



# CCS PRESENTATION SYSTEMS

## RFP 15I-0529

## 15I-CCS-1002

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.  
(928) 753-6945 KINGMAN  
[WWW.MESC.ORG](http://WWW.MESC.ORG)  
REV 03/19/15 MSC

# General Information

- Member may obtain Mohave contract prices by visiting our online store at <http://mohave.ccssouthwest.com>. Pricing is also available by contacting your local CCS sales representative. Call Will Dunham at 480-273-8273 if you are not familiar with your current sales rep.
- Include MESC Contract #15I-CCS-1002 on the purchase order.
- Orders may be entered in online store, mailed, faxed, or emailed.
- Orders will be shipped to the specified location. CCS will also allow pick up of purchased items at our facility in Scottsdale:  

CCS Presentation Systems, 17350 N. Hartford Dr. Scottsdale, AZ 85255
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Will Dunham @ 480-273-8283
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- CCS Presentation Systems will remit admin fees to Mohave.

# Ordering Overview (On-Line Direct Order)

- Member sets up an account by visiting:
  - <http://mohave.ccssouthwest.com>
- Member logs in to vendor website.
- Member determines the required products and services
- Member obtains contract prices for quote, or places items in cart.
- Member uses a Pcard, or prepares a purchase order for CCS Presentation Systems
- CCS Presentation Systems processes the member order.
- Member receives and verifies the order.
- CCS Presentation Systems invoices the member.
- Member pays CCS Presentation Systems
- CCS Presentation Systems will remit admin fees to Mohave.

## On-Line Quote, Pick-Up in Store

- To create an on-line quote, member logs in to vendor website with previously created account information.
- Member determines the required products.
- Member obtains contract prices for quote.
- CCS Presentation Systems processes the member order.
- Member receives and verifies the order.
- CCS Presentation Systems invoices the member.
- Member pays CCS Presentation Systems
- CCS Presentation Systems will remit admin fees to Mohave.

# Blanket Purchase Orders

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
  - The period it can be used
  - The product or products to be purchased
  - Any excluded products or services
  - The maximum amount available to be spent
  - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.

# Questions

- For Mohave questions, contact (Contract Specialist) at [nancy@mesc.org](mailto:nancy@mesc.org) or (928) 718-3228
- For CCS Presentation Systems questions, contact **Will Dunham** at [wdunham@ccssouthwest.com](mailto:wdunham@ccssouthwest.com) or **480-273-8283**