



Pre-proposal Conference Notes for

RFP 24N-1203 Contracted Transportation Services (to include McKinney-Vento Eligible Services)

Wednesday, November 13, 2024 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

Kristina (Kristy) Hamm, CPPB, called the meeting to order at 10:05 a.m.

Kristina Hamm, CPPB, introduced herself as the author of RFP 24N-1203 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.**

• **Roll Call**

There were 10 interested parties who called in.

Kristina Hamm, CPPB, provided the following overview of the procedure for the conference and solicitation 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, November 26, 2024 is the last day for questions. Written emails are preferred. They may be submitted via OpenGov Procurements Question & Answers portal.
- **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.**
- 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. OpenGov's assistance does not include reviewing your documents to ensure all documents were included; they only provide IT services for upload issues. 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.
- Tab 1e: Scope of Work and Specifications. Carefully read the instructions on Pages 9 and 17. Do not place information in both columns (Comply and Exceptions/Deviations*) for a single row (Specification).
- Partial proposals: Mohave may consider partial proposals for award of a contract (See Page 10 of the RFP). If a firm only offers standard transportation (not including McKinney-Vento) they may respond. Likewise, firms providing only McKinney-Vento services may respond. Make sure to follow the instructions stated on Page 9 regarding No Bids.
- A few helpful reminders when completing the electronic pricing workbook:
 - Read the instructions carefully.
 - Contract pricing under this RFP shall be based on firm fixed price (Special Terms and Conditions: 10.3 Basis for pricing).
 - Document shall be submitted in an unlocked, searchable electronic format.
 - Mohave requires the RFP 24N-1203 pricing workbook be submitted with the proposal in the original unlocked Excel format.
 - Any documents used in conjunction with the Excel pricing workbook shall provide the same format reflecting a firm fixed price.
- Tab 4b End User or Supplemental Agreements include documents including, but not limited to: trip agreements, privacy policies, and special fee agreements. Any document the member is required to sign to include the quote shall be provided with your firm's response. Forms not provided and reviewed prior to an awarded contract shall not be permitted for use after award.
 - Additionally, any pricing included in the agreements, or any supplemental documents, shall match the pricing provided in the electronic pricing workbook.
- 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, or through OpenGov Procurement if they are also registered. These firms may 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 a prospective bidder with OpenGov at <https://procurement.opengov.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.

Questions and Answers from the pre-proposal:

- **Question:** Typically, the *Offer and Acceptance* form requires a notary, is that not required for this RFP?
- **Mohave Answer:** Mohave does not required notaries for non-bonded solicitations.

There were no other questions, and the meeting was concluded at 10:24 a.m.

Attendee List:

Name	Title	Email	Company
Desmond Poulson	Manager	Desmond.poulson@firstgroup.com	First Student, Inc.
Jim Lasky	Director of Business Development	jlasky@ridemst.com	Desert Choice Transport, LLC / Mission School Transportation
Yalew Tamrat	President / BD Manager	Yalew.tamrat@startechsolutions.us	StarTech Solutions – Transport Services
Ray Tamrat	Operations Manager	rhaiey@startechsolutions.us	StarTech Solutions – Transport Services
Cynthia Cordova	Business Manager	cindyc@care-transit.com	Care Transit
Jared Clark	VP of Business Development	Jared@goadroit.com	Go Adroit
Travis Lesneski	Operations Assistant Manager	Travis.lesneski@firstgroup.com	First Student, Inc. (First Alt)
Jack Klempay	Strategy Associate	Jack.klempay@ridewithvia.com	Via
Caleb Solomon	Business development manager	Caleb@goadroit.com	Go Adroit.
Phaedra Imes	Sales & Marketing	phedrai@care-transit.com	Care Transit

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