



**Pre-proposal Conference Notes for
RFP 23E-0712 Professional Consulting for E-Rate and IT**

Wednesday, June 21, 2023 10:00 a.m. local Arizona time
Meeting held using Microsoft Teams Meeting

Kristina Hamm, CPPB, called the meeting to order at 10:03 a.m.

Kristina Hamm, CPPB, introduced herself as the author of RFP 23E-0712 and facilitated the meeting. Esther Hopkins, from Mohave, took the meeting notes. 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 be issued.**

There were 10 interested parties who called in. (See attached Microsoft Teams Meeting reservation sheet.)

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.
- Wednesday, July 5, 2023, is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**

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.

- A few helpful reminders when completing the electronic pricing workbook:
 - Contract pricing under this RFP shall be based upon firm fixed price with economic price adjustments. (Special Terms and Conditions: 7.3 Basis for pricing).
 - Document shall be submitted in an unlocked, searchable electronic format.
 - Mohave prefers the required RFP 23E-0712 pricing workbook be submitted with the proposal in the original unlocked Excel format.
 - Contract vendor may offer software applications that enhance or augment the consulting services offered. However, this is not a contract to sell off the shelf software, implement software or develop software. If your firm is submitting a software solution, the information will be provided in the Product & Services Price List worksheet.
- 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 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.
- **Restriction of Professional Consulting for E-Rate and IT:**
 - Contract vendor shall not provide any equipment or software for IT Systems, or E-Rate eligible work, and shall be independent of the firm providing the materials and installations.
 - Contract vendor providing E-Rate consulting shall not offer under an awarded contract the following E-rate eligible Category 2 management services: Basic Management of Internal Connections or Managed Internal Broadband.
 - Contract vendor shall not provide Managed IT Services under an awarded contract.
 - Software solutions are not requested under an awarded contract.
- Specifications 1.1.02, and 1.2 refer to implementation. These specifications are for consulting with regard to implementation consulting. They do not include the performance of the implementation by an awarded contract vendor.
- **Roll Call**

Previously Submitted Questions and Answers:

- **Question:** Attachment B for RFP 23E-0723 is actually named B-23E-0712. Is that a typographical error? Also, the title in all of the documents shows 23E-0712.
- **Mohave Answer:** As shown on OpenGov Procurement the Excel is RFP 23E-0712 Professional Consulting for E-Rate and IT. The filenames for the documents contain typographical errors. An Amendment will be issued to clarify this error.

- **Question:** Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
- **Mohave Answer:** This is not a new initiative. The current vendor information may be obtained through a public records request. The instructions and form for this process can be found on the Mohave website:

<https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf>.

Make sure your firm fully reads the instructions on how to complete the form and submission process.

- **Question:** Can you please let us know the previous spending on this contract.
- **Mohave Answer:** The previous spend on this contract is stated in the Scope of Work found on page 6 of the RFP.
- **Question:** Please confirm if we can get the proposals or pricing of the incumbent(s).
- **Mohave Answer:** The proposals and pricing may be obtained through a public records request. The instructions and form for this process can be found on the Mohave website:

<https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf>.

Make sure your firm fully reads the instructions on how to complete the form and submission process.

- **Question:** Are there any pain points or issues with the current vendor(s)?
- **Mohave Answer:** Mohave does not release current contract vendor performance; however, current contract vendor performance may be requested in a public records request. The current vendor information may be obtained through a public records request. The instructions and form for this process can be found on the Mohave website:

<https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf>.

Make sure your firm fully reads the instructions on how to complete the form and submission process.

- **Question:** Please confirm the anticipated number of awards.
- **Mohave Answer:** Mohave shall award the least number of contracts required to meet the needs of our members. See General Terms and Conditions 11.7 Multiple award for further details.

