



Revised May 28, 2025

YOUR GUIDE TO CONTRACT SUCCESS

Welcome

Your firm has been awarded a Mohave cooperative contract.

A successful Mohave cooperative contract requires a collaborative effort between you, Mohave and its members.

Your feedback and questions are appreciated and will help us in future presentations.

This document will provide the following:

- Mohave Overview & Resources
- Compliance Responsibilities
- Processes
- Contract Management & Problem Resolution

You are now a part of an elite group of vendors qualified to provide goods and services to many cities, counties, school districts, community colleges, universities, tribal governments, BIE grant schools, and special taxing districts throughout the state.

Mohave Overview

Mohave has been serving Arizona since 1971.

Mohave is a nonprofit corporation created via an intergovernmental agreement for the sole purpose of administering a cooperative purchasing program.

Our contracts are done in Arizona for Arizona government entities.

Mohave began its cooperative purchasing program in 1988 with one contract and has now grown to over 200, each offering a wide range of products and services to meet its members' needs.



Why Mohave

For Our Members

- Quality cooperative contracts for goods and services that comply with state statutes, laws, procurement rules, and federal regulations.
- Efficient, effective and economical procurement.
- Accessible contract documents, prices and due diligence materials.
- Quality assistance with performance, payment and other needs.
- Reputation for integrity and professionalism.

For Our Vendors

- Quality cooperative contracts that comply with state statutes, laws, procurement rules, and federal regulations.
- Access to hundreds of government agencies throughout the state.
- A single contract meeting the needs of many members.
- Quality assistance with performance, payment and other needs.
- Reputation for integrity and professionalism.



Compliance

Mohave's Members Must Comply with Various Applicable Rules, Regulations and Statutes

Statutes, laws, rules and regulations applying to Arizona public procurement include:

- Arizona Revised Statutes
- Arizona State Board of Education
School District Procurement Rules
- Local Ordinances
- Governing Body Policy
- Uniform System of Financial Records (USFR)
- Education Department General Administrative Regulations (EDGAR) and other applicable grant regulations

Mohave's Responsibility for Compliance

- Contracts written to comply with applicable statewide rules, regulations and statutes.
- Contract documentation available for due diligence.
- Contract management and oversight.
- Contract assistance with problem resolution.

Member's Responsibility for Compliance when Choosing Mohave Cooperative Contract

- Ensure contracts meet your requirements for public purchasing through due diligence.
- Identify to the vendor that a Mohave cooperative contract is being used.
- Follow the terms and conditions of the Mohave contract.
- Follow the processes of the Mohave contract.
- Request assistance from Mohave for any problems.

Vendor's Responsibility for Compliance

- Know your Mohave contract.
- Train staff on your Mohave contract.
- Quote in accordance with your Mohave contract.
- Follow the Mohave processes of your Mohave contract.
- Contact your Contract Specialist with questions.

First Step: Request the Quote

Processing

- Member requests quote.
- Vendor provides contract compliant quote.
 - ✓ Quoting goods and services awarded under your contract.
 - ✓ Quoting currently approved Mohave contract pricing.
 - ✓ Display quote expiration date.
 - ✓ Display Mohave contract number on quote.

Keys to Expediting an Order

Detailed quotes expedite purchases by providing all of the information required to purchase products or services and confirm contract compliance.

- Use Tips for Successful Quotes as a resource. *(see following page)*
- Assure any pricing adjustments have been approved prior to quoting member.
- Assure promotional pricing has been approved by Mohave.
- Ask Mohave Contract Specialist for assistance.

***Clearly identify any revised or updated quotes.*



Tips for Successful Quotes

- 1 Clearly identify vendor.
- 2 Provide date and number quote.
- 3 Provide quote end date and any other conditions.
- 4 Identify member receiving quote.
- 5 Identify vendor's staff member providing a quote.
- 6 Provide Mohave contract number.
- 7 Provide quantity.
- 8 Provide part number.
- 9 Provide product or service description.
- 10 Provide contracted unit price & extended cost.
- 11 If applicable, identify non-contract items.
- 12 Identify "pass-through" items.

