



**Pre-proposal Conference Notes for  
RFP 23F-0928 Lease Purchase Financing**

Thursday, September 7, 10:00 a.m. local Arizona time  
Meeting held using MS Teams Conferencing

Michael carter, called the meeting to order at 10:00 a.m.

Melissa Jimenez and Michael Carter introduced themselves as the authors of RFP 23F-0928 and facilitated the meeting. 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.**

There were 5 interested parties who called in. (See attached RFP 23F-0928 Attendee List.docx reservation sheet.)

**Reminders:**

- Mohave is requesting that all participants mute phones, while on the call.
- **All solicitation documents are located on the OpenGov Procurement website for this RFP. You must download the solicitation documents from the website, no solicitation documents will be sent to you.**
- 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.
- Thursday September 21, 2023, at 5:00p.m. (local Arizona Time) is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**

**Michael Carter provided an overview of the procedure for the conference and solicitation reminders.**

- **Roll Call**
- 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. ***Mohave is not responsible for any unsuccessful submission of documents to the OpenGov Procurement website.***
- Provide workbook details and helpful reminders, e.g., searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required RFP 23F-0928 pricing workbook be submitted with their proposal in the original Excel format. Pricing Methodology for this RFP is stated in the Method of Approach, RFP page #22.
- Under the terms and conditions of Mohave's Cooperative Purchasing Agreement (CPA), Mohave members pay an administration fee equal to 1% of the purchase price of goods and services purchased from Mohave contracts. This requirement is met by the vendor submitting the 1% transaction fee as defined under Specification 1.1.12, RFP Page #10.
- Lessor shall provide financing information to Mohave upon closing. Information shall be reported on the Mohave Invoice Information Sheet provided on ***RFP 23F-0928, Page #25.*** Mohave shall invoice for the transaction (administration) fee, RFP Page #11.
- 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 with OpenGov at <https://secure.procurenow.com/portal/mesc>. By clicking "Following" on the Mohave's OpenGov portal, this will ensure your firm will receive any amendments and notices that may be issued before the due date and time of the solicitation's opening.
- Review the requirements regarding supplemental or end-user agreements (lease, credit application). (See **2.1 Contract vendor documents** in the Special Terms and Conditions), on RFP Page #29.

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

- **September 1, 2023 Question:** Regarding the below solicitation, can you please provide the bid specifications/RFP documents? Bid title: Lease Purchase Financing Bid # 23F-0928.
- **September 1, 2023 Mohave Answer:** Mohave's solicitations are provided through a third party online bidding platform, OpenGov Procurement. You may obtain the solicitation documents only from OpenGov. If you do not have an account with OpenGov, go to: <https://secure.procurenow.com/portal/mesc>, and follow the instructions for registering. If you have any issues opening an account or obtaining the documents, you will need to contact OpenGov for assistance.

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

- **Question:** Will you give an example of auto-renewal language?
- **Mohave Answer:** An agreement cannot be renewed without a PO in place. Members cannot encumber funds without an appropriation of funding from their governing boards. The member needs to create a new PO for each funding year.
- **Question:** Can you explain "Terms beyond one year"?
- **Mohave Answer:** Tied into previous auto renewal question, please refer to non-appropriation of funding.

- **Question:** A link provided in an attachment under "Project Documents Download" was not working. Can this be corrected?
- **Mohave Answer:** Only the three documents attached under the "Attachments" section of the "Download" tab were uploaded by Mohave. The fourth document under "Project Documents" labeled Lease\_Purchase\_Financing.pdf is auto generated by OpenGov. Please contact OpenGov if there is a non-functional link within Lease\_Purchase\_Financing.pdf.
- **Question:** Is Mohave open to awarding to more than one service provider?
- **Mohave Answer:** Language within the RFP supports multiple awards.
- **Question:** Do you have a breakdown of asset types?
- **Mohave Answer:** Mohave does not have an individual breakout of funding type; however, members have used lease purchase financing options for a variety of procurements.
- **Question:** What would be your opinion on lessor providing leasing for IT Equipment and not buses or buildings?
- **Mohave Answer:** Mohave will accept partial proposals for specific types of purchases; however, partial proposals will be evaluated with all other proposals, even vendors who may offer lease purchase financing for all types of commodities.
- **Question:** Will there be a copy of the meeting notes?
- **Mohave Answer:** Meeting notes will be posted on the website by Friday 9/8/23 or Monday 9/11/23 at the latest.

There were no other questions and the meeting was concluded at 10:27 a.m.

Attachment: Attendee List

9/7/2023: MSC/MJ



RFP 22F-0928 Pre-bid Attendee List

1. Melissa Jimenez, Conference Administrator and Solicitation Author, Mohave
2. Michael S. Carter, Co-conference Administrator and Solicitation Author, Mohave
3. Andy Hashimoto, Vice President, IFS Leasing
4. Bill Bauman, Baystone Government Finance
5. Harold Egbo, Clutch Solutions
6. Ryan Hierlwimmer, First American
7. Claire Haen, First American