



Responding to a Mohave Solicitation

Mohave's procurement process is compliant with the State of Arizona procurement rules, regulations and statutes by which public procurement units must adhere.

Mohave contracts provide its members a means to purchase needed goods and services resulting from a formal competitive solicitation process.

Mohave uses three types of procurement solicitations:

- Invitation for Bids (IFB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)

Each solicitation contains the terms, conditions, and scope of work for a Mohave contract. They also contain submittal requirements. Compliance with the submittal requirements is an essential element of a vendor's response.

Frequently Asked Questions (FAQ):

What are the common mistakes vendors make when responding to a Mohave IFB, RFP or RFQ?

- Not complying with the instructions.
- Taking shortcuts.
- Using boilerplate responses rather than specific responses to the requirements stated.
- Incomplete or unacceptable pricing.
- Material exceptions to the terms and conditions.
- Material deviations from the specifications and scope of work.
- Missing information.
- Assuming rather than clarifying.

What are the common outcomes of these mistakes?

- The most serious outcome is a determination that the offer is nonresponsive and cannot be considered for award.

How long does it take to be awarded a contract after I submit my offer?

- Submitting an offer does not guarantee a contract for your firm. Your offer will compete with all other responses.
- Evaluation and award times vary.

However, all vendors are notified of the outcome. Standard award time is four to eight weeks after the due date.

If there is a problem, can I fix it?

- The ability to correct a mistake or revise an offer is limited. You should never anticipate an opportunity to make a correction or revision.

Feel free to contact us should you have any further questions at 928-753-6945 or by email at contracts@mesc.org

