

# How to Do Business With Mohave



## What is Mohave?

Mohave Educational Services Cooperative (MESC) or Mohave as we are often referred is 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.

When vendors receive Mohave contracts, they become partners in providing quality goods and services to our members at competitive prices. A Mohave contract saves members both time and money.

## How can my firm get involved?

You can register your firm on Mohave's potential bidders list by visiting our website at [www.mesc.org](http://www.mesc.org). From the home page, simply click on "Quick Start" and then click on "Potential Bidder Sign-Up." Read and follow the instructions to complete your registration.

Mohave maintains a list of potential bidders. The list includes all firms that have asked to compete for our contracts. The vendors on that list receive notice of Invitations for Bid or Requests for Proposals for commodities or services provided by their firms.

Placing your firm on the potential bidders list does not establish a contract with Mohave, or indicate our determination that your firm is qualified to enter into a contract for a specific commodity or service. It simply provides your firm with a notice describing an upcoming opportunity to compete.



## When does Mohave issue with solicitations?

Solicitations are scheduled based on variety of factors, including current contracts that expire, or are cancelled and members' requests for new contracts. Mohave publishes a one-year schedule of upcoming procurements on its website at [www.mesc.org/contract\\_updates\\_v.html](http://www.mesc.org/contract_updates_v.html). Once there, click on the "Solicitation Schedule" link.

Mohave also e-mails new solicitation notices to registered bidders and posts all solicitations at [www.mesc.org/solicitations.html](http://www.mesc.org/solicitations.html).

## What policies and procedures govern Mohave solicitations and contracts?

Mohave's purchasing policies and procedures come from the Arizona State Board of Education School District Procurement Rules, the Arizona Procurement Code and applicable 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. Conflict of interest is not tolerated.

Mohave meets the same requirements placed upon our members. That's why our members can use us with confidence. Our Invitations for Bid and Requests for Proposals are carefully written to comply with the rules, regulations and statutes of the state, and the ethical standards that apply to public purchasing.

Because we meet the requirements, our members are considered to have met the requirements. In other words, 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.

## How does Mohave solicit bids and proposals?

Mohave issues Invitations for Bid and Requests for Proposals as required throughout the year. Notification is sent to every vendor registered for the applicable commodity or service category. Mohave also places legal ads in newspapers when advertisement is advantageous or required.

Invitations for Bid and Requests for Proposals generally contain all the information needed to make a bid or offer. Bids and proposals may be submitted in response to a solicitation by any vendor, whether or not registered on

the potential bidders list. Sealed bids and proposals are opened in public at Mohave's Kingman, Arizona office. The public openings are held on the same day that bids or proposals are due. Late bids or proposals are rejected without opening, and bidders so notified.

## How does Mohave award its contracts?

Invitations for Bid are awarded to the lowest responsive and responsible bidders. Responsive means that a bid or proposal complies with all material aspects of the solicitation. For example, specifications, delivery times, quantities, warranties, and material terms of the solicitation must be met. Failure to do so may result in a bid or proposal being rejected. Responsible means that the vendor demonstrates the intent and ability to perform an awarded contract.

Proposals are awarded to the vendors whose offers are determined to be most advantageous to Mohave and its members. Most advantageous means in the members' best interests, not necessarily the lowest cost.

## Some Important Points

- ▶ Mohave's procurement solicitations result from member, not vendor, requests. Our website contains a tool for members to make those requests.
- ▶ Firms cannot "sign-up" to be a Mohave vendor. All Mohave contracts are competitively procured.
- ▶ Registering as a potential bidder does not make a firm a Mohave vendor. Registering is solely a means to ensure that your firm is notified when Mohave issues a procurement solicitation for an applicable category.
- ▶ Registering as a potential bidder does not authorize a firm to sell products or services as a Mohave vendor.
- ▶ Registering as a potential bidder does not ensure Mohave will issue a procurement solicitation for the goods or services sold by your firm. That decision is made by Mohave.
- ▶ Submitting a bid or proposal does not ensure that your firm will receive a contract. Mohave contract awards are based upon specific competitive procurement requirements.
- ▶ Mohave is not a sales or marketing firm. If awarded a contract, you must work with our members to be successful.

Revised - 10/25/11 Mohave Outreach

We trust that this flyer has answered some of your questions about Mohave contracts. If there are any questions, please contact us.

Kingman/Main (928) 753-6945 | Phoenix/Outreach (602) 277-4290 | Tucson/ASPIN (520) 888-9664 | [www.mesc.org](http://www.mesc.org)