



SEPTEMBER 2004 | E-NEWSLETTER

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### *Our Heartfelt Condolences*

The staff of Mohave Educational Services Cooperative sends its sincere sympathy to the family of David W. Wasson. Mr. Wasson passed away on Monday, September 20, 2004, at Hoag Hospital in Southern California due to heart complications. Serving as Mohave's Executive Director from July 1973 to July 2002, it was Mr. Wasson's vision and foresight that led Mohave to be a statewide leader in cooperative procurement. He will be greatly missed.

A tribute (which includes a form to post a message for the Wasson family), service information, and a Director's Desk column can be found on Mohave's website at <<http://www.mesc.org/purchasing.html>>.

### **ARTICLES | In Detail**

#### **Mohave Progress**

*Jim Migliorino, Executive Director*

Mohave Educational Services Cooperative moves toward becoming a state non-profit organization and seeks candidates for the Board of Trustees from its membership. For details, please read <<http://www.mesc.org/enewsletter/sept04/progress.html>>.

#### **Due Diligence and Cooperative Purchasing**

*Tom Peeler, Chief Procurement Officer*

Due diligence is a member's responsibility to independently confirm that a contract complies with state procurement regulations when using a purchasing cooperative contract. Mohave's commitment to providing information to members for due diligence reviews is discussed at <[http://www.mesc.org/enewsletter/sept04/due\\_diligence.html](http://www.mesc.org/enewsletter/sept04/due_diligence.html)>.

#### **Internet Communication Vital to Mohave Operations**

*Julia Tribbett, Chief Operational Officer*

Valid email addresses for members and vendors are important to keeping the lines of communication open. The different types of electronic correspondence used by Mohave are discussed and an online form for collecting updated email addresses is provided at <<http://www.mesc.org/enewsletter/sept04/lines.html>>.

#### **Invoice Notes Assist Members in Administration Fee Transition**

*Sue Watts, Accounting Manager*

Read <[http://www.mesc.org/enewsletter/sept04/new\\_af.html](http://www.mesc.org/enewsletter/sept04/new_af.html)> for an outline of the notes found on Mohave invoices used to describe the various methods of collecting administration fees.

#### **IT Providing Additional Online Services**

*David Sullivan, Information Technology Manager*

Discussed at <<http://www.mesc.org/enewsletter/sept04/online.html>> are new online services provided to assist members and vendors.

## **Media Center an Important Link in the Classroom**

*Mary Ellen Meadows, Media Services Director*

For more than 30 years, the Media Center at Mohave Educational Services has been an important partner with educators of Mohave County. Read more about this valuable asset at <<http://www.mesc.org/enewsletter/sept04/classroom.html>>.

## **SUMMARIES | In Brief**

### **Mohave Expo a Success**

*Gary Bowen, Chief Financial Officer*

This year's Expo, held on Friday, September 17, once again brought together Mohave members, Mohave vendors and the Mohave staff at the beautiful Black Canyon Conference Center in Phoenix. This year's Expo began with Mohave vendors providing information about their products and services during a two-hour morning exhibition. In the afternoon, Mohave members and vendors benefited from sessions presented by Mohave staff. The exchange of information in these sessions was invaluable to all in attendance. Attendees provided positive comments on this year's Expo, as well as suggestions to make it even better.

Plan on attending the 2005 Expo that promises to continue the tradition of excellence!

### **Need to Coordinate Your Schedule? Check Out the Arizona Education Calendar**

A new feature of Mohave's redesigned website is the Arizona Education Calendar. The calendar will assist school administrators in scheduling events and will provide information on meetings and conferences from various school organizations. In addition to Mohave events, the calendar lists information from the Arizona Association of Business Officials (AASBO), Arizona School Administrators (ASA), Arizona School Boards Association (ASBA), Arizona Small and/or Rural School Association (ASRSA), Greater Phoenix Purchasing Consortium of Schools (GPPCS), and others. Included are links for additional information. Members, vendors, and other guests are invited to visit the Arizona Education Calendar at <<http://www.mesc.org/calendar/current.html>>.

### **ASPIN - Working Together to Resolve Challenges**

*Bette Thompson, ASPIN Director*

ASPIN is now **106** districts strong! By working cooperatively, we will continue to provide quality service and competitive food prices for districts large and small. We want to thank our members for their patience and understanding with Shamrock Foods. We are working with them to address order entry difficulties, delivery challenges and shortages of product. We are confident that Shamrock will address all of these issues in the near future. They are committed to "delivering satisfaction." We will continue to work with them to meet their slogan!

### **Contract and Solicitation Update**

Click <<http://www.mesc.org/enewsletter/sept04/contracts.html>> to view a listing of new contracts and Mohave's procurement schedule through December 2004.

### **Holiday Closures**

Monday, October 11 – Columbus Day

Thursday, November 11 – Veteran's Day

Thursday and Friday, November 25-26 – Thanksgiving

## **CONTACT US**

**Kingman** – 625 E. Beale St., Kingman, AZ 86401 - (928) 753-6945

**Phoenix** – 5225 N. Central Ave. #218, Phoenix, AZ 85012 - (602) 277-4290

**Tucson** – 4730 N. Oracle Rd. #116, Tucson, AZ 85705 - (520) 888-9664

Mohave Educational Services Cooperative's E-Newsletter will be published every other month or as needed to keep our members and vendors up to date on the latest information regarding our services.

Your e-mail address was obtained from contact information compiled by our organization.

If you would prefer not to receive our newsletter by electronic mail or if you have comments regarding this newsletter or any of Mohave's online services, please send an e-mail to Carol Pashano at <[carol@mesc.org](mailto:carol@mesc.org)>. Visit our website at <<http://www.mesc.org>> for more information about Mohave.



# Purchasing Services

## Director's Desk

### SEPTEMBER 2004 | A TRIBUTE TO DAVID W. WASSON

On Monday, September 20, 2004, Dave Wasson, former Executive Director for Mohave Educational Services Cooperative, passed away from heart complications. Dave Wasson led Mohave for 29 years providing career education programs and services in Mohave County, and procurement services throughout the state of Arizona. He was a pioneer in cooperative procurement programs and recognized, not only in Arizona, but also throughout the United States as a leader in government procurement.

Dave Wasson dedicated himself and Mohave to providing quality contracts and services to our members at the very best possible price. Education was a high priority in Dave's life, as he wanted the dollars spent in the classroom and not on goods and services. In addition to being a leader in Arizona, Dave helped put together the Association of Educational Purchasing Agencies (AEPA), an organization that now numbers twenty-six states across the nation that pull quantities together to provide lower prices for their members. In the good ole days, Dave had an idea a minute and left it up to Violet Tribbett and I to put things together and make it work. His management style was to hire good people, allow them to do their work while he provided the vision. The excellent Mohave staff that we have today is a tribute to Dave Wasson.

Above all, Dave cherished his wife Sue and their four children Wes, Tammy, Bonnie and Kim. Dave Wasson was also a deeply religious person who felt that the good Lord brought he and his family many blessings. Up to the day of his passing, he thanked the Lord for the many prayers and blessings that had come his way.

Not only will Dave Wasson be remembered for his pioneering of cooperative procurement, but also for his fun-loving zest for life, family, friends, and history. For those of you that knew Dave, he was an expert on Elvis Presley. He almost had me convinced that Elvis was still alive. He loved to play pranks on the staff and thoroughly enjoyed a good intellectual debate. Dave Wasson left his mark on Arizona schools and all those who came in contact with him. Our hearts and prayers are with his wife, children, and friends. He would want us to rejoice in his life.

**James F. Migliorino, Executive Director**



# In Remembrance of David W. Wasson

December 15, 1942 ~ September 20, 2004

## Share A Memory

Do you have a special memory or a favorite story about Dave Wasson that you would like to share? Please click [Share a Memory](#) to post a message or a word of encouragement for the Wasson family.

**D**avid W. Wasson was born and raised in Montana. He graduated from Great Falls High School in 1960. He attended college in New York, Nebraska and Abilene, Texas. While in Texas he met and married his wife, Sue. They moved to Needles, California, where both were employed as teachers. Sue taught first grade while Dave taught American and World History in addition to English, archaeology, photography, speech, geography, and government at the high school level. During this time, Dave earned a Master's degree in history from Northern Arizona University.

The Wassons moved to Kingman, Arizona, in 1973, where they raised four children, Wes, Tammy, Bonnie, and Kim. Wes and Tammy are both married and each have two children. Bonnie is now at Vanderbilt University, and Kim is a student at Biola University. God and family was a cornerstone of Dave's life. The family took many vacations throughout the United States over the years, always by car so they could spend more time together.

Serving as Mohave's Executive Director from July 1973 to July 2002, it was Dave's vision and foresight that led Mohave to be a statewide leader in cooperative procurement.

In 1973, Dave was employed by Mohave County Career Education Project, an agency that had been formed in 1971 by the Mohave County School Superintendent's Office to provide career education to local schools. In 1977, he became Executive Director. Services offered by the project, which became Mohave Educational Services Cooperative in 1980, included: GED and ABE programs, computer science education, dropout prevention, federal grant management, and a media library.

Mohave saw much advancement and diversification over the years under the leadership of David Wasson. In 1981, Mohave introduced local schools to educational software through the Minnesota Educational Computer Consortium (MECC). It was his vision and foresight that led Mohave to provide public procurement contracts, first to fulfill the need for technology in the classroom and later other products and services as needed by schools throughout the state. Dave was directly involved in researching, writing, preparing, and awarding Mohave's procurement solicitations as well as performing the duties of an administrator. In 1995, Arizona School Partners in Nutrition (ASPIN) was formed to provide food service contracts to schools in Arizona. Mohave continues to supply educational DVDs, videos and laserdiscs to schools in Mohave County through the media library that was part of the original career education program. Due to Dave's early influences, serving the needs of the educational community is and always will be a priority for the cooperative. He retired from Mohave in July 2002 after 29 years of excellent service.

Dave's hobbies and interests included Bible study, philately, reading, history, researching how Elvis staged his death, and travel. He taught political science and history classes at Mohave Community College.

David Wasson passed away on Monday, September 20, 2004, at Hoag Hospital in



*Dave accepts recognition from Max Luft, Executive Director of Cooperative Educational Services of New Mexico, and from Mohave's Executive Board at his retirement.*



*Dave liked hiding Shamu in various places around the office just to keep staff members on their toes.*



*Dave greets employees at Mohave's In-Service Program held on August 6, 2004.*





Southern California due to heart complications. The staff of Mohave Educational Services Cooperative is grateful for the leadership and friendship of David Wasson. He will be greatly missed and will always be remembered for his kindness, intelligence, and great sense of humor.

A tribute from Jim Migliorino has been posted on the [Director's Desk](#) page.



HOME



PURCHASING SERVICES



ASPIN FOOD SERVICES



LINKS

# Mohave Progress

## Jim Migliorino, Executive Director

Effective January 1, 2005, Mohave will become a state non-profit corporation, known as Mohave Educational Services Cooperative Inc. Topock Elementary School District and the Colorado River Union High School District formed the new state non-profit corporation. This was done through a resolution and an intergovernmental agreement requesting and contracting with Mohave to provide procurement services per the Mohave Educational Services Articles of Incorporation and By-Laws.

Mohave is seeking candidates for our new statewide Board of Trustees to be selected from our membership. A letter has been sent to each member regarding the formation of the new board. If you have not received your copy of the letter, you can obtain one by contacting Darcy Orrs at [darcy@mesc.org](mailto:darcy@mesc.org). Deadline for submitting applications is September 30, 2004.

Mohave Educational Services Cooperative members and vendors will see very little change in our operation. Mohave plans to make the transition as seamless as possible. Following a meeting of the Mohave County Supervisors on November 1, 2004, all existing CPAs, accounts payable, accounts receivable, and assets of Mohave will be transferred to the new Mohave Educational Services Cooperative Inc. If you were unable to attend one of the recent statewide meetings regarding the conversion and wish additional information please contact:

Jim Migliorino, Executive Director at 602-277-4290 or [jim@mesc.org](mailto:jim@mesc.org)  
Tom Peeler, Purchasing Director at 1-800-742-2437 or [tom@mesc.org](mailto:tom@mesc.org)  
Gary Bowen, Chief Financial Officer at 602-277-4290 or [gary@mesc.org](mailto:gary@mesc.org)  
Julia Tribbett, Chief Operating Officer at 1-800-742-2437 or [julia@mesc.org](mailto:julia@mesc.org)  
Bette Thompson, ASPIN Director at 1-800-552-3534 or [bette@mesc.org](mailto:bette@mesc.org)

# Due Diligence and Cooperative Purchasing

**Tom Peeler, Chief Procurement Officer**

Due diligence is a term that has been tossed around quite a bit over the past several months. Due diligence, as it relates to cooperative purchasing, is the process of reviewing a contract or purchase to ensure that it complies with the competitive procurement rules, regulations and statutes applicable to the buying entity.