SAMPLE QUOTE



To:

Appleblossom Elementary School District
235 Sycamore
Anytown, AZ 81336

1 Sample Vendor Corp
123 Credibility St.
Appaloosa, MS 32771
Phone: 714-276-3214 Fax: 714-981-6587

4 This quote is good for 30 days from above date.

2 **Quote**

Date 2/10/12 **Quote** 345678

3 Quote offered by: Fred Sales

5

Quantity	Item	Description	Unit Price	Total
		6 Mohave Contract # 110X-SVC-1231		
7 200	8 E326	Widgets, Right Handed, Blue 9	\$110.00	\$22,000.00
150	LABR	Labor Hours, Installation	\$50.00	\$7,500.00
		11 Non-Mohave Contract Items		
15	W221	Widgets, Support	\$15.00	\$225.00
		Mohave Form 470 #769050000934059		
		SVC SPIN #123456789		

Subtotal:	\$29,725.00
12 Tax (8.85%):	\$1,962.00
Shipping:	N/C
Miscellaneous:	None
Total	\$31,687.00

Second Step: Issuing the PO

Processing

- Member issues a PO in the vendor's name.
- Member forwards PO and quote to Mohave for review.
- Mohave reviews the order.
- Mohave emails the "MESC Reviewed" PO to the member and vendor.

Keys to Expediting an Order

On average, Mohave's purchase order review process takes less than 1 day. To assist with this timely review:

- Only process MESC Reviewed PO's. *(see following page)*
- Reference Tips for a Successful Quote for key components that need to be included on the PO and quote.
- Promptly notify your Order Contract Compliance Specialist if a member sends a PO directly to you.
- Promptly respond to information requests.
- Do not make substitutions, revise quantities or exceed the total amount of a "MESC Reviewed" PO without receipt of a "MESC Reviewed" change order.

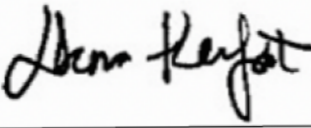
Sample "MESC Reviewed" PO

✓ PO is issued to the Mohave vendor.

✓ Mohave contract number is noted.

✓ "MESC REVIEWED" stamp.

✓ Mohave reviewed items are identified with highlighter or check mark or circle.

Purchase Order		TUCSON UNIFIED SCHOOL DISTRICT 1010 E 10TH STREET TUCSON AZ 85719		No. 12205852				
SHOW PO NUMBER ON ALL SHIPMENTS, INVOICES, PACKING LISTS AND CORRESPONDENCE		ALL PURCHASE ORDERS EXPIRE ON JUNE 30TH OF THE CURRENT FISCAL YEAR EMAIL INVOICE TO: AP@tusd1.org		BILL TO TUSD FINANCIAL SERVICES 1010 E. 10TH STREET BLDG B ROOM 265 TUCSON, AZ 85719				
P.O. Date: 10/26/2021		Questions ? PURCHASING DEPARTMENT (520) 225-6080		Ext: Account:				
P.O. Issued To : EDUCATIONAL FURNISHINGS OF AZ. ARIZONA FURNISHINGS 6913 W BUCKEYE RD STE 200 PHOENIX AZ 85043		Ship To: INNOVATION TECH HIGH SCHOOL Attn: Linda Lyon-Office Mgr 3300 S PARK AVE TUCSON AZ 85713 (520) 225-6080		Req# 707535				
Contact: Phone: (800) 872-2287		Location: Innovation Tech High School 2683 Fax: (602) 484-7825		Project: None				
Reference:		Date Required: 11/02/2021		Award Number: 18M-AZF-0130				
Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	13	EA	H105533	Series Bookcase 3 shelf	296.55	3,855.15	335.40	0.00
2	1	EA	H105291	10500 Series Bookcase Cabinet	395.10	395.10	34.37	0.00
3	1		H105885R	10500 Series Desk	440.55	440.55	38.33	0.00
4	1		H105323	10500 Series S-Stack on Storage	405.45	405.45	35.27	0.00
5	1			Install	200.00	200.00	0.00	0.00
6	2		H105535	10500 Series Bookcase 5-Shelf	393.75	787.50	68.51	0.00
Special PO Instructions: PURPOSE OF PURCHASE: TO PURCHASE FURNITURE ATTACHMENT (YES/NO): BID #: 18M-AZF-0130 QUOTE #: 2621312-R2 DEBARMENT CHECK: YES ALL INVOICES MUST BE SENT TO TUSD FINANCE 520-225-6130 AP@TUSD1.ORG								
APPROVAL SIGNATURES:				Sub-Total: 6,083.75				
				Freight: 0.00				
				Tax: 511.88				
				Total Amount: 6,595.63				
NOTES: ACCEPTANCE OF PURCHASE ORDER INDICATES AGREEMENT WITH ALL TERMS AND CONDITIONS LISTED AT: HTTP://WWW.TUSD1.ORG/DEPARTMENTS/PURCHASING				Buyer: Teresa Herlein Order Via: Email				

Email Review Cover

- ✓ Amount of the admin fee items is noted.
- ✓ File name for the price list Mohave used to confirm prices is noted.
- ✓ Special notes from Mohave explaining what was reviewed or what was revised in change orders.

