



**MOHAVE**  
COOPERATIVE



## Mohave for Members

Mohave Educational Services Cooperative, Inc.  
(928)753-6945/(800) 742-2437 Kingman (Home Office)  
(602) 277-4290 Phoenix (Outreach) (520) 888-9664 Tucson (ASPIN)

*(Rev 4/5/22 AM)*



# Welcome

***Mohave administers a statewide cooperative purchasing program.***

Welcome new member of Mohave Educational Services Cooperative, Inc.

Mohave contracts are an option for your agency to consider for a variety of procurement needs.

This presentation is designed to help you successfully use Mohave contracts.

Your feedback and questions are appreciated and will help us develop future presentations.

## Why Mohave?

- Quality cooperative contracts for goods and services that comply with state statutes, rules and regulations.
- Efficient, effective and economical procurement.
- Accessible contract documents, pricing and due diligence materials.
- Quality assistance with performance, payment and other needs.
- Reputation for integrity and professionalism.

*A summary of governing rules regulations and statutes is provided on page nine of this document.*

# Mohave Resources

MOHAVE 928.753.6945 ASPIN 520.888.9664

SIGN UP SEARCH CONTRACTS

MOHAVE COOPERATIVE

Mohave Contracts · ASPIN Food Contracts · Solicitations · About Us · Contact Us · Surplus

**A RECOGNIZED LEADER IN PUBLIC PROCUREMENT**

**15** time recipient of National Procurement Institute (NPI) Achievement of Excellence in Procurement (AEP)

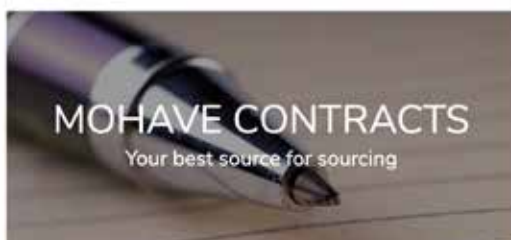
**7** time recipient of the NIGP Outstanding Agency Accreditation Achievement award

Achievement of Excellence in Procurement 2019 Award Winner

Outstanding Agency Accreditation Achievement Award NIGP

2019 NPI Achievement of Excellence in Procurement

2019 NIGP Accreditation Achievement Award



To locate Mohave cooperative contract information visit [www.MESC.org](http://www.MESC.org). You may search by key word or browse by category.

## Mohave Website Login Access

Mohave will issue a unique log-in and password for each member entity. This will give you access to:

- Mohave vendors and contract information
- Contract pricing and documents
- Due diligence information
- Solicitations in process
- Member handbook with Mohave processes
- Information on ASPIN (Food Service Program)

# Mohave Contract Information

Product/Vendor finder on Mohave website lists all current Mohave contracts

- Locate specific vendor and open their page
- Navigate to “Pricing & Docs” tab
- Log in to review contract information and pricing
- Mohave contact information

## Order Process 1

### **Step 1**

- Find the Mohave Contract
- Review documentation for due diligence
- Contact vendor for quote if needed
- Issue PO to vendor and send to Mohave for review
- Mohave will forward the PO to the vendor for processing

*On average, Mohave’s purchase order processing time is less than 1 day.*

## Obtaining Quotes from Vendor

### **Step 1A**

- Contact the specific vendor (Contact information listed on Mohave website)
- Notify vendor that you are seeking a Mohave contract quote
- Provide the vendor with a complete description of your needs
- Verify quoted price to Mohave contract pricing Pricing information is listed on Mohave website

# Sample Purchase Order (PO)

- 1 PO Issued to vendor.
- 2 Mohave contract number
- 3 "MESC REVIEWED" stamp.
- 4 Amount of the admin fee & pass through items is noted on the cover
- 5 File name for the price list Mohave used to confirm prices is also noted on the cover.
- 6 Corrections are made by Mohave as needed. Mohave reviewed items are highlighted, check marked or circled.

