



Mohave Potential Bidder FAQs

Answers to common Mohave Potential Bidder questions.

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■ I've just heard about Mohave from one of your members, what exactly is Mohave?

- Mohave is a nonprofit corporation known predominately for its cooperative purchasing contracts that benefit member agencies throughout Arizona. Public school districts, cities, counties, community colleges and qualifying nonprofit organizations use Mohave contracts through cooperative purchase agreements. As a statewide public procurement unit, administrative fees paid by users fund Mohave. No direct tax dollars come to Mohave.

■ How do I become a Mohave vendor?

- First you must sign up on the [Mohave Potential Bidder List](#) on our website. This will put you on a mailing list to be notified of future Mohave solicitations in the categories you signed up for when you registered. If you respond to a solicitation and are then awarded a contract, then you will be a Mohave vendor. Additional information is available on our [How to do Business](#) page.

■ I just signed up on the Potential Bidder List, does this mean I have a Mohave contract?

- No, the Potential Bidder List is essentially a mailing list of interested vendors that wish to be notified of Mohave solicitations. In order to be an approved vendor that can sell to members through Mohave, you must be awarded a contract through a formal competitive procurement.

■ How often are Mohave contracts awarded?

- Most Mohave contracts are one year contracts with up to four annual extensions. This means that Mohave contracts are usually rebid every 5 years.

■ When will the contract in my category be rebid?

- Information to help answer this question can be found in the [Product/Vendor Finder](#) on our website. You may search by category or by the name of a known contract holder to access the information. We generally issue a solicitation 3 – 5 months before the final expiration of the existing contract. However, contracts are subject to review and rebid prior to each renewal. That date is shown as the “Next Renewal” in the Product/Vendor Finder summary. The best way to know when a contract is rebidding is to maintain accurate and up-to-date contact information for your firm in the Potential Bidder system.

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■ **Where can I find information about current and future solicitations?**

- Information about current solicitations can be found on the [Main Vendor Information](#) or [Procurement Solicitations](#) pages of our website. Information about future solicitations can be found on the [Contract Updates](#) page. Please bear in mind that scheduling for future solicitations is subject to change based on current Mohave needs and workloads, so check back often if you are anticipating a future solicitation.

■ **Mohave does not currently have a contract that includes my category, how does Mohave add new contracts?**

- Mohave solicits for contracts based on member interest. If you are working with one or more Mohave members and they are expressing interest in purchasing from you through Mohave, ask them to let us know they are interested. Members can let Mohave know of their interest by filling out the [New Contract Request Form](#) on our website or speaking directly with a member of our contracts team. If Mohave receives enough member interest in a new kind of contract, we will look into organizing a solicitation. If Mohave does decide to solicit a new contract, we may look at your company as an example of the services or products requested, but there is no guarantee that you will be awarded a contract. All solicitations must comply with applicable competitive purchase requirements and will be awarded on accordance to those.

■ **What is the difference between a Mohave member and a Mohave vendor?**

- A Mohave member is an organization that uses Mohave's contracts for purchasing goods and services. Examples include school districts, political subdivisions, city governments etc. A Mohave vendor is a business that has contracted with Mohave to sell goods and/or services to Mohave members. A list of current Mohave members can be found on the [Member List](#) page of our website. A listing of current Mohave vendors can be found in our [Product/Vendor Finder](#).

■ **Is Mohave affiliated with the State of Arizona contracts?**

- No, Mohave is not in any way connected with the State of Arizona contracts. If you are looking for the State contracts, you can find more information [here](#).

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■ What is the solicitation process that Mohave uses to award contracts?

- Mohave uses the same state rules and regulations that govern our members' procurement. These include: the Arizona State Board of Education School District Procurement Rules, the Arizona Procurement Code and applicable sections for the Arizona Revised Statutes.

■ I have a new service/product that your members could really use. Can you do a new contract for this?

- Mohave issues solicitations based on member needs and requests only. If a Mohave member has expressed interest in seeing a new kind of contract, please ask them to let us know. If there is sufficient member interest, we will look into issuing a solicitation for a new contract. Members may let Mohave know of their interest by filling out our online [New Contract Request Form](#) or visiting our [Contact Mohave](#) page of our website for contact information to call or email our contracts staff.

■ Why do members use Mohave?

- Members use Mohave's contracts because Mohave's purchasing policies and procedures come from the Arizona State Board of Education School District Procurement Rules, the Arizona Procurement Code and other sections of the Arizona Revised Statutes. They are designed to obtain maximum value and benefit for our members, promote active participation from qualified vendors and provide fair, open and nondiscriminatory competition. Because we meet the requirements, our members are considered to have met the requirements. Mohave contracts are not a way to avoid the bidding requirements. They are a legal means to satisfy them, just as if the members had conducted the competitive procurements themselves.

