Pre-proposal Conference Notes for
RFP 21K-1007 Apple Computer Products and Accessories

Wednesday, September 22, 2021, 10:00 a.m. local Arizona time
Meeting held using Telephone Conferencing

Michael R. Nentwig, CPPB called the meeting to order at 10:05 a.m.

Michael R. Nentwig, CPPB introduced themself as the author of RFP 21K-1007 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 email address provided on the vendor’s Prospective Bidders registration and posted on ProcureNow with notifications issued to those vendors who have indicated they are following the solicitation. **Note: An amendment will/will not be issued.**

There were 5 interested parties who called in.

**Reminders:**

- This is an eProcurement, and all aspects of the submittal process are completed online through the ProcureNow website. Ensure your proposal is uploaded on the ProcureNow website prior to the due date and time, no late proposals will be accepted per statute. It is advisable that you do not wait until the last minute to submit your proposal.

- Please be advised that the only pricing that will be included within Tab 3a of your proposal are the requested Summary Sections of the pricing workbook. All submitted pricing, including the complete pricing workbook and any additional pricing, will be uploaded separately from your proposal on the ProcureNow website.

- Any interested parties are welcome to participate in the RFP’s opening. Email myself, mike@mesc.org to request MS Team calendar invite.

- The solicitation’s sign-in and opening documents will be posted on our website within 24 hours of the due date.

- September 30, 2021 is the last day for questions.

- Written emails are preferred. Or questions can be submitted through the ProcureNow “Question and Answers” tab.

- **Statements made during this pre-proposal conference are not amendments to the solicitation.**
Michael R. Nentwig, CPPB / Kristina Hamm provided an overview of the procedure for the conference and solicitation reminders.

- Mohave is requesting that all participants mute phones, while on the call.

- **Roll Call**
- Discuss previously submitted questions and answers (noted below).
- The Special and General Terms and Conditions in this solicitation include statutes and requirements identified by and found within Presidential Executive Order; 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 and Mohave procedures. These statutes, requirements, rules, and code 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. *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 ProcureNow prior to the specified due date and time as stated on Page 1 of the -RFP. The link to ProcureNow 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 ProcureNow 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, ProcureNow’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. 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 agencies receive solicitation information from requests for public information made to Mohave. These entities do not have timely information and should not be relied upon for solicitation information or updates.

If your firm has received notification of this solicitation by means other than the original email notification, your firm will need to sign up on Mohave’s Prospective Bidders Sign-up. This is the only way to ensure your firm will receive amendments that may be issued. Your firm must contact Mohave directly requesting a copy of the solicitation if your firm registered after the original email notification was sent on September 9, 2021. If you have not registered at [http://mesc.org/bidders-start](http://mesc.org/bidders-start), it is recommend to do so as soon as possible.
Previously Submitted Questions and Answers:

- **Question:** In reading the specifications further for the Apple Computer Products RFP, it appears that only companies within the state of California are being asked to bid, is that correct? I see where a reseller license for California is required within the document, so that is why I'm asking.
  
  - **Mohave Answer:** This solicitation is for use in Arizona; it is open to all companies that can conduct business in the State of Arizona. A California reseller license is not required.

Questions and Answers from the pre-proposal:

- **Question:** Is there a specific way to submit samples or documents for third party peripheral suppliers to be considered?
  
  - **Mohave Answer:** No. Third party peripherals can be offered per specification 1.11. Documentation can be included in Tab 5 of your response.

- **Question:** Is third party support and/or warranty similar to AppleCare acceptable.
  
  - **Mohave Answer:** Alternate goods or services must be evaluated on a case by case basis by Mohave during the evaluation phase of the solicitation. Per Scope of Work, Section 1 – Description, paragraph 2 (page 6): “Offerors may offer alternate solutions, including alternate manufacturers, which meet the quality and performance characteristics in the specifications. Mohave shall review such offers and be the final judge on the acceptance of any alternate solutions.”

- **Question:** In the Method of Approach 1c (page 21), does “staff” refer to the offeror’s staff or Mohave staff?
  
  - **Mohave Answer:** This refers to the offeror’s staff.

There were no other questions, and the meeting was concluded at 10:18 a.m.

Attachment: Attendee List

9/22/21: MN
Attendee List:

Michael Nentwig, MESC
Esther Hopkins, MESC
Nolan Corippo, MAXCases
Matt Fretwell, Safari Micro
Matt Baker, Apple
Tim Lim, Apple
Karla Benge, Apple