Pre-proposal Conference Notes for
RFP 21N-1215 Temporary Employment and Recruiting Services

Wednesday, November 17, 2021, 10:00 a.m. local Arizona time
Meeting held using Telephone Conferencing

Michael S. Carter, CPPB, NIGP-CPP called the meeting to order at 10:01 a.m.

Michael S. Carter, CPPB, NIGP-CPP introduced themself as the author of RFP 21N-1215 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 email address provided on the vendor’s Prospective Bidders registration and posted on ProcureNow with notifications issued to those vendors who have indicated they are following the solicitation. Note: An amendment will not be issued.

There were 6 interested parties who called in. (See attached Telephone Conferencing reservation sheet.)

Reminders:

- Mohave is requesting that all participants mute phones, while on the call.
- Any interested parties are welcome to attend 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.
- Wednesday, December 8, 2021, is the last day for questions. Written emails are preferred.
- Statements made during this pre-proposal conference are not amendments to the solicitation.

Michael S. Carter, CPPB, NIGP-CPP 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.
• To be considered, proposals shall be electronically submitted via ProcureNow prior to the specified due date and time as stated on Page 1 of the RFP. The link to ProcureNow 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 ProcureNow 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, ProcureNow’s e-procurement website will not allow uploading of solicitation documents after the due date and time.

• The RFP is requesting temporary employees and recruitment services only. We are not requesting proposals, which may include consulting services, software products and programs, managed HR services, or any other outsourced services. Proposals which include products and services other than temporary employment and recruiting services will not be considered. Mohave will not consider issuing an amendment to add these products and services to the scope of work.

• The state of Arizona requires anyone employed to be legally eligible for employment. All awarded contract vendors shall comply with the state’s E-verify requirements. Members may require temporary employees provide proof of legal employment status through the E-verify system. Offerors’ should review these requirements on the state’s website for additional information.

• There are no requirements for an offeror’s office to be located in Arizona. However, all Mohave members are in Arizona, and any awarded contracts will only serve members in Arizona. Members will be requesting temporary employment services from a selection of employees who also reside in Arizona. It would be problematic, and possibly cost prohibitive, if there are additional charges for travel, for temporary employees to commute from locations outside of Arizona, or require hotel stays while working in Arizona. Recruiting services may draw on a pool of prospective candidates within and outside of Arizona. Any successfully recruited candidate may have to and be willing to relocate to Arizona as part of employment.

• Summary Section Three is for your Service Rates to be provided as a percentage. Summary Section Four is for any applicable Hourly Rates for temporary employees. Mohave has provided a worksheet, which includes sample of how Mohave’s administration fees are applied. It is preferred the electronic workbook be submitted in the Excel format.

• The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Administration fees under an awarded contract will be based upon the service fees charged by the contract vendor to members. If offeror’s service fees are based upon percentage of the gross salary; then the administration fee will be applied to the calculated fee. If offeror’s service fees are included in an hourly rate or salary; then the administration fees will be applied to the hourly rate or salary. Any service fee, whether calculated separately or included, shall include Mohave’s 1% administration fee (see samples in the electronic workbook). The administration fee shall not be listed as a separate charge to member. The electronic workbook includes samples of how Mohave’s administration fees are calculated. These are only samples and should not be construed as the actual rates Mohave anticipates receiving in the proposals.

• 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, your firm will first need to sign up on Mohave’s Prospective Bidders Sign-up to receive solicitation information from Mohave. If you have not registered at http://mesc.org/bidders-start, it is recommended to do so as soon as possible.

Additionally, your firm must contact Mohave directly to request solicitation information should your firm be registered after the original email notification of Solicitation Issue Date. This is the only way to ensure your firm will receive amendments that may be issued, or other solicitation information.

Previously Submitted Questions and Answers:

• 11/12/21 Question: How many max no. awards do you intend to give?
• 11/12/21 Mohave Answer: The number of awards is unknown at this time.
• **11/12/21 Question:** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name? Is the incumbent eligible to submit the proposal again?
  
  **11/12/21 Mohave Answer:** The number of vendors with current contracts is noted on Page 6 of the RFP. Details regarding the current vendor may be found on our website at [www.mesc.org](http://www.mesc.org).

• **11/12/21 Question:** Is this solicitation open for local vendors only or Can the companies outside the state of Arizona also eligible to submit the proposals?
  
  **11/12/21 Mohave Answer:** Vendors outside of Arizona may respond; however, any temporary employee services are to be provided within the state of Arizona only.

• **11/12/21 Question:** Can you please provide us with an estimated or NTE budget allocated for this contract?
  
  **11/12/21 Mohave Answer:** Budgets are set by the participating members using any awarded contracts. Historical activity is provided on page 6 of the RFP.

• **11/12/21 Question:** Are there any pain points or issues with the current vendor(s)?
  
  **11/12/21 Mohave Answer:** This is not information which is released or relevant to the solicitation.

• **11/12/21 Question:** Is this re-compete or new requirement?
  
  **11/12/21 Mohave Answer:** I am not understanding the question fully. But this is a re-bid of a previous solicitation, which includes updated specifications and information from a previous solicitation.

• **11/12/21 Question:** Could you please share the previous spending on this contract, if any?
  
  **11/12/21 Mohave Answer:** Historical member usage is on page 6 of the RFP.

• **11/12/21 Question:** Could you please provide the list of holidays?
  
  **11/12/21 Mohave Answer:** Our awarded contracts are used by many different member entities, and each have their own schedule of holidays. The list of holidays can be provided by the member requesting services under any awarded contract or contracts.

• **11/12/21 Question:** Are there any mandated Paid Time Off, Vacation, etc.?
  
  **11/12/21 Mohave Answer:** Our awarded contracts are used by many different member entities, and each have their own schedule paid time off and vacations. This information, if applicable, can be provided by the member requesting services under any awarded contract or contracts.

• **11/12/21 Question:** Is subcontracting mandatory for this contract? Is there any specific goal for the subcontracting?
  
  **11/12/21 Mohave Answer:** Subcontracting is not mandatory. Any subcontracting done by the offeror under an awarded contract must be explained (RFP page 20).

• **11/12/21 Question:** Please confirm if we can get the proposals or pricing of the incumbent(s).
  
  **11/12/21 Mohave Answer:** To receive information on the awarded contract vendor not provided on our website, please complete the following form and submit per the instructions: [https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf](https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf)

• **11/15/21 Question:** Can you give more details about specifically what type of tabs you are looking for within the PDF response document - are you referring to electronic tabs, or just a notation on the page?
  
  **11/15/21 Mohave Answer:** You may insert a blank page which references the tab and sub tab the following information is for. This creates an easy to follow separator within your proposal.

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

• **Question:** Open to vendors offering a single position?
  
  **Mohave Answer:** You may provide only selected positions.

• **Question:** Is there any preference given to vendors who offer multiple positions over a vendor only offering a single position?
• **Mohave Answer:** No. All offers are evaluated according to the criteria on page #7.

There were no other questions, and the meeting was concluded at 10:29 a.m.

Attachment: Attendee List

11/17/21: MSC
RFP 21N-1215 Pre-bid Attendee List

1. Michael S. Carter, Mohave
2. Mimoh (audio issues for receiving last name), Infojini Consulting.
3. Penne Kniery, Presidio
4. Mike Papp, Presidio
5. Diana Joyce, NaturalData, Inc.
6. Anna-Lisa Larson, H B Staffing
7. Yoshita Gupta, COGENT Infotech Corporation