



MOHAVE
COOPERATIVE



Due Diligence

For Mohave Cooperative Contracts

(Revised 10/3/23)

The Purpose of Due Diligence

- Due diligence is a process a buying entity uses to verify a cooperative procurement contract complies with the rules, regulations and statutes applicable to the entity's competitive procurement requirements.
- Due diligence increases confidence in the buying entity's decision to use a cooperative contract.
- Performing due diligence places the buying entity in a better position to react to any challenge resulting from the use of a cooperative contract.
- It is the responsibility of the buying entity to perform due diligence.

Procurement Practices Review

- Each entity has their own requirements for completing due diligence on a cooperative contract. Please be familiar with your specific requirements.
- There are no specific conditions on the Due Diligence Tool that you use, however you must ensure compliance with your specific requirements.
- The Office of the Auditor General has prescribed guidelines for performing due diligence reviews for school districts, under the Uniform System of Financial Records Compliance Questionnaire. District's must use their own judgment in determining the appropriate amount of complexity of due diligence required for the cooperative contract.

How Does Mohave Comply with the Rules and Regulations of the State?

- An independent CPA firm, using the Uniform System of Financial Records Compliance Questionnaire, reviews Mohave's procurement practices annually. Reviews are available on our website with the due diligence information.
- As a due diligence tool, Mohave has reviewed the procurement practices portion of the USFR Compliance Questionnaire and provided information that should assist members in performing their own due diligence reviews.

[Mohave's Review of the Cooperative Procurement Compliance Questionnaire](#)

Mohave updates its USFR Compliance Questionnaire Checklist once the Auditor General issues a new Questionnaire



A RECOGNIZED LEADER IN PUBLIC PROCUREMENT

15 time recipient of National Procurement Institute (NPI) Achievement of Excellence in Procurement (AEP)

7 time recipient of the NIGP Outstanding Agency Accreditation Award

- Mohave-About Us
- Why Mohave?
- ASPIN-About Us
- Why ASPIN?
- Corporate Profile
- [Due Diligence](#)
- Board of Trustees
- Frequently Asked Questions



There are two links that will direct you to Mohave's Due Diligence information.

CONTACT US

MOHAVE: 928.753.6945
ASPIN: 520.888.9664
Member Toll Free: 800.742.2437

Members: orders@mesc.org
Vendors: adminreport@mesc.org

LINKS

- MOHAVE
- ASPIN
- Resources/Brochures
- [Due Diligence](#)
- Current Mohave Members
- Current ASPIN Members
- Newsletter Fall 2017
- Community Links

Procurement Practices Reviews

- Locate the vendor within our website by key word search or alphabetically.
- Click on the "Pricing & Docs" tab.

MOHAVE 928.753.6945 ASPIN 520.888.9664 SIGN UP SEARCH CONTRACTS

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ABOUT VENDOR

Show All Products/Vendors A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Click here to search by Product

ARCADIS

Visit Website
410 N. 44th Street, Suite 1000
Phoenix AZ 85008

Main Contact:
Bill Lukehart
Phone: 602-438-0883

Contract:
18E-ARC-0817

Final Expiration:
08/17/2023

Next Renewal:
08/17/2020

Mohave Contacts:
Procurement Specialist:
Veronica Escobedo
Contract Specialist:
Maria Brissette, CPPB

Overview Pricing & Docs More Info

Products/Services:
Arcadis U.S., Inc. provides:
Professional Project and Construction Services.

Excluded Items:
None

About The Vendor:
Arcadis is offering statewide project and construction services. The firm's employees maintain LEED accreditation and hold certificates as Certified Construction Managers. The firm maintains offices throughout Arizona including Phoenix, Tucson, Yuma, and Show Low. Arcadis offered several value-added services that will enhance each project, including design-peer review, life cycle analysis, cost analysis, constructability and value engineering. Services that can be provided by the firm in support of an awarded include geologist, civil engineer, electrical engineer, mechanical engineers, landscape and professional architect.

Throughout our 31-year Arizona history, ARCADIS PMCM has successfully completed more than 12,000 projects with a combined value exceeding billion. In the past five years, we have worked with over 30 Arizona school districts and numerous public agencies on projects totaling over billion.

