



### Pre-proposal Conference Notes for

### RFP 24H-1001 Food Services Point of Sale and Global Data Synchronization Network (GDSN) Platform, To include: Hardware, Payment Solutions, and Software

September 12, 2024, 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

Kristina Hamm, CPPB, called the meeting to order at 10:02 a.m.

- **Roll Call** There were 9 interested parties, 11 who called in.

Kristina Hamm, CPPB, introduced herself as the author of RFP 24H-1001 and facilitated the meeting. The meeting notes will be posted on Mohave's website within 24 hours after the meeting. The questions asked today will determine if an amendment will be issued for clarifications, corrections, and/or additions. The final decision to issue an amendment rest with Mohave. If an amendment is issued, it will be emailed to the address provided in your OpenGov Procurement registration and posted under in "Addenda & Notices" for reference. **Note: An amendment will not be issued.**

#### **Reminders:**

- Mohave is requesting that all participants mute phones, while on the call.
- Any interested parties are welcome to the RFP's opening. Contact the author of the solicitation to request opening information. In addition, the solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- September 12, 2024 at 5:00pm is the last day for questions. Questions submitted by email should be addressed to [contracts@mesc.org](mailto:contracts@mesc.org). Questions may also be posted through OpenGov Procurement's Question & Answer portal for 24H-1001.
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**
- **Mohave is not responsible for any unsuccessful submission of documents to the OpenGov Procurement website.**

#### **Kristina Hamm, CPPB, provided an overview of the procedure for the conference and solicitation reminders.**

- The Special and General Terms and Conditions in this solicitation include statutes and requirements identified by and found within current applicable Presidential Executive Order(s); the Code of Federal Regulations; decisions and requirements from the Offices of the Arizona Attorney General and Auditor General; the Arizona Administrative Code (School District Procurement Rules); the Arizona State Procurement Code; Uniform Commercial Code; risk management; and Mohave procedures. These statutes, requirements, rules, codes, and practices are what is required to ensure awarded contracts are compliant for our members use.

When considering taking any exceptions/deviations to the solicitation's terms and conditions, your firm must take into account that any exceptions or deviation will be evaluated for compliance to the statutes or requirements. Mohave cannot accept exceptions/deviations to statutes, requirements, rules, or codes, where it has been adopted into practice or law by the state or federal government. *Unacceptable exceptions/deviations may remove your proposal from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions/deviations and Mohave's decision shall be final.* Mohave may allow revisions to proposals through best and final offers, as authorized in Arizona procurement rules and code.

Issuance of a request for best and final offer is not guaranteed. Proposals should be complete and meet all specifications and requirements of this solicitation.

- To be considered, proposals shall be electronically submitted via OpenGov Procurement prior to the specified due date and time as stated on Page 1 of the RFP. The link to OpenGov Procurement is provided on Page 1 to upload your documents. Mohave strongly cautions all vendors not to upload the solicitation documents at the last minute. There is a chat function provided by OpenGov Procurement to help with any upload issues. However, in accordance with the procurement rules, solicitation documents will not be accepted after the RFP's due date and time. In addition, OpenGov Procurement's e-procurement website will not allow uploading of solicitation documents after the due date and time.
- Partial proposals: Mohave may consider partial proposals for award of a contract (See Page 10 of the RFP). If a firm only offers back of house software, they may submit an offer; likewise, firms offering complete suites to include back, front and GDSN, may submit a proposal. Mohave will evaluate each proposal against the specifications the firm submits a response for. Mohave will review all responses against the award criteria, then determine which responsive and responsible offers are most advantageous to our members.
- A few helpful reminders when completing the electronic pricing workbook:
  - Contract pricing under this RFP shall be based upon percent of discount off manufacturer's price list or catalog, fixed price, or a combination of both with indefinite quantities. (Special Terms and Conditions: 10.3 Basis for pricing).
  - Document shall be submitted in an unlocked, searchable electronic format.
  - Mohave prefers the required RFP 24H-1001 pricing workbook be submitted with the proposal in the original unlocked Excel format.
  - On the software worksheet, include the methodology for pricing for subsequent year renewals. Automatic renewals are not permitted under an awarded contract.
  - If you are offering fixed pricing, only enter the price in column I, "Fixed Price (with Admin. fee)". Do not enter information in columns E, F, or G.
- Tab 4b End User or Supplemental Agreements include documents including, but not limited to: licensing agreements, privacy policies, and processing fee agreements. Any document the member is required to sign beyond a standard pricing quote shall be provided with your firm's response. Forms not provided and reviewed prior to an awarded contract shall not be permitted for use after award.
  - Additionally, any pricing included in the processing fee agreements, or any supplemental documents, shall match the pricing provided in the electronic pricing workbook.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Offerors shall include the administration fee in all offered prices in the Price Schedule(s) and shall not add the administration fee separately (or as part of a reduction off the offered discount) into the prices.
- Plan rooms are not authorized by Mohave to post our solicitations. Please note that plan rooms and other notification firms receive solicitation information from requests for public information made to Mohave. These firms do not have timely information and should not be relied upon for solicitation information or updates. Mohave is not responsible for misinformation or incorrect solicitation information provided by Plan Rooms.
- If your firm has received notification of this solicitation by means other than the original solicitation email notification from OpenGov, your firm will need to register as potential bidder with OpenGov at <https://secure.procurenow.com/portal/mesc>. By clicking "Subscriber" on the Mohave's OpenGov portal, your firm, will receive all future solicitation notices issued by Mohave.
- By clicking "Following" on the solicitation's OpenGov solicitation page, your firm will receive any amendments, notices, and responses to questions that may be issued before the due date and time of the solicitation's opening.

