process to determine the most competent and qualified candidates. Prospective employees must be willing to learn and have a desire to serve the public with excellent customer service.

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

I will continue to provide a great place to do business by keeping my agency staffed with employees that are friendly with good attitudes and are excited to help each and every person that enters our doors. I demonstrate a very caring and helpgul demeanor myself for our customers so that they feel comfortable and important at my agency and hopefully return. I will ensure daily housekeeping is being done and neccessary cosmetic updates are being made as well as decorating the office for each holiday. I have access 24/7 to our security cameras, there are panic buttons in the office in areas accessible to employees, and the local authorities are highly accessible in the case of an emergency.

9. How would you deal with an irate customer?

No one is always right, no matter the situation. However, in times of conflict, I feel it is of utmost importance to always maintain proffessionalism. Most of the time I am able to do this by staying true to my empathetic nature. I listen to the customers needs and concerns all while maintaining eye contact. I would ensure the customer that I would handle the situation, offer solutions, and apologize.

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

The best advice that I can give to my employees in the matter of having to deal with an irate customer, is that diffusing a difficult or escalating situation is a big skill to hone in on when working with the public. I would advise my employees that the customers' issue is not to be taken personally, to have them try and remove their emotions from the situation, and have them ask the customer right away if they would like to speak with a manager who can assist with coming to a solution.

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

I will continue to meet the expectations of the Bureau of Motor Vehicles by being a committed Deputy Registrar, by being committed to my business, my employees, my customers, to the community, and to the state of Ohio. I will retain outstanding employees who make it their duty to follow all rules set forth by the BMV and stay up to date on any and all changes implemented. I will refer to all resources available to me often and ask for and listen to advice from my field representatives.

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

The Bureau of Motor Vehicles should consider me for another deputy registrar license agency contract due to the fact that I am already so committed to the agency that I am bidding on. At my young age of 33 I have a total of over 18 years of customer service experience, and almost 8 years of experience working in a deputy registrar agency, most of which were in a managerial or Deputy Registrar position. I am genuinely committed to the bettering of the community and helping all of my customers to the best of my ability. I plan to continue to provide fast, professional, friendly and knowledgeable service to all of my customers and ensure that my staff does the same. I believe that exceptional customer service has been and will be the key to the success of my agency. I will continue to strive to be the best that I can be to uphold the standards that are set forth and expected of me. I want to make everyone, especially myself, proud. I believe that I can exceed even my own expectations, I just need the opportunity to be granted to me so that I can make my great state proud of me, too.

3.10(A) AFFIDAVIT OF INDIVIDUAL

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

County of Ashtabula :

State of Ohio :

I, Raechal M Towner, 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: Raechal M Towner

Printed/typed name of proposer: Raechal M Towner

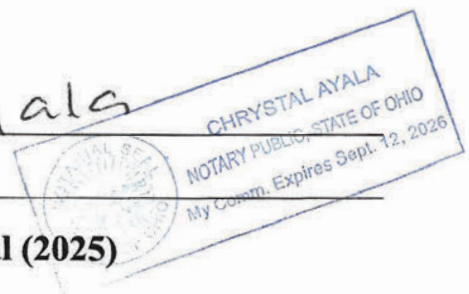
Sworn to and subscribed in my presence by the above named Raechal M Towner

on this 03 day of February, 2025

Ceyla
Notary Public

Printed name of Notary Public: Chrystal Ayala

My commission expires: 9-12-2026



4.0 OPERATIONAL CHECKLIST

Proposer's Full Legal Name Raechal M Towner

Location Number 0426

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>10,180.00</u>	✓	
4.5	Deputy Registrar Contract (2 pages only)	✓	

