



**Pre-proposal Conference Notes for  
RFP 23H-1003 IBM Power Servers and Storage**

Wednesday, September 13, 2023 10:00 a.m. local Arizona time  
Meeting held using Microsoft Teams Meeting

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

Kristina Hamm, CPPB, introduced herself as the author of RFP 23H-1003 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 at this time.**

**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.
- Tuesday, September 26, 2023, at 5:00 p.m. (local Arizona time) is the last day for questions. Written emails and the Question and Answer portal in OpenGov Procurement 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.**

- **Roll Call** - There were 7 interested parties who called in. (See attached Microsoft Teams Meeting reservation sheet.)
- 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 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 23H-1003 pricing workbook be submitted with the proposal in the original unlocked Excel format.
- 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 Procurement, your firm will need to register with OpenGov Procurement 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.

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

**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."*

- **Question:** Does this project have to be IBM only or can it be brand agnostic to all manufacturers for the storage and the servers?
- **Mohave Answer:** Per the Scope of Work, found on Page 6 of the PDF, "The scope of work and specifications define the quality and characteristics of the desired materials and application. They are based upon specifications for known acceptable manufacturers, processes, materials for IBM. The specifications are not intended to be exclusive or to restrict competition. Offerors may offer alternate solutions, including alternate manufacturers, which meet the quality and performance characteristics in the specifications. Mohave shall review such offers and be the final judge on the acceptance of any alternate solutions."
- **Question:** Can you tell us what's working and not working with the current contract vendor?
- **Mohave Answer:** Mohave does not release current contract vendor performance; however, current contract vendor performance may be requested in 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:** Who's the current provider?
- **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>. Make sure your firm fully reads the instructions on how to complete the form and submission process.
- **Question:** What's the type of work requested?
- **Mohave Answer:** The Scope of Work and Specifications found in the RFP Pages 6 through 11, outline the type of work requested.
- **Question:** How is the vendor chosen by the member?
- **Mohave Answer:** Upon award Mohave posts the awarded vendor(s) information. The member then chooses the vendor who best fits their needs. Mohave does not dictate the use of any specific vendor by our members.
- **Question:** Can the awarded vendor sell other items?
- **Mohave Answer:** An awarded vendor under RFP 23H-1003 may only sell products and services that fall within the Scope of Work and Specifications, and have been approved in the awarded vendor's pricing workbook.
- **Question:** What if IBM called and wanted to work directly with Mohave on this, what would happen?
- **Mohave Answer:** IBM would be required to submit a proposal, and be evaluated along with all other submitted vendor proposals.
- **Question:** What are the criteria for award?
- **Mohave Answer:** The Criteria for Award information is found on Page 7 of the RFP.
- **Question:** Where do I answer the questions?
- **Mohave Answer:** Vendors must follow the *Instructions to Offeror and Checklist Form* found on RFP Pages 4 and 5; along with the Scope of Work 3. Submission of Proposals information found on Page 7 of the RFP.
- **Question:** What do you need for financials?
- **Mohave Answer:** See page 25 of the RFP, Tab 2d provides the requirements for Financials.
- **Question:** What does the IBM present environment currently contain, hardware and software?
- **Mohave Answer:** Mohave's members utilizing the existing contract have various hardware and software. The only information available to Mohave comes from the member's purchase orders under the current contract. Those records 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:** Is there a way to know if all of the customers we asked to fill out the survey have completed it? We think we have all of them, but sometimes customers say they will and then forget.
- **Mohave Answer:** Mohave cannot open or review the surveys until the RFP opening so we cannot provide that information.

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

- **Question:** OpenGov procedure, it looks like there is on step 3 and 4 where you drop the documents. Do you want each one of the tabs dropped as a separate document.
- **Mohave Answer:** Mohave will accept either or.

There were no other questions and the meeting was concluded at 10:22 a.m.

Attachment: 23H-1003 Pre-Proposal Conference Reservation Sheet

DATE: 9/13/2023

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**Pre-Proposal Conference Registration for  
RFP 23H-1003 IBM Power Servers and Storage**

Wednesday, September 13, 2023, 10:00 a.m. local Arizona time

Meeting held using Microsoft Teams

Attendance Sheet

<u>Name &amp; Title</u>	<u>Email</u>	<u>Company Represented</u>
Kristy Hamm- Contract Specialist	Kristy@mesc.org	Mohave Cooperative
Pat Paxton, Account Executive	ppaxton@qcmtech.com	QCM Technologies
Tim Knight	tknight@qcmtech.com	QCM Technologies
Zona Brandt	zbrandt@qcmtech.com	QCM Technologies
Denise Morton, Sales Assistant	dmorton@qcmtech.com	QCM Technologies
Russ Woodman	rwoodman@qcmtech.com	QCM Technologies
Ric Purtill	purtill@us.ibm.com	IBM
Mike Abbott	rmabbott@us.ibm.com	IBM