

training corner

■ Mohave's Contract Pricing Page Should Not Be Optional Reading!

In order to properly make your purchase in accordance with the contract terms and at the contract price, we have established the MESC online "Contract Pricing" page (the image below is the actual title heading of this page).



To access the page, go to our www.mesc.org website, Purchasing Services, and under the column heading of "Member Info", click on the "Contract Pricing" tab. This should take you to the login for the Contract Pricing page.

► **Step-By-Step Instructions:** See the [Contract Pricing Exhibit](#) (PDF, approx. 2.8 MB) for detailed instructions for using Mohave's online Contract Pricing information.

► **For those who have not obtained their user ID and password, please email Jim Dugo at jimd@mesc.org as soon as possible to get that established and in use.** This is a view only ID and may be shared throughout your organization with the personnel that have a need to verify pricing (purchasing, accounts payable, and any other entities that may require this information).

Overall, our members seem to like this new feature; however, the initial feedback is that we need to work more on clearly identifying the contents of each file and some more navigation and search features within the site. We thank you for your input and patience while we try to make this pricing page as user friendly as possible.

► **Why is using this Contracts Pricing page so important?** Among their many questions, the auditors will most likely be asking "how you verified the vendor's contract pricing?" You will want to make sure you and your staff are using this site and can easily navigate throughout the pricing pages.

Remember, under the new process, we at Mohave Educational Services Cooperative are only randomly reviewing items on your purchase order

to ensure pricing is proper. Also, we have a limited number of post purchase audits. **While the vendor should be providing the correct, current pricing in their quotation; ultimately, it is your responsibility to ensure that pricing is correct and in accordance with the contract.**

If you need more information or training in this area, please contact Mark Kinsey, Director of Outreach and Education, at markk@meso.org.