4.1 APPOINTMENT OF AGENCY MANAGERS

Proposer's name: Raechal M Towner Location number: 0426

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least 20 hours per week during the hours the agency is open to the public for business throughout the entire term of the contract. I understand that the minimum requirement for deputy registrars is twenty (20) hours per week during the hours the agency is open for business. This twenty-hour requirement does not apply to County Auditors/Clerks of Courts, nonprofit corps., or deputy registrars operating multiple locations (assessed as received).
- (B) OFFICE MANAGER: I understand and agree that I must appoint either myself or another reliable person to serve as the office manager for the agency, and that the office manager must be scheduled to work at the agency at least thirty-six (36) hours per week during the hours the agency is open to the public for business. It is my intention to:
- _____ Appoint myself as the office manager and work at least thirty-six hours per week during the hours the agency is open to the public for business.
- ☒ Appoint another reliable person to serve as the office manager to work at least thirty-six hours per week during the hours the agency is open to the public for business.
- (C) ASSISTANT OFFICE MANAGER: I understand and agree that I must appoint a reliable person to be responsible for the management of the agency in the absence of myself and the agency office manager during the hours the agency is open to the public for business.
- (D) OTHER EMPLOYEES: I agree to maintain an accurate and current roster of my office manager, assistant office manager, and all other employees and their work schedules, as well as my own work schedule, on file and available for inspection by BMV employees at all times. I also agree to notify the BMV in writing immediately of any changes in the appointment of the office manager or assistant office manager, and to keep the employee roster complete and current.


Deputy registrar (proposer) signature

Date: 1/27/2025

4.2 EXPERIENCED EMPLOYEES SUMMARY

Proposer's name: Raechal M Towner Location number: 0426

- (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:

☐

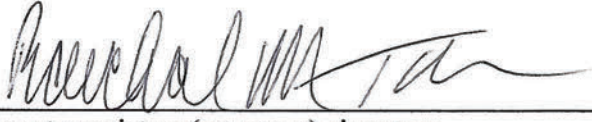
I HAVE NOT BEEN A DEPUTY REGISTRAR OR DEPUTY REGISTRAR EMPLOYEE. I have not yet identified any prospective employees who have relevant deputy registrar experience. However, if awarded a contract, I will make every reasonable effort to identify and hire, if possible, qualified employees who have relevant 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
Roxanne Tantari	14 years
Chrystal Ayala	9 years
Raechal Towner	8 years
Laurie Stuper	20 years
Holly Jenkins	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: 1/27/25

4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: Raechal M Towner Location number: 0426

Instructions. Use this form to project the number of hours the deputy registrar, office manager, assistant office manager, and all other experienced (if known) and/or new hire employees will work, the projected hourly wages paid, and the weekly and monthly payroll costs.

The deputy registrar shall be regularly scheduled and on duty at the license agency at least twenty (20) hours per week, during regular business hours. This twenty-hour requirement does not apply to nonprofit corps., county auditors/clerks of court, or deputy registrars operating multiple locations (assessed as received). The deputy registrar shall appoint a full-time office manager, who shall be either the deputy registrar or a full-time employee with responsibility for management of the agency. The office manager shall be regularly scheduled, and shall work at least thirty-six (36) hours per week during regular business hours. The deputy registrar shall also designate an assistant office manager who shall supervise the agency in the absence of the deputy registrar and the full-time office manager.

The projected total weekly work hours for the deputy registrar and all employees should equal or exceed the minimum staffing recommended for the Class Size Agency as prescribed in the Agency Specifications.

In accordance with the standards established by the United States Department of Labor, Wage and Hour Division; Ohio Constitution; and Ohio Department of Commerce; all license agency employees must be paid at least the current minimum wage rate of \$7.25 per hour by businesses with gross receipts of less than \$394,000 per year and \$10.70 per hour by businesses with gross receipts of \$394,000 or more per year.

The deputy registrar need not list any salary or wages for the deputy's own service as deputy registrar or as the office manager.

Caution. For deputy registrars who also serve as the office manager, be careful not to duplicate hours worked.

