



**Pre- proposal Conference Notes for**  
**RFP 24C-0523 Library Management Systems**  
Thursday, May 9, 2024, 10:00 a.m. local Arizona time  
Meeting held using Teams Meeting.

Melissa Jimenez, called the meeting to order at 10:02 a.m.

Melissa Jimenez, introduced herself as the author of RFP 24C-0523 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.**

There were 8 interested parties who called in.

**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.
- **Thursday, May 16, 2024, at 5:00 p.m. (local Arizona time)** is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**
- **Mohave is not responsible for any unsuccessful submission of documents to the OpenGov Procurement website.**
- **Roll Call**

**Melissa Jimenez, 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.
- Provide workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required RFP 24C-0523 pricing workbook be submitted with their proposal in the original 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, your firm will need to register as potential bidder with OpenGov at <https://secure.procurenow.com/portal/mesc>. By clicking "Subscriber" on the Mohave's OpenGov portal, your firm, will receive all future solicitation notices issued by Mohave.
- By clicking "Following" on the solicitation's OpenGov solicitation page, your firm will receive any amendments, notices, and responses to questions that may be issued before the due date and time of the solicitation's opening.
- Legacy Pricing: For software purchased under a contract that was not awarded by Mohave. Provide a detailed methodology that your firm will use to identify the members using this option. Provide a pricing method that does not rely on the previous contract. (e.g. use of a fixed price(s) based upon a common denominator). For software purchased under a previously awarded Mohave contract. Describe in detail the method your company will use to verify that the software was purchased under the previously awarded contract and how the legacy pricing will be applied to include escalators, if used, that may be applied in subsequent years of an awarded contract. ***Include pricing in the electronic pricing workbook (Legacy Pricing Tab).***

**Previously Submitted Questions and Answers:**

- **None**

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

- **None**

There were no questions, and the meeting was concluded at 10:16 a.m.

Attachment: Attendee List

DATE: 5/9/24 MJ

<b><u>Name &amp; Title</u></b>	<b><u>Email</u></b>	<b><u>Company Represented</u></b>
Jess Steffens, Bids Project Coordinator/Designer	<a href="mailto:jess.steffens@mackin.com">jess.steffens@mackin.com</a>	Mackin
Jennifer McCarty Plucker	<a href="mailto:jennifer.mp@mackin.com">jennifer.mp@mackin.com</a>	Mackin
Nicky Daniell	<a href="mailto:nicky.daniell@mackin.com">nicky.daniell@mackin.com</a>	Mackin
Jess Steffens	<a href="mailto:jess.steffens@mackin.com">jess.steffens@mackin.com</a>	Mackin
Jennifer Haberthur, Manager Bid Operations	<a href="mailto:jhaberthur@follettlearning.com">jhaberthur@follettlearning.com</a>	Follet School Solutions
Christine Mills, Sr. Manager, Booking Services	<a href="mailto:csmills@follettlearning.com">csmills@follettlearning.com</a>	Follet School Solutions
Leslie Kedzior	<a href="mailto:lkedzior@follettlearning.com">lkedzior@follettlearning.com</a>	Follet School Solutions
Rusty White	<a href="mailto:rwhite@follettlearning.com">rwhite@follettlearning.com</a>	Follet School Solutions
Michael Carter, Contracts Manager	<a href="mailto:michaelc@mesc.org">michaelc@mesc.org</a>	Mohave Educational Services Cooperative, Inc.