



Pre-proposal Conference Notes for

RFP 25E-0626 - Computer Hardware, Peripherals, Software, A/V Equipment, Technology Accessories, and Services – Direct Online Order

Wednesday, June 11, 2025, 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

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

Michael Nentwig, CPPB introduced himself as the author of RFP 25E-0626 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 be issued.**

There were 49 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.
- June 19, 2025 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 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 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.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Offerors shall include the administration fee in all offered discounts or prices offered on your respective websites 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. Plan rooms and other notification firms receive solicitation information from requests for public information. 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:** Would you accept a quote-based website that enables customers to submit a purchase order # for ordering (but doesn't accept credit card)?
- **Mohave Answer:** Review Specification 1.3 Direct Order Order Member Account Specifications, Specification 1.3.03, "Accounts shall have the ability to accept and utilize member purchase orders and/or authorized purchase cards (P-Cards) for all orders placed using the online ordering system."
- **Question:** We do not have direct ordering capabilities through our current website, but we are looking into online options. Would you accept online ordering sites built using Shopify or Square?
- **Mohave Answer:** Review Specification 1.1 General Specifications, Specification 1.1.01 1.1.01 Contract vendor shall provide a direct online order system for the following technology to include, but not be limited to: computer systems, computer hardware, computer peripherals, software, a/v equipment, accessories, and various technology services. Also, review in entirety Specification 1.2. and Specification 1.3 to understand the requirements of the Direct Online Order and Account requirements.
- **Question:** Does an online ordering system need to connect to a Mohave eProcurement Platform? Or can this be a stand-alone ordering site?
- **Mohave Answer:** A stand-alone direct online ordering system is required. Review Specification 1.1, 1.2 and 1.3. Mohave does not support or have a eProcurement/ Online Marketplace Platform.
- **Question:** Would a login to the direct order website (which shows all pricing) be sufficient in lieu of the product and services excel tab being fill out? The Excel worksheet would run out of rows due to the number of manufacturers and individual products/sku's we offer.
- **Mohave Answer:** According to 25E-0626 Tab 2a Question 7.f. "Provide a URL and a sample password/guest access code to allow access to products/pricing offered under a Mohave contract." The Excel workbook is provided for those offerors that may not have an active website, as indicated in 7.f.ii.
- **Question:** If we decided to utilize web price, can you define web price and how we properly show this on our submission? For example, how do we properly show/communicate this on the product and services tab?
- **Mohave Answer:** Web pricing represents the price for any item on your website on any given day, subject to daily dynamic pricing updates. The use of the excel workbook is not required, unless the website will not be available at the time of the solicitation due date, but will be available by the effective date of any new contracts. Refer to 25E-0626 Tab 2a Question 7.f. "Provide a URL and a sample password/guest access code to allow access to products/pricing offered under a Mohave contract."

- **Question:** Is there an estimate for how much k-12 revenue goes through the contract?
- **Mohave Answer:** Revenue/Activity under the 20F and 21K contracts is listed on Page 6 of RFP 25E-0626.
- **Question:** Is this an appropriate contract for a virtual tutoring provider to apply under?
- **Mohave Answer:** We do not have a current contract or future solicitation for virtual tutoring. Please review all notices from Mohave/OpenGov because this may change.
- **Question:** Does this contract include AC adapters and/or replacement computer parts?
- **Mohave Answer:** Computer parts and adapters are included in Specification 1.6.
- **Question:** Would we be able to add Manufacturers after being awarded?
- **Mohave Answer:** The addition of manufacturers post award will be evaluated on case by case basis.
- **Question:** We seek clarification if networking switches and wireless Access Points and related support and services are in scope for RFP 25E-0626.
- **Mohave Answer:** Refer to the following specification found in Solicitation RFP 25E-0626: 1.1.04 – General Specifications, 1.11 – Networking and Telecommunication Equipment Specifications, and 1.14 – Service Support and Training Services Specifications
- **Question:** Given that external links are prohibited by the bid documents and our file size may exceed the portal's upload limit, what is Mohave's preferred method for receiving large files?
- **Mohave Answer:** Contact OpenGov directly to ascertain the actual upload size, to my understanding there is not an upper limit. Use the chat function to speak directly with OpenGov . I chatted with OpenGov and the agent stated, "Hello Michael! Regarding the upload limit - we do not limit the file size for upload although larger files may take longer to upload!" I would verify this and take appropriate actions when submitted your response.
- **Question:** For the 'percentage off MSRP' pricing method, should we submit a single, fixed discount percentage, or is a discount range permissible?
- **Mohave Answer:** Submitting or offering a discount that is single, fixed or a discount range is up to your discretion.
- **Question:** If a single percentage is required for the 'percentage off MSRP' pricing, will this represent the minimum guaranteed discount? For example, if we propose a 5% discount, would we be able to offer a higher discount (e.g., 30%) on individual purchases, but never less than 5%?
- **Mohave Answer:** If a single discount is offered, this represents the offered discount. If your firm was to offer a higher discount on any individual item then a request for a price reduction or adjustment (promotional pricing) would be submitted to Mohave. This would be for fixed time, offered to all members and you would be able to provide clarifies like minimum quantity, or part of a larger package. If you were to offer a discount range, (e.g., 10% to 50%) then the lower limit would be the lowest discount that would be used, nothing lower.