We work exclusively as your owner's representatives, and while we employ registered architects, professional engineers, licensed contractors, cost estimators and schedulers, we do not perform design or construction. We have built our services on the proposition that our clients know what they need, they simply need our assistance to develop and implement a plan to achieve it. Just as no two clients are the same, no two programs or projects are the same. Whether you need a team of construction experts to manage your program or training for your existing staff, we can help you every step of the way.

- Program Management
Manage multiple projects
- Project Management
Perform full administration
- Construction Management
Oversee bidding and construction-phase activities

Procurement Practices Reviews

- Information contained within the contracts documentation page.
- Click the link to open the Contract Documents Page.

Each file name begins with the MESC contract number. The contract number is followed by the appropriate description.
Example: 18E-ARC-0817
Compliance Questionnaire.pdf

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Mohave Pricing:
Click here to go to the Mohave Pricing page

Contract Documents:
Clicking on the button below and logging in will direct you to a compressed zip file containing the following contract documentation:

- Compliance Questionnaire:** A copy of the USFR Compliance Questionnaire with Mohave's response to each item. Direction is provided to confirm Mohave's response.
- RFP Determination:** A copy of the written determination prepared prior to using a request for proposals. (Only applies to JOC contracts as of 7/1/14.)
- Bidders List and Bid Opening:** Copies of the bidders list showing registered vendors receiving the solicitation notice, the bid or proposal receipt log substantiating the date and time bids or proposals were received, and the public opening record.
- IFB or RFP:** A copy of the complete IFB or RFP. Addenda, if any, are included.
- Request for Best & Final Offer:** A copy of the Request for Best & Final Offers issued for competitive sealed proposals.
- Bid or Proposal:** A copy of the bid or proposal submitted by the vendor. For proposals, the vendor's best & final offer, if any, is included in this file.
- Award, Extensions and Amendments:** Copies of the evaluation and award documents, contract extensions and contract amendments, if applicable.
- Pricing Summary:** Document indicating where to access pricing for the contract. Also includes additional pricing comparison document used during the evaluation process.
- Due Diligence Tutorial:** A step-by-step guide to assist in performing due diligence reviews of Mohave contracts.

