



Pre-proposal Conference Notes for

RFP 24P-0123 Library Books, Books, eReaders, Periodicals, Database Subscriptions and Related Materials - Direct Online Order

Wednesday, January 8, 2025, 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

Michael R. Nentwig, CPPB, called the meeting to order at 10:03 a.m.

Michael R. Nentwig, CPPB, introduced himself as the author of RFP 24P-0123 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 14 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, January 16, 2025, 5:00 PM 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. 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 IFB/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 IFB's/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. Upload your complete response as a pdf document or word document, hyperlinks are not allowed.
- 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://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.

Previously Submitted Questions and Answers:

- **Question:** Is the cooperative looking for supplemental and/or intervention instructional programs (ELA, Math, Science) within this RFP?
- **Mohave Answer:** No, this solicitation is not requesting instructional programs.
- **Question:** Is there a specific list of publications being requested?
- **Mohave Answer:** There is no list of requested publications, this a contract for indefinite quantities, non-specified need. Refer to Tab 1e, Scope of Work, Point 4, Page 7.
- **Question:** If I can only comply with one area under the General Specifications - Periodical Subscription Services Specifications, will my bid for this area still be considered?
- **Mohave Answer:** Yes, per Tab 1e Specifications, Page 8 - Partial Proposals: Mohave may consider partial proposals for award of a contract.

Questions and Answers from the pre-proposal:

- **Question:** Are electronic signatures acceptable in a response?
- **Mohave Answer:** Yes.
- **Question:** Are you looking for our best pricing, we have over 12 million titles. Do these need to be listed?
- **Mohave Answer:** Review the solicitation and pricing workbook. There are identified categories, not publication lists. Yes, Mohave is always looking for your best pricing. Price Workbook Instructions, page 31; Pricing Workbook "_24P Library Books.xlsx", tab 3 "Summary Sections 3-4".

There were no other questions, and the meeting was concluded at 10:15 a.m.

Attachment: Attendee List

1/8/25 – MRN

Attendee List:

Michael Nentwig, MESC

Esther Hopkins, MESC

Angela Christianson, Junior Library Guild

Brenda Huffman, Junior Library Guild

Jennifer McCarty Plucker, Mackin

Nicky Daniell, Mackin

Jess Steffens, Mackin

Dawn Nyberg, Follett

Charla Bennett, Follett

Tomothy Edmonds, Follett

Noel Zickefosse, Over Drive

M Higey, Over Drive

Bobbie Fleming, Steps to Literacy

Bri Hoaby, Capstone

Mike Toups, Federal Alliance

Ferras Elshair, Discount Mags.com

