



### **Pre-proposal Conference Notes for**

### **RFP 24F-0822 Time, Attendance, Employee Identification, and Access Card Systems**

Wednesday, July 31, 2024, 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

Michael R. Nentwig, CPPB called the meeting to order at 10:01 a.m.

Michael R. Nentwig, CPPB, introduced himself as the author of RFP 24F-0822 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 "Addenda & Notices" for reference. **Note: An amendment will not be issued.**

There were 6 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, August 15, 2024 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.**

#### **Michael R. Nentwig, 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.

- To be considered, proposals shall be 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
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Bidders/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.
- **Roll Call**

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

- **Question:** Please provide a rough estimate of the total number of employees/staff that will be using the system.
- **Mohave Answer:** Hello, please review the solicitation especially the Scope of Work on page 6 of RFP 24F-0822. This solicitation is not for a specific project or entity, it is being issued for the use of the Mohave Cooperative's membership of over 480 members.
- **Question:** We don't provide a security management system but can integrate with other seasoned providers. Can we still bid for the time & attendance portion of the RFP?
- **Mohave Answer:** The solicitation is for Time, Attendance, Employee identification, and Access Card Systems, we are not soliciting for a security management system. Please review the solicitation at this link and use your best judgement if your products and/or services comply with the scope of work.

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

- **Question:** We comply with some of the scope of work, will Mohave consider Partial awards?
- **Mohave Answer:** Review page 9 of the solicitation, Mohave may consider partial proposals for award.
- **Question:** With current contract, is this a solicitation for addition or replacement?
- **Mohave Answer:** Mohave contracts normally run for five one year terms, this a new solicitation for a new five year term.
- **Question:** What is done to market new contract awards to the Mohave membership?
- **Mohave Answer:** Mohave notifies members on new contract awards through the website, monthly newsletter and announcement at various meetings. After this the responsibility for marketing always lies with the awarded vendor.
- **Question:** What is done after the initial evaluation?
- **Mohave Answer:** The evaluation committee decides if a Request for Best and Final Offer is necessary for the proposals, if yes, then the process is completed.

There were no other questions, and the meeting was concluded at 10:14 a.m.

Attachment: Attendee List

7/31/24: MN

Attendee List

Michael Nentwig, MESC  
Austin Derby, Aircomm  
Dan Tanner, UKG  
Jefferson Bauer, UKG  
Hector Borrarayo, Stevens Equipment Supply  
J Beth Lee, TCP Software  
William Rice, TCP Software

