

## LBRS Data Delivery and Invoicing

In addition to defining the Roles and Responsibilities of the County/State partnership, the MOA is the instrument that allows the state to enter into a sole source contract with the county for the development of the county LBRS sub-system and the tools and procedures necessary for the county to comply with the LBRS data and maintenance requirements. As stated in the MOA the State will need to review and approve the proposed solution for the development of the County's LBRS centerline and address data. The MOA becomes effective after it has been approved by the Controlling Board and signed by the Director of the Office of Information Technology. A signed original will be returned to the County for their records.

In order to assure that centerline data is being developed in accordance with LBRS/ODOT standards it is advisable that the data be previewed by the state once the logpoints have been calculated and prior to the county QA/QC efforts for standardization and address range development. Data for this purpose should be delivered to the second address listed below and should be clearly marked as preliminary.

State funds for the development of the LBRS are deliverable based; data must conform to the LBRS specifications document (street centerlines with address ranges, left and right zip codes, site address point locations, street alias table, etc.) After the data has been QA/QC'd by the county it is delivered to the state for final review and approval. **An invoice from the County** on County letterhead should be included along with the county's final QA/QC'd deliverables on CD-ROM. The state will need 2-3 weeks for data verification. Upon approval of the centerline and logpoint data by ODOT and satisfaction of the requirements of the LBRS program, OGRIP will approve the invoice for payment.

Billing and mailing information for the LBRS invoice are different.

- 1) Invoice should be made out and mailed to:

State of Ohio  
Department of Administrative Services  
Business Office  
30 East Broad Street, 39th Floor  
Columbus, Ohio 43215

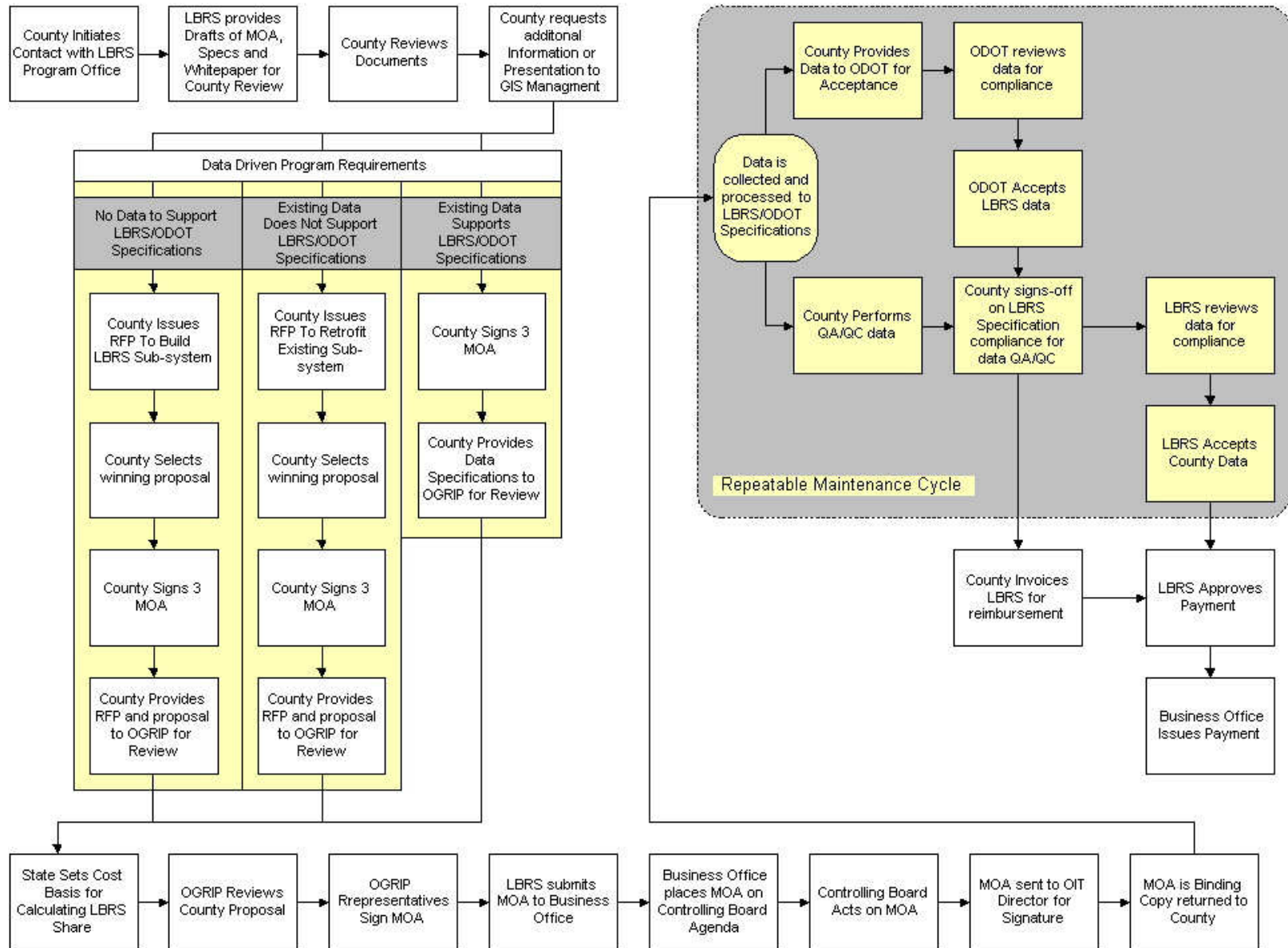
- 2) Deliverables and a copy of the invoice should be mailed to:

State of Ohio  
OGRIP/LBRS Program  
77 S. High St. Suite 1990  
Columbus, OH 43215-6108

- 3) The County information on the invoice should read the same as the information provided on the first page of the MOA.

In the event data is found to be non-compliant an explanation of non-compliance will be provide to the County and/or their appointed representative for correction and resubmission for approval.

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