### **Previously Submitted Questions and Answers:**

- **Question:** I don't see the scope to understand they have any locations or how many terminals and things like that. So I'm just trying to determine that aspect of it.
- **Mohave Answer:** Mohave's members may use the awarded contract vendors on an as needed basis; therefore, Mohave cannot provide any exact numbers or locations. The current dollar volume for usage has been provided in the Scope of Work.
- **Question:** Would the awarded contract act as a master contract that all members can use; or would it be for a specific member and their project? This would affect the pricing we offer.
- **Mohave Answer:** The awarded contract(s) would be similar to a master contract, where our members may use the contract as needed. Pricing should take this into consideration. Additionally, the type of pricing is outlined in the Special Terms and Conditions 10. Pricing.
- **Question:** Can you please clarify if the RFP is requesting a proposal for a complete suite of back and front of house software, as well as a GDSN platform?
- **Mohave Answer:** Mohave is seeking software platforms that offer solutions for front of house as well as back of house, and GDSN platforms. The responding offers may include one or more of these solutions. Mohave will evaluate all responses and may award partial contracts to vendors with solutions that are most advantageous to our members.
- **Question:** Can you provide further insight about your goals for achieving data sharing, such as menus and recipes?
- **Mohave Answer:** Mohave's member may have various goals with respect to the data sharing. An example may include a menu author having the ability to share data from the menu to determine the recipes; which then pulls data for the ingredients needed. This information can then be shared with the member's supplier; as well as, determining whether the menu meets nutrition guidelines.

### **Questions and Answers from the pre-proposal:**

- **Question:** The \$1.5 million volume in the Scope of Work, is that from 2020 until now?
- **Mohave Answer:** Yes, the \$1,590,715 was from February 3, 2020 through September 3, 2024.
- **Question:** Is the volume from cash or credit card processing, or a combination?
- **Mohave Answer:** The volume is based on the purchase orders members have issued for the current vendor's software. This included overall software programs, parts, and processing fee blanket purchase orders.
- **Question:** Can we present an offer with a partner, such as a processing firm if we're the software seller?
- **Mohave Answer:** No, this RFP was not written for joint venture awards. The processing firm would have to be a subcontractor or submit a response on their own.
- **Question:** If the processor responds on their own, what prevents the member from using a different processor with our software?
- **Mohave Answer:** There would be nothing in place preventing the member from choosing someone other than your preferred processor.
- **Question:** Tab 2a, Question F asks, "Indicate how you will ensure your sales staff does not sell products or services that are not on contract." What if we sell a product that's not included in our submitted pricing, like a menu board or something; how would that be handled?
- **Mohave Answer:** The scenario provided could be handled two ways. Your firm may ask to add the item to the contract pricing if it falls within the scope of work. Or your firm can provide a quote; however, it would be indicated as a "Non-Mohave" item. This alerts the member that it would not be contract pricing. Products/Services may be added to the awarded contract pricing at any time during the contract providing the item/service falls within the scope of work.

There were no other questions, and the meeting was concluded at 10:35 a.m.

**Attendee List:**

Name	Title	Email	Company
Tracy Piedmont	CEO	<a href="mailto:tracy@luavo.group">tracy@luavo.group</a>	blu avo group
Toni Alexander	RFP Specialist	<a href="mailto:rfp@primeroedge.com">rfp@primeroedge.com</a>	Primeroedge + SchoolCafe
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Paul Leduc	President	<a href="mailto:paul@bullfrogtech.com">paul@bullfrogtech.com</a>	Bullfrog Tech
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