Click here to go to the Contract Documents page

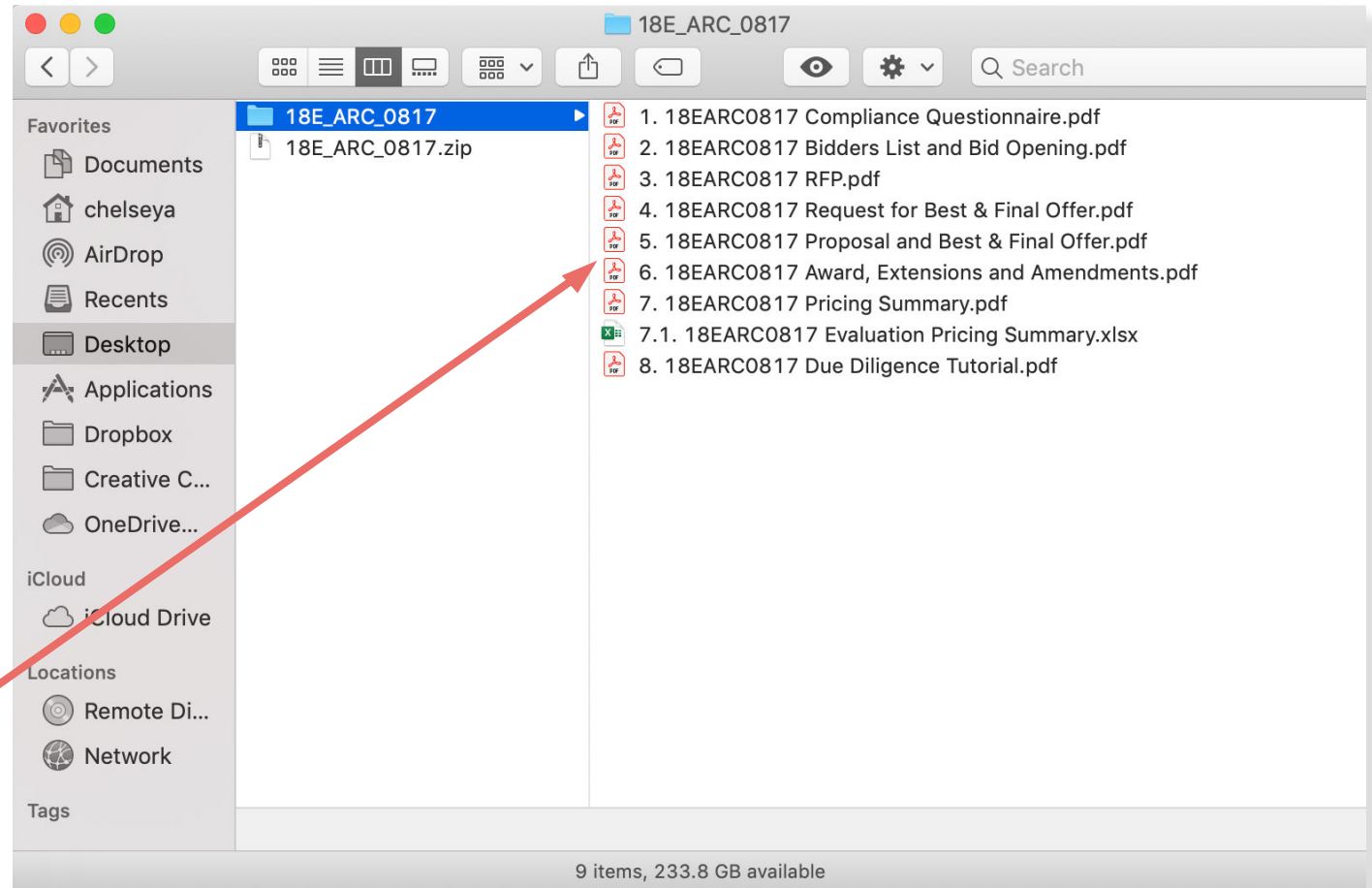
Contract Review

- Once you click on the appropriate contract it will download to your computer in a zipped file.
(The location of the downloaded folder is determined by your computer's setup).

- If your computer does not automatically extract the zipped file, extract the file with a program like Winzip or Stuffit Expander.

- After extraction, you will see a window similar to this.

- This folder contains the documents for the selected contract.





Contract Review

Review of multiple files is required to verify information in a compliance questionnaire. The information below shows the questionnaire topic and the corresponding contract documentation file.

Due Diligence Review Item	Mohave Contract File to Review
USFR Compliance Questionnaire	"Mohave Contract #" Compliance Questionnaire.pdf
Determination for issuing an RFP (ONLY FOR CONTRACTS AWARDED BEFORE 7/1/14)	"Mohave Contract #" RFP Determination.pdf
Bidders list, time & date stamp (receipt log), public opening record	"Mohave Contract #" Bidders list & Bid Opening.pdf
Due date & time, terms & conditions, performance requirements, specifications, scope of work, evaluation criteria, etc.	"Mohave Contract #" RFP.pdf - or - "Mohave Contract #" IFB.pdf
Request for Best & Final Offer*	"Mohave Contract #" Request for Best & Final Offer.pdf
Vendors bid/proposal Vendor's best and final offer	"Mohave Contract #" Proposal and Best & Final Offer.pdf - or - "Mohave Contract #" Bid.pdf
Award and Extensions	"Mohave Contract #" Award, Extension and Amendments.pdf
Pricing	"Mohave Contract #" Pricing Summary.pdf

* Best and Final offers are used solely with competitive sealed proposals, and will only be found in contracts with the "RFP" prefix.

Compliance Questionnaire

- Open the compliance questionnaire.
- As a tool to assist members, Mohave examined the requirements in the Arizona Auditor General’s USFR Compliance Questionnaire to confirm contract compliance.
- The left column has the Auditor General’s requirement. 
- The right column has Mohave’s explanation of compliance as well as where to go to confirm compliance. 
- Verify Mohave’s compliance by reviewing the document page referenced in Mohave’s response.

Review of the April 2015 USFR Compliance Questionnaire as Applied to Mohave Contracts

Mohave has reviewed the procurement practices portion of the April 2015 revision to the USFR Compliance Questionnaire and provided information that should assist members in performing due diligence reviews.

This document applies to the Mohave contract under review. All questions not pertaining to this contract have been deleted. Question numbers are the same as in the complete USFR Compliance Questionnaire.

