



Pre-proposal Conference Notes for

RFP 25M-1007 New, Used and/or Supplemental Textbooks and Test Preparation materials – Direct Online Order

Monday, September 15, 2025, 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

Christina Ulman called the meeting to order at 10:01 a.m.

Christina Ulman introduced herself as the author of RFP 25M-1007 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 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, September 30, 2025, 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.**

Christina Ulman, 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 25M-1007 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. 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:

25M-1007 Pre-proposal Attendee List

Full Name	User Action	Timestamp
Christina Ulman	Joined	9/15/25, 9:56:15 AM
Jay Murabito	Joined	9/15/25, 9:57:03 AM
Michele Carbonara	Joined	9/15/25, 9:57:03 AM
Dennis Saner	Joined	9/15/25, 9:57:04 AM
Kyle Collis	Joined	9/15/25, 9:57:28 AM
Melissa Werve	Joined	9/15/25, 9:57:56 AM
Timothy Edmonds	Joined	9/15/25, 9:58:31 AM
Charla Bennett	Joined	9/15/25, 10:01:15 AM
Maria Balzarette	Joined	9/15/25, 10:01:17 AM

Previously Submitted Questions and Answers:

- **Question:** September 5, 2025: Is there a specific subject, grade level, or area for these materials? Or is it simply any textbooks and supplemental materials for any subject for any grade level?
- **Mohave Answer:** September 5, 2025: A variety of publishers, subjects, grade levels, and titles are requested for test preparation materials. Please refer to solicitation Specification sections 1.3 through 1.6 for additional details.
- **Question:** September 8, 2025: Does the district have a list of requested companies they are looking for, or is this open to all vendors that can meet the requests?
- **Mohave Answer:** September 12, 2025: These products/services are requested for Mohave's statewide membership of approximately 480 public agencies. Any and all companies that meet the specifications of the solicitation are welcome to submit a response.

Previously Submitted Questions and Answers (Cont'd.):

- **Question:** September 12, 2025: If we were awarded off of Bid – RFP 24P-0123. Do we need to participate in this one as well?
- **Mohave Answer:** September 12, 2025: Each solicitation is unique, please review the RFP for specifics to determine if your firm meets those specifications. All responses must be submitted through OpenGov by the due date and time listed in the RFP.
- **Question:** September 10, 2025: Is this solicitation for Direct Online Order only?
- **Mohave Answer:** September 10, 2025: Please see Specification 1.1.02 "Contract vendor shall provide a direct ordering or direct online ordering source for all types of new and used textbooks, supplemental textbooks, and test preparation materials." Also see Specification 1.1.05 "Direct online order capabilities are requested but not required under an awarded contract."
- **Question:** September 12, 2025: Would a digital education platform for improving reading skills for ACT/SAT prep be in the scope of this RFP?
- **Mohave Answer:** September 12, 2025: Test preparation materials are requested in hardcopy, software, or online. Please refer to solicitation Specification section 1.6 for additional details.

Questions and Answers from the pre-proposal:

- **Question:** If a vendor is awarded on this contract, would a school district still need to request three quotes from vendors for a purchase?
- **Mohave Answer:** The three-quote requirement (A.A.C. R7-2-1001) is required for school districts that are making a purchase costing at least \$10,000 but less than \$100,000 with a non-contracted vendor. An awarded contract with Mohave will not require three quotes. A school district would request a quote for the desired items from an awarded Mohave contracted vendor. Contracted vendor would provide the quote with Mohave contract award listed on quote and school district would complete the purchase process with a purchase order.

There were no other questions, and the meeting was concluded at 10:11 a.m.

Attachment: Attendee List

09/15/25: CU