Questions and Answers from the pre-proposal:

- **Question:** We would like to seek further clarification about the type of networking solutions are allowed, if networking switches and wireless Access Points and related support and services are in scope for RFP 25E-0626.
- **Mohave Answer:** Complete network solutions are not allowed, but component purchase for replacement, repair or upgrade is allowed to include wireless access points. Refer to Specification 1.1.04.
- **Question:** What type of network services can be offered?
- **Answer:** Per specification 1.1.4.06, "Support and training services offered may include, but not be limited to: Professional Services (e.g., configuration services, remote technical services), Getting Started Packs (e.g., Deploying iPad, Shared iPad, and Apple School Manager), and Professional Learning."

- **Question:** Would an online ordering sites built using Shopify qualify under the scope of work?
- **Answer:** Per specification 1.1.01, "Contract vendor shall provide a direct online order system....". Direct Online System must meet the criteria set forth in Specification 1.2. Direct Online Order and 1.3. Direct Online Order Member Account among the other applicable specifications.
- **Question:** Our online catalog and ordering system will be completed and active on our website late summer, this means it will be completed prior to 9/5/25 Notice of Intent to Award. Will this have a negative impact on our potential of being awarded?
- **Answer:** No, if your firm clearly explains the situation and provides concise answers to Tab 2a, Primary Vendor Information Question 7 and 8. Also, confirm your firm can meet the deadline or provide a revised project deadline.

There were no other questions, and the meeting was concluded at 10:25 a.m.

Attachment: Attendee List

6/11/25: MN

Attendee List:

Michael Nentwig, MESC

Cheryl Burchhard, Audio Enhancement+
Paul Avellano, Safari Micro
Chris Day, Safari Micro
Jill Malazarte, Safari Micro
Mike Day, Safari Micro
Eric Schlaht, Safari Micro
Bob Berry, Advance Classroom Technologies
Irving Lopez, Advance Classroom Technologies
Mark Duff, EKC
Cami Ray, RCT
Anthony Privitera, RCT
Emme Jones, Level 3 Audio Visual
Michael Levack, High Point Networks
Nancy Schwarz, Hewlett Packard Enterprises
Paul Gordon, ISSQUARED
Alba Castillo, Focuscamera
Jennie Hastings, Byte Speed
Steve Buringrud, Byte Speed
Amanda Wehland, Trefera
Jill Poeschl, Trafera
Rosalyn Stotmeister, Trafera
Leila Jones, Vivacity
Joel Anderson, Vivacity
Tyge Bloomberg, Vivacity
Nate Mertens, Contec
Aaron Cole, bluum
Chantell Martinez, bluum
Gary Anderson, GovConnection
Meg McEwen, Gov Connection
Stacey Lignell, GovConnection
Jamie Sesar, AGParts Education
Naomi Gonzalez, Apple
Tim Lim, Apple
Brandon Hall, CCS Presentation Systems
Carol Taylor, Sehi Computers
Hady Marcos, Sehi Computers
Ian Hathcock, SBi Business
Darrel Snook, SBi Business
Taylor Hoffer, Chromebook Parts
Anthony Priley, Ahead
Jon Kim, Whole Hearted Pro
Jeffrey Mashaw, Whole Hearted Pro
Carlos Acevedo, DYFNZ
Lisa Cain, POA
Gary Thompson, POA
Joanne Cho,
Van Robinson,
Ben Erickson,
Cathy Souza,
Andy Larsen,