



# 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](http://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](mailto: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](mailto:maria@mec.org) or (928) 718-3237
- For CCS Presentation Systems questions related to Quotes and Orders, please contact:

**Brandon Hall** | Cooperative Contracts Manager

*CCS Presentation Systems - Southwest*

3633 E. Irvington | Tucson, AZ 85714

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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