



**Pre-proposal Conference Notes for
RFP 23K_1128 E-Rate Internal Connections**

Wednesday, October 25, 2023, 10:00 a.m. local Arizona time
Meeting held using MS Teams Conferencing

Michael S. Carter, CPPB, NIGP-CPP, called the meeting to order at 10:05 a.m.

Michael S. Carter, CPPB, NIGP-CPP, introduced himself as the author of RFP 23K_1128 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 not be issued.**

There were 10 interested parties who called in. (See attached *RFP 23K_1128 Attendee List.docx* 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.
- *(Pre-proposal notes will only be published on Mohave's website at www.mesc.org no later than Friday, October 27, 2023.)*
- Tuesday, November 21, 2023, 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**
- **Mohave was required to upload the RFP (in PDF form) as part of the completion requirements of USAC's Form 470. As such, the RFP was publicly available prior to the publication of the RFP's date of October 19, 2023. It is recommended you only download the RFP documents from the OpenGov website.**
- Mohave is a cooperative procurement agency in which its members utilize awarded contracts for products and services. Mohave has no exact project product list or defined scope of work for an actual project. Members intending to use an awarded contract(s) will be providing a list of exact needs and scope.
- 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.
- Provide pricing workbook in the original Excel format. Any additional price lists must be in a searchable electronic format.
- Members will be invoiced for the 1% administration fees to Mohave. Offerors **SHALL NOT INCLUDE** the administration fee in offered prices in the Price Schedule(s). **See requirements in the Special Terms and Conditions regarding the handling of the Mohave's administration fee.**
- **Vendors that do not hold a current Service Provider Information Number (SPIN) shall be rendered as Non-responsive and shall not be included in further considerations.**
- **Facility cabling not related to the installation of products in the scope of work of this RFP, trenching, and mechanical system upgrades shall not be allowed under an awarded contract.**
- **E-rate consulting services are not requested and shall not be offered under an awarded contract.**
- **RFP 23K-1128 is intended for internal connections, which includes products and installation services. The Scope of Work DOES NOT request consulting or managed services.**
- 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.
- Mohave's current E-Rate contracts expire on March 7, 2024, which is noted in the RFP's Execution of Contract(s) timeline on page #7. The Notice of Intent to Award is Monday, January 29, 2024. These timelines are estimates only. Mohave hopes to make a determination on award of contract(s) prior to January 29, 2024, and execute any awarded contracts prior to the March 7, 2024, dating. This will allow additional time for members to complete and submit their E-Rate funding requests in a timely manner, and well before the E-Rate funding closing date. To achieve a shortened timeline, Mohave may elect to recommend to award contract(s) based on the initial evaluation and scoring of proposals and forgo conducting Discussions and issuance of Best and Final Offers. Holding and conducting Discussions with responsible offerors who submit proposals which are determined to be acceptable for further consideration is not required (General Term and Condition 7.2: Discussions).
- Should Mohave issue an amendment to material change the RFP, and amendment would be published through OpenGov Procurement. Additionally, to meet the requirements under E-Rate, the due date would be extended 28-days past the amendment issue date.

Previously Submitted Questions and Answers:

- **Question:** Also trying to understand how ERATE works through this process, while we are registered on OpenGov I would expect to also have a 470 submission on USAC or has something changed or perhaps when working with a cooperative, there are other rules of engagement, I would assume any reseller would still need a valid SPIN#.
- **Mohave Answer:** Mohave is a cooperative procurement agency that will be awarding a contract or contracts from this RFP for our members to use at will. We have completed a Form 470 and is available with the solicitation documents. A valid SPIN# is a requirement for your proposal to be deemed as responsive.

Questions and Answers from the pre-proposal:

- **Question:** To be compliant with Erate our offer includes a small management component. Would we be considered non-compliant due to that?
- **Mohave Answer:** Contracts awarded under this solicitation does not provide management components. This does not mean that vendors may not sell or provide these services. However, should any future project require or include these services, the member must be informed that the component is not included in the Mohave contract portion of the procurement and must be procured outside of it.
- **Question:** In relation to Specification 1.12.12 regarding power backups and rack configurations, what are the specific equipment parameters for the project?
- **Mohave Answer:** This solicitation is for the general category and not for a specific project. Members will provide the specific equipment parameters as needed.
- **Question:** Do we need to provide our entire price list?
- **Mohave Answer:** Yes. Responding companies need to provide a comprehensive price list for all components and parts that will be used in a project. OpenGov's system does allow for very large file uploads. Please contact OpenGov directly for specific file size limits.
- **Question:** When a form 470 is issued for a school, do we respond via this contract?
- **Mohave Answer:** Members will approach you when they wish to work with you on a project. You can then quote their project under this contract, if requested by the member.

There were no other questions, and the meeting was concluded at 10:36 a.m.

The video recording of the meeting can be found here:

https://mohaveed-my.sharepoint.com/:v/g/personal/melissa_mesc_org/ESR3q0g9I6NJoNI1MIyVAToB5SQJuLkAQY67idZtXPeTXQ?e=aibmn1

Attachment: Attendee List

10/25/2023: EH/MJ/MC

RFP 23K_1128 Pre-proposal Attendee List

1. Michael S. Carter, Co-conference Administrator and Solicitation Author, Mohave
2. Esther Hopkins, Operations Support Specialist, Mohave
3. Melissa Jimenez, Contract Specialist, Mohave
4. Coltvet, Mark A. (Cox Business)
5. Gregory McClain (Cox Business)
6. Jerod Adkins, ANM
7. John Turner, Veritiv
8. Jake Ehrman, Veritiv
9. David.Walker, Veritiv
10. Flynn Kelly, EKC
11. Luis Garcia, EKC
12. Tim Robinson, CounterTrade
13. Tanya Tyler, CounterTrade