EMPLOYMENT POSITION	PROJECTED HOURS PER WEEK	PROJECTED HOURLY RATE	PROJECTED WEEKLY PAY	PROJECTED MONTHLY PAY (weekly x 4)
Deputy Registrar	20.00	N/A	N/A	N/A
Office Manager (leave blank if the Deputy Registrar is also the Office Manager)	36.00	\$ 15.00	\$ 54.00	\$ 2,160.00
Assistant Office Manager	20.00	\$ 14.00	\$ 280.00	\$ 1,120.00
Experienced Employees Total Number (combine Full-time & Part-time) = <u>3</u>	90.00	\$ 13.00	\$ 1,170.00	\$ 4,680.00
New Hire Employees Total Number (combine Full-time & Part-time) = _____				
TOTALS	166.00	N/A	\$ 1,504.00	\$ 7,960.00

4.4 START-UP COSTS CALCULATION

Proposer's name: Raechal M Towner Location number: 0426

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.

\$ 7960.00

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: \$ 740 x 3 = \$ 2220.00

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] \$ 10,180.00

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 Raechal Morgan Towner, (deputy registrar, herein) whose

 , to operate a deputy registrar agency, Location No. 04-B, to be located as follows: in the State of Ohio, County of Ashtabula
City/Village/Township (indicate which) City of Ashtabula
Street address: 858 Lake Avenue
(City) Ashtabula, Ohio (Zip) 44004

WHEREAS, the Registrar of Motor Vehicles, pursuant to section 4503.03, section 4507.01, and other applicable sections of the Ohio Revised Code, wishes to appoint and contract the above named person as deputy registrar for the above referenced location;

WHEREAS, the above named deputy registrar wishes to accept this appointment and contract as deputy registrar;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Registrar hereby appoints the above named person as a deputy registrar subject to the 2025 Deputy Registrar Contract Terms and Conditions which are incorporated herein by reference;
2. The above named person hereby accepts appointment as a deputy registrar subject to the 2025 Deputy Registrar Contract Terms and Conditions incorporated herein by reference;
3. The term of this appointment and contract shall begin on the 29th day of **June, 2025**, and shall end on the 29th day of **June, 2030**, unless otherwise terminated as provided herein;

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

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

Rachal M Town
Deputy Registrar signature

2/3/2025
Date

STATE OF OHIO :

COUNTY OF Ashtabula :

Before me, a notary public in and for said county and state, personally appeared the above named Rachal M Towne, 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 03 day of February, 2025.

[Signature]
NOTARY PUBLIC

Printed name of Notary Public:

My commission Expires: 9-12-2026



STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

BY: _____
REGISTRAR OF MOTOR VEHICLES

Done at Columbus, Ohio, on

5.0 DEPUTY PROVIDED SITE CHECKLIST

Proposer's Full Legal Name Raechal Morgan Towner

Location Number 0426

Proposed Site Address 858 Lake Avenue

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): 858
Street address of site Lake Avenue
City Ashtabula, Ohio, Zip Code 44004
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.

The signage was updated to the new BMV logo in May of 2022. Both the sign above the office door and the signs by the road in the plaza display were replaced. Regular cosmetic updates as well such as painting the interior of the office walls, carpet and lobby floors professionally cleaned twice a year, and the plexiglass shields at each terminal that were installed in 2020 remain up.

5.3 LEASE OPTION

1. I (we)(owners' complete names) John R. Kawrecki

TO LEASE the following described property located in the State of Ohio, County of Ashtabula, (state whether city, village or township)

City of Ashtabula and commonly known as:
(property's address) 858 Lake Ave

Suite _____ City Ashtabula, Ohio, Zip 44004

to (proposer's name) Raechal M. Towner

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

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

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

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

Owner(s)' signature(s): John R. Kawecki

Owner(s)' printed name(s): John R. Kawecki

STATE OF Ohio:

COUNTY OF Mahoning:

The foregoing instrument was acknowledged before me on this 5th day of February, 2025, by the owners, John R. Kawecki

[Signature]
Notary Public

Printed name of Notary Public:

My commission expires on

I hereby accept this option.



ANTHONY D. CAROSELLA
Notary Public
In and for The State of Ohio
My Commission Expires
July 27, 2029

2/5/25
Date

Harshal M. Tan
Optionee signature, Deputy Registrar Proposer