Purchase Order		ST. JOHNS UNIFIED SCHOOL DISTRICT		No. 120214				
P.O. Date: 07/27/2011		Questions ? Christy Moulton (928) 337-2255		Ext: 1200 Account: 266885				
P.O. Issued To :		Ship To:		03 ST. JOHNS MIDDLE SCHOOL				
1 HILLYARD / FLAGSTAFF		2377 N. STEVES BLVD.		Attn: E. K.				
FLAGSTAFF AZ 86004				P.O. Box 3060				
				555 W. 7th South				
				St. Johns, AZ 85958				
				(928) 337-2132				
Contact: THOMAS JAKARY		Location: 03 ST. JOHNS MIDDLE		Req# 223				
Phone: (800) 289-4195		Fax: (928) 526-4247		Project: UNDEFINED				
Reference:		Date Required: 08/09/2011		Award Number:				
Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	11	EA	HIL123003	HAND SOAP	35.09	396.99	36.13	59.55
MOHAVE CONTRACT #02C-HILL-0523 Expires 7/18/2014 FAX TO MOHAVE 928-718-3232								
4 Admin feeable \$ 396.99				MESC REVIEWED				
Pass Thru \$ 41.68 Shipping @				hill.discountammayand				
				pricing 07/23/11. As.				
APPROVAL SIGNATURES:				Sub-Total: 396.99 Freight: 41.68 59.55 Tax: 36.13 Total Amount: 492.57				
NOTES: [Redacted]				Order Via: _____ Fax _____ <b>VENDOR COPY</b> Page 1 of 1				
Wednesday, July 27, 2011				38129				

# Purchase Order (PO) Double Check

## **Avoid PO Delays**

- Make sure Mohave contract number is on your purchase order.
- Send the purchase order to Mohave (make sure it is signed).
- List complete description of goods or services.
- Submit required documentation
- Respond promptly if notified of an error.
- Submit your purchase order prior to any goods or services being provided.

## Invoicing and Payment

### **Step 2**

- Vendor will submit invoices to the member after products and services have been delivered.
- Payment will be made by the member directly to the vendor.
- Progress billing is permitted if the member agrees prior to issuing the PO.
- Payment terms are Net 30 days from receipt of invoice.
- Quick pay discounts are available on some contracts.
- Failing to pay in accordance with the contract's terms are a violation of the Cooperative Purchase Agreement.



# Special Order Processes

To assist with efficient contract use and order management, certain contract types require varying order processes.

These specific processes and sample purchase orders are covered in the Member Handbook located under the Resources/Brochure tab on our website.

- Direct Online Orders
- Leasing (financed purchases)
- E-Rate
- In-store purchases

## P-Cards

P-cards may be used for Mohave contract purchases.

The decision to accept p-card purchases rests solely with the vendor.

Mohave may perform pre-purchase review of P-card purchases.

P-card purchases must comply with contract terms and pricing.

The member pays the P-card provider.

The vendor remits admin fee to Mohave.

## Keys to Success

Issue a purchase order before requesting goods or services.

Use Mohave resources.

Verify Mohave approved contract pricing.

Notify Mohave of any purchase order changes.

Familiarize yourself with Mohave's contracts and processes.

Request assistance from Mohave with purchasing issues.

Provide Mohave with current entity contact information.





# Mohave Staff

## *Contract Specialists:*

- Responsible for any contract questions including price update reviews and approvals.
- Capable of answering any contract questions and assisting with contract interpretation or controversies.

## *Procurement Specialists:*

- Reviews and logs POs and forwards orders.
- Resolves any questions with POs and quotes.
- Assist with purchase order questions.

Other Personnel: Contact information for all Mohave staff is available on the "Contact Us" page of our website.

*The Contract Specialists, Reconciliation Specialist and Procurement Specialists are identified in the contract record within each specific vendor's page.*

# Mohave Contract Compliance

Mohave's members must comply with applicable rules, regulations and statutes, including but not limited to:

## **Arizona Revised Statutes**

Title 41, Chapter 23 (Arizona State Procurement Code)

A.R.S. § 15-213-A (School Procurement)

Title 34 (Public Buildings)

A.R.S. § 38-305 (Conflict of Interest)

## **Arizona State Board of Education School District Procurement Rules**

A.A.C. R7-2-1001 et. seq.

## **Uniform Commercial Code (UCC)**

## **Common Law**