	This order has been reviewed by Mohave. Please process.
Adminfeeable Amount \$1,709.20	
Member: Deer Valley USD No.97	Member PO: 16008506
Contract: 12Q-FIRE2-0225	Date Received: 03/31/2016
Approved Price File(s) Used: •fire2 full price update 052915.xlsx	
Price Note:	

Third Step: Invoicing and Payment

Processing

- Vendor fulfills the PO.
- Vendor invoices the member.
- Member pays the vendor.

Vendor submits monthly admin fee reconciliation report to Mohave and remits admin fee.

Invoicing and Payment

- Vendor submits invoices directly to the member.
- Vendor's invoice amount includes contract pricing and ancillary charges authorized on purchase order.
- Payment will be made by the member directly to the vendor.

***Member has a 60 day encumbrance period after the fiscal year end. Members generally cannot pay on invoices after the encumbrance period expires.*

Admin Fee Reconciliation/Payment/Audit

Mohave funds its operations with an administrative fee equal to one percent (1%) of the purchase price of ordered materials or services.

- Reconciliation reports are required on the agreed schedule, regardless of payment activity.
- The vendor is responsible for remitting admin fee payment to Mohave after the member has paid for purchase.
- Admin fee is remitted on items identified in the contract.
- Selected invoices will be requested periodically from reports.
- The terms of the contract have not been met until the admin fee for materials and services provided to a member is paid to Mohave.

Keys for Reporting and Remittance

- Mohave's Contract Compliance Specialist will provide reconciliation orientation and tools.
- Know your contract's reporting and remittance date.
- Optional remedial training is available upon request.
- Respond to request for information in timely manner.

Contract Management

Overview

- Maintain current contact information for all contract functions.
- Maintain current approved product, service and pricing information.
- Maintain current licenses and insurance.
- Provide timely and complete responses to information requests.
- Provide timely and adequate responses to reports.
- Contact Contract Specialist for any questions.

Pricing Maintenance

- Requirements for all pricing maintenance is located in the contract's terms and conditions.
- Mohave must approve all price changes, additions, promotions and volume discounts before quoting.
- Email all pricing maintenance to your Contract Specialist.
- Price changes are generally processed in less than five days of receipt.
- Your Contract Specialist emails pricing maintenance decisions to the Vendor Contract Administrator.

***Contact your Contract Specialist with any time-sensitive or emergency related pricing issues.*

Problem Resolution

- Mohave will act as an intermediary, when requested.
- Mohave will seek a contractually sound, fair and reasonable resolution.
- Vendor contract violations may result in a notice of concern, a contract deficiency notice, suspension of a contract, termination of a contract and may have impact on future procurement solicitation awards.
- Member contract violations may result in rejection of that member's purchase orders, suspension of member privileges, or termination of member privileges.

Resources

Your Mohave Contacts...

- **Contract Specialist:** First person to contact for assistance with contract questions. The Contract Specialist's responsibilities include pricing update reviews and approvals, contract interpretation, answering contract questions and assistance with contract controversies.
- **Order Contract Compliance Specialist:** Person to contact with purchase order questions. The Order Contract Compliance Specialist reviews, logs and forwards orders and requests information from members and vendors to clarify issues with orders and quotes.
- **Contract Compliance Specialist:** Person responsible for processing reconciliation reports, payments and auditing selected invoices.

Contact information for all Mohave staff is available on the "Contact Us" page on our website at www.mesc.org.

Mohave Website Resources Include...

- A copy of your contract is found within your vendor specific page on our website.
- The Mohave Vendor Handbook provides a wealth of information to guide vendors through Mohave's processes and procedures. This can be found in the link at the bottom of the "Resources/Brochures" page on our website.
- Your vendor specific contract page provides a summary of your Mohave contract(s). This includes a contract user guide to download and share with members.

Find Mohave's website at mesc.org