



MOHAVE
COOPERATIVE

Becoming a Mohave Vendor

What is Mohave?

- Mohave Educational Services Cooperative, Inc. (Mohave) is a nonprofit political subdivision providing essential governmental function acting as a public procurement unit for its members.

What is a Mohave Vendor?

A Mohave vendor has been awarded a contract through a formal competitive procurement process conducted by Mohave in accordance with Arizona law.

Only the goods or services awarded through this process may be offered to Mohave members.

Who are Mohave members? Mohave's membership includes:

- School districts
- Cities
- Counties
- Community Colleges
- Universities
- Tribal governments
- Bureau of Indian Education grant schools and special taxing districts
- Other Political Subdivisions

What rules do Mohave contracts follow?

Mohave contracts are written in accordance with the purchasing requirements in:

- Arizona State Board of Education School District Procurement Rules
- Arizona Procurement Code and other sections of the Arizona Revised Statutes
- Federal EDGAR and USDA Purchasing Requirements

Mohave procurement processes are designed to obtain maximum value and benefit for our members, promote active participation from qualified vendors, and provide fair, open and nondiscriminatory competition. Mohave contracts are not a way to avoid the bidding requirements. They are a legal means to satisfy them, just as if the members had conducted the competitive procurements themselves.

What is Mohave's contracting process?

All Mohave contracts are a result of a formal competitive procurement process, which may include:

- Invitation for Bid
- Request for Proposal
- Request for Qualifications

There are no sole source procurements. Mohave's contracting process begins with the notification of a solicitation. This notification is emailed to every vendor registered for the applicable commodity or service category in our prospective bidders list. Notices are also published in newspapers.

Vendor responses shall contain all of the information requested within the solicitation. Responses are opened in public at Mohave's Kingman, Arizona office.

Responses to a Mohave procurement, shall comply with all material aspects specified within the solicitation. Contracts are awarded as follow:

- Invitation to Bid (IFBs) are awarded to the lowest responsive and responsible bidders
- Request for Proposal (RFPs) and Request for Qualifications (RFQs) are awarded based off the specified evaluation criteria.

Mohave awards term contracts consisting of an initial one-year award with the possibility of four one-year extensions. No contract shall exceed a maximum of five years.

How do members use Mohave contracts?

Members use Mohave contracts on an as-needed basis. After identifying a Mohave contract that meets its need, a member orders the goods or services. School district members must make the determination specifying the reasons and how the determination was used prior to utilizing the cooperative contract.

While Mohave assists members with purchase verification, it is the member's responsibility to independently verify that quotations and purchase orders comply with the terms of the contract. Copies of Mohave contract documentation are available on our website to assist members in meeting this due diligence responsibility.

How does Mohave fund its operation?

Mohave funds its operations with a 1% administrative fee. The fee most commonly is included in the vendors' approved contract pricing. Mohave vendors remit the administrative fee to Mohave in accordance with a specified procedure and schedule.

How can my firm get involved?

Register your firm on Mohave's prospective bidders list via "Prospective Bidder Sign-Up" on our website.

Placing your firm on the prospective bidders' list does not establish a contract, or qualify your firm to enter into a Mohave contract. It is simply a means to ensure a firm receives solicitation notifications.

Review the vendor training materials on our website.

Respond to Mohave solicitations with complete and competitive offers.

How can I learn more?

There are a number of ways to learn about Mohave and its cooperative purchasing program:

- Browse our website at www.mesc.org.
- Review the vendor handbook on our website.
- Contact Mohave Outreach & Education at (602) 277-4290 or outreach@mesc.org.
- Contact Mohave Contracting Team at (928) 753-6945 or contracts@mesc.org.