Questions and Answers from the pre-proposal:

- **Question:** Is the term of contract different from the previous 5 years?
- **Mohave Answer:** Contracts awarded under this solicitation will be awarded a 1-year contract with the option of up to 4 annual renewals. See Scope of Work, Section 1 Description, page 6, paragraph 1.
- **Question:** When is the anticipated date for the execution of contract?
- **Mohave Answer:** The estimated date for the execution of the contract is November 10, 2023. See Scope of Work, Section 2 Estimated Timeline of Events, table row 7, page 7.
- **Question:** How does the later execution date affect projects on the E-rate fiscal year that begins 7/1?
- **Mohave Answer:** The specifics regarding how this will be handled will depend on the individual member agency. However, "any valid orders processed by Mohave prior to the cancellation or expiration of a contract will be considered valid until fulfillment or cancellation by the member." See General Terms & Conditions, Section 18 Ordering Cycle, Subsection 18.5 Orders in Process, page 50.
- **Question:** Will awarded vendors be submitting E-rate form 470 on behalf of the member or Mohave?
- **Mohave Answer:** The awarded contract vendor would file the form 470 on behalf of the member(s) they receive a purchase order from. If the awarded contract vendor has multiple members wishing to utilize their services, the contract vendor may then file a 470 as a consortium of those members, while utilizing the Mohave Contract for your consulting services.
- **Question:** Are the fees charged a single fee for Mohave or for each member?
- **Mohave Answer:** Pricing shall be firm fixed pricing with allowance for economic adjustments. See General Terms & Conditions, Section 7 Pricing, subsection 7.3 Basis of pricing, page 32. Any contract awarded from

this solicitation shall be available to all Mohave members. See General Terms & Conditions, Section 9 Cooperative Purchasing, subsection 9.4 Eligible Agencies, page 43. Pricing cannot be customized to the member; however, tiered pricing is permitted but must be clearly specified in response pricing. See Pricing Information, Section Price workbook E-Rate Consulting and IT Consulting worksheet, bullet point 6, page 26.

- **Question:** Will payments come from the members or from Mohave?
- **Mohave Answer:** Members will issue purchase orders and will pay the awarded vendor's directly. Awarded Vendor's will remit the administration fee to Mohave on a monthly basis. See General Terms & Conditions, Section 8 Contract Management, subsection 8.9 Order Cycle Overview, page 42.
- **Question:** Are partial responses permitted?
- **Mohave Answer:** Yes. Offerors not providing or responding to a particular section of specifications should clearly identify those items as "No Bid" per the instructions. See Specifications, paragraph 5 Exceptions/Deviations from specifications, page 9.

There were no other questions and the meeting was concluded at 10:31 a.m.

Attachment: Attendee List

6/21/23:

EH/KH



**Pre-Proposal Conference Registration for
RFP 23E-0712 Professional Consulting for E-Rate and IT**

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Attendance Sheet

<u>Name & Title</u>	<u>Email</u>	<u>Company Represented</u>
Kristy Hamm- Contract Specialist	Kristy@mesc.org	Mohave Cooperative
Esther Hopkins – Operation and Support Specialist	Esther@mesc.org	Mohave Cooperative
Ernie Nicely	Ej@nicelydoneconsulting.com	Nicely Done Consulting
Dilar Singh – Pre-Sales Consultant – State and Local	Dilars@tscti.com	22 nd Century Technologies, Inc.
Julie Krezel – Proposal Project Lead	Julie.Krezel@solixinc.com	Solix, Inc.
Greg Magarelli	Gregory.Magarelli@solixinc.com	Solix, Inc.
Ivan Rushfield	Ivan.Rushfield@solixinc.com	Solix, Inc.
Ken Starr	kstarr@mssbta.com	MSS Business Transformation Advisory
Lori Aleman	laleman@mssbta.com	MSS Business Transformation Advisory
Preston Kellogg	pkellogg@mssbta.com	MSS Business Transformation Advisory
*Crystal Cooper	Crystal.Cooper@infojiniconsulting.com	Infojini Inc.
*Alyssa O'Brien	Aobrien@tmc-1.com	Technology Management Corporation

*Participant was present at beginning of call, but was not present at official Roll Call.