EXPENDITURES	MOHAVE RESPONSE
1. Based upon review of () contracts for the procurement of construction, materials, and services that exceeded \$100,000, did the cooperative follow the School District Procurement Rules (R7-2-1001 et seq)?	
a. For () contracts awarded through competitive sealed bidding or competitive sealed proposals, did the cooperative:	
1) Give adequate notice of the invitation for bid (IFB) or request for proposal (RFP)? R7-2-1022 or R7-2-1042(C)	Mohave complies. All solicitations are advertised in The Bullhead Bee (Mohave County’s official newspaper of record) and also in the Arizona Business Gazette. Email notices are sent to prospective bidders as well.
2) Compile and maintain a list of persons who requested to be added to a list of prospective bidders, if any? R7-2-1023	Mohave complies. Prospective bidders list is maintained and used for all categories. Bidders list is included in online contract due diligence package.
3) Issue the IFB or RFP at least 14 days before the due date and time set for bid or proposals, as applicable, unless a shorter time was determined necessary? R7-2-1024(A) or R7-2-1042(B)	Mohave complies. Solicitations are issued more than 14 days before time and date set for opening. See page 1 of solicitation for date of issue and due date. Copy of solicitation included in online contract due diligence package.
4) Include all required information in the IFB or RFP? R7-2-1024(B) or R7-2-1042(A)	
<p><i>IFB R7-2-1024(B) requirements copied from the Arizona Administrative Code:</i></p> <p>a. Notice that all information and bids submitted by bidders will be made available for public inspection following the award of the contract;</p> <p>b. Instructions and information to bidders concerning bid submission requirements, including the means for bid submission such as, hand delivery, U.S. mail, electronic mail,</p>	<p>a. <i>General Terms and Conditions (4.3 Public Record)</i></p> <p>b. <i>Page 1, IFB Instructions to Bidder & Checklist (Tab 1b)</i></p>

Contract Review & Due Diligence Documentation

- Review contract for compliance with your specific requirements.
- Document your review and make note of what you did to confirmation compliance.
- You can use any method to document your due diligence. We have provided another example using the USFR Compliance Questionnaire with comments showing the check for compliance.

Expenditure	Compliance
Based upon review of this awarded contract for the procurement of construction, materials, and services that met or exceeded the amount requiring sealed bids, as calculated by the Arizona State Board of Education in accordance with A.R.S §15-213, did the cooperative follow the School District Procurement Rules as set forth in Title 7, Chapter 2, Articles 10 and 11, of the Arizona Administrative Code?	Yes
For this contract test that were made through competitive sealed bidding, did the cooperative:	
1. Give adequate notice of the invitation for bids? R7-2-1022	Yes
2. Compile and maintain a list of prospective bidders? R7-2-1023	Yes, reference Bidders List and Bid Opening for listing of vendors notified and the ads of publication.
3. Issue invitations for bids at least 14 days before the time and date set for bid opening unless a shorter time was determined necessary, and did the invitation for bids include all information required by R7-2-1024, including:	Yes, Issued and released bid on February 14, 2015 and bid closed on March 14, 2015.
(a) The purchase description and specifications, including the estimated volume of purchases for the cooperative's members.	Scope of Work/Services/Page 4 and Specifications Page 6.
(b) Delivery and performance schedule.	Special T&C's/Page 26, General T&C's/ Page 35

Mohave Contract Information

Our staff is available to provide additional information or assistance by phone or email



CONTRACT DOCUMENT ASSISTANCE

Michael Carter, CPPB, NIGP-CPP,	Contract Specialist	michaelc@mesc.org	928-718-3222
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Kristy Hamm, CPPB,	Contract Specialist	kristy@mesc.org	928-718-3221
Melissa Jimenez	Contract Specialist	melissa@mesc.org	520-888-9357

TECHNICAL/WEBSITE/ENGAGEMENT ASSISTANCE

Jim Dugo,	IT Manager	jjimd@mesc.org	928-718-3076
Lewis Hafley,	Information Systems Support Specialist	lewis@mesc.org	928-718-3214
Chelseya Molner,	Outreach & Education Specialist	chelseya@mesc.org	602-277-4290
Nancy Colbaugh, CPPB, NIGP-CPP,	Engagement Specialist	nancy@mesc.org	928-718-3228