



## Revised Contract Documentation Files = Easier Navigation

Mark Kinsey, Director of Outreach and Education

Based on your feedback, the Mohave staff has revised the contents of our contract documentation files effective 3/6/09. Click on this link: [http://www.mesc.org/contract\\_documentation.html](http://www.mesc.org/contract_documentation.html).

In addition, we have revised our [Due Diligence tutorial](#) to reflect these changes. The major change to the files is that we have now separated out the major documents necessary to perform due diligence. Previously, members would have to look through the entire solicitation file to pull these specific documents from the file (e.g., award information). We believe these changes will reduce your time to conduct due diligence on our Mohave awards.

If you have questions regarding these changes or have additional suggestions for improvements in this area, please e-mail [chelsya@mesc.org](mailto:chelsya@mesc.org). Below is a list of the documents that are now individual documents on each of our Mohave contract files.

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### Description of the Contract Documents

As of 3/6/09, the following files are included in the electronic contract document folders:

**Compliance Questionnaire:** A copy of the USFR Compliance Questionnaire with Mohave’s response to each item. Direction is provided to confirm Mohave’s response.

**RFP Determination:** A copy of the written determination prepared prior to using a request for proposals. (Applies to RFPs only.)

**Bidders List and Bid Opening:** Copies of the bidders list showing registered vendors receiving the solicitation notice, the bid or proposal receipt log substantiating the date and time bids or proposals were received, and the public opening record.

**IFB or RFP:** A copy of the complete IFB or RFP. Addenda, if any, are included.

**Request for Best & Final Offer:** A copy of the Request for Best & Final Offers issued for competitive sealed proposals.

**Bid or Proposal:** A copy of the bid or proposal submitted by the vendor. For proposals, the vendor’s best & final offer, if any, is included in this file.

**Award, Extensions and Amendments:** Copies of the evaluation and award documents, contract extensions and contract amendments, if applicable.

**Pricing Summary:** Document indicating where to access pricing for the contract.

**Due Diligence Tutorial:** A step-by-step guide to assist in performing due diligence reviews of Mohave contracts.

Each contract documentation folder contains the applicable files in the above order. Each file name begins with the MESC contract number. The contract number is followed by the appropriate description in bold print above.

**Example:** 08JAZSC0128 Compliance Questionnaire.pdf

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