



**Submitted Questions and Answers for  
RFP 23E-0712 Professional Consulting for E-Rate and IT**

**NOTE:** Questions below are taken verbatim from correspondences received by Mohave. There are no corrections to grammatical or spelling errors. However, personal names will be replaced by a personal pronoun, business names will be replaced by the term "firm," and any numerical values associated with a cost are replaced by "XX."

**Questions and Answers:**

- **(6/23/23) Question:** What weighting criteria will Mohave use to evaluate proposals?
- **(6/23/23) Mohave Answer:** We do not provide specific weighting; however, the criteria listed on RFP page #7 is in order of importance with the highest weighted category first.
  
- **(6/23/23) Question:** The RFP requests "written verification if offeror has recently purchased an established business or has proof of prior success in this business or a closely related business." What does Mohave consider "recent?"
- **(6/23/23) Mohave Answer:** Rule of thumb is approximately 2-3 years.
  
- **(6/23/23) Question:** Which tab in the proposal should contain the proof of participation in the E-Verify program?
- **(6/23/23) Mohave Answer:** You may include this after Tab 5b; however, your acceptance to the terms and conditions for all E-verify requirements will suffice. Mohave runs a random E-verify after award of applicable contracts.
  
- **(6/23/23) Question:** May vendors use their own proposal template for responses that don't fit well on the forms, Primary Vendor Information: Method of Approach and Primary Vendor Information: Qualifications and Experience?
- **(6/23/23) Mohave Answer:** You may provide your own template. Please identify your responses to the question numbers within your response.
  
- **(6/23/23) Question:** In the Professional\_Consulting\_(IT\_and\_E-Rate) PDF, there is a form in Section 3: Vendor Submissions. Which tab in the proposal should contain this form?
- **(6/23/23) Mohave Answer:** This does not need to be submitted in a form. The questionnaire remains on the OpenGov website.
  
- **(6/23/23) Question:** Would Mohave be open to more than three (3) references?
- **(6/23/23) Mohave Answer:** You may send the survey link to as many of your past or present customers as you wish.
  
- **(6/23/23) Question:** Is your preference for Arizona clients who are not E-rate clients or E-rate clients outside Arizona?
- **(6/23/23) Mohave Answer:** Any awarded contracts will be available to all Mohave members; regardless of if they are current users or clients of E-rate programs. All of Mohave's members are located in Arizona. Agencies outside of Arizona may not participate in any awarded contract.
  
- **(6/23/23) Question:** Will the work awarded via this contract be remote, onsite, or hybrid?

- **(7/3/23) Mohave Answer:** The type of work, remote, onsite, or hybrid, will be based on the member's needs. If the type of work affects your firm's pricing, include any applicable pricing models in your firm's 23E-0712 Prof Consulting E-Rate and IT.xlsx pricing workbook.
- **(6/23/23) Question:** Can we mark resumes confidential?
- **(7/3/23) Mohave Answer:** Firms may mark resumes confidential, if the firm believes the resume contains confidential trade secrets or other proprietary data. However, Mohave shall review and notify the firm if the requested information shall be retained as confidential. See General Terms and Conditions 6.1 Confidential information request.
- **(6/23/23) Question:** Please clarify what is meant by 'information technology' in 1.1.01. Does it reference the scope in 1.4 or something else? Please provide more detail.
- **(7/3/23) Mohave Answer:** Yes, the specifications in 1.4 Information Technology Consulting, outline what is meant by 'information technology' as it pertains to this solicitation.
- **(6/29/23) Question:** Item 4 under Special Terms and Conditions lists the different types of coverage that are required. The subsequent lines only show required coverage amounts for General Liability (including automobile) and Professional Liability insurance. Do you have a minimum coverage requirement for Umbrella or Excess Liability Insurance?
- **(7/3/23) Mohave Answer:** Mohave does not have a minimum coverage amount required for Umbrella or Excess Liability Insurance. Firms shall provide proof that the firm carries Umbrella or Excess Liability Insurance.
- **(7/5/23) Question:** Is it mandatory to bid on all the services? If not, if the vendor is marking on bid on the service not lying in their area of expertise, will it result in a deduction of points?
- **(7/5/23) Mohave Answer:** Mohave may consider partial proposals for award of a contract. See Page 9 of the RFP, **Exceptions/Deviations from Specifications**, for instructions on how to clearly indicate which specifications your firm is offering.
- **(7/5/23) Question:** For "Method of Approach" can the vendor use additional sheet to accumulate an answer in sufficient writing space.
- **(7/5/23) Mohave Answer:** Yes, firms may use additional sheets to complete the answers to questions. Make sure the Tab and question number are clearly noted.
- **(7/5/23) Question:** In the "Method of Approach" – chart; please elaborate what does the MESC expects the vendor's response to b. Area(s) You Will Provide Services In and c. Area(s) Sales Force Will Target. With the term "Areas" MESC expects us to mention the demographic coverage or the areas of services the vendor will provide in the specific counties.
- **(7/5/23) Mohave Answer:** Mohave's expectation is that vendors will indicate if they are or are not providing services for the Counties listed. This may be done with a Yes, No system; an X in the Counties your firm provides the services in; or stating specific city names within the County if your firm is limited in services or targeted markets.
- **(7/5/23) Question:** Is there any preference for small or minority owned business? If yes, please clarify if the vendor is certified by any NMSDC or any other agency, will qualify for the preference? Also, if not, can we subcontract with the MESC-specified small business certified agencies?
- **(7/5/23) Mohave Answer:** Mohave Cooperative (MESC) does not give preference for small or minority owned business; however, Question 4 in Primary Vendor Information Qualification and Experience is asked to ensure the awarded contracts are compliant with EDGAR Certification V. Small Business, Minority-Owned Firms, and Women's Business Enterprises requirements. With regard to subcontracting, Mohave Cooperative (MESC) does not maintain a "specified small business certified agencies" list. Additionally, firms utilizing subcontractors shall indicate that information in Tab 2a, Primary Vendor Information Method of Approach, Question 2.

- **(7/5/23) Question:** Please confirm if we can use additional sheets for ‘Qualifications and Experience’.
- **(7/5/23) Mohave Answer:** Yes, firms may use additional sheets to complete the answers to questions. Make sure the Tab and question number are clearly noted.
- **(7/5/23) Question:** Please enlist the names of the incumbents of this contract.
- **(7/5/23) Mohave Answer:** 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>.
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- **(7/5/23) Question:** In the Primary Vendor Information section, specifically Question 3-a on page 21, we came across the following inquiry: "In the past three years, what percent of your Arizona business do you estimate was in each geographical area identified below?" When estimating this percentage, should we use the number of projects completed in each county, with equal weightage given to each project? Or should we consider the revenue generated, where projects of varying values contribute differently?
- **(7/5/23) Mohave Answer:** Responding firms may track this information differently; therefore, each firm has the discretion on how they wish to report the percentage of business done in each County listed for Primary Vendor Information, Question 3a.

**There were no other answers provided to questions submitted past the RFP’s published Deadline for Questions: 7/5/2023.**

UPDATE DATE: 7/5/23

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