



CCS Presentation Systems

Online Source for Computer Hardware, (including recertified and refurbished), Peripherals, Software, A/V Equipment, Accessories and Service

20F-CCS-1003

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN

WWW.MESC.ORG

REV 8/14/20 MSC

General Information

- Member may obtain Mohave contract prices by one of the three following methods:
 - Email/Call Brandon Hall (will forward to assigned account rep)
 - See spreadsheet on final slide
 - Email/Call assigned account rep. directly
 - See spreadsheet on final slide
- Check online at <https://mohave.ccssouthwest.com/my-account/>
- Include MESC Contract 20F-CCS-1003 on the purchase order.
- Orders may be completed in one of the following manners:
 - Email/fax PO to Brandon Hall (will forward to assigned account rep)
 - Email/fax PO to assigned account rep. directly (see list)
 - Order online at <https://mohave.ccssouthwest.com/my-account/>
- Purchases are made directly with CCS Presentation Systems using the ordering methodologies outlined in this user guide. *Orders are not sent to Mohave for review.*
- CCS Presentation Systems submits contract activity monthly to Mohave.
- Mohave reviews selected member orders on CCS Presentation Systems' submitted Reconciliation Report.

Ordering Overview (Direct On-Line Order)

- Member logs on to CCS Presentation Systems' website using the username and password for the Mohave contract. If using a purchase order:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20F-CCS-1003 on the purchase order.
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) with Brandon Hall (information below) as a single point of contact. Brandon will work with the Account Representative assigned to the customer for a solution.
 - **Brandon Hall** | Cooperative Contracts Manager
CCS Presentation Systems - Southwest
3633 E. Irvington | Tucson, AZ 85714
(520) 628-2377 Direct (866) 577-1807 Fax (505) 331-2981 Mobile | bhall@ccsprojects.com
140448 - Low Voltage | 297128 - Electrical
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- CCS Presentation Systems will remit admin fees to Mohave.

Blanket Purchase Orders (if applicable)

- 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 Maria Brissette, CPPB at maria@mec.org or (928) 718-3237
- For CCS Presentation Systems questions related to Quotes and Orders, please contact:

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Mohave Member Account Representatives

- CCS / Mohave Member Account Rep List
 - Use filters to narrow search/sort by Member, Type, County, or CCS Rep.
 - Ctrl F (PC) or Cmd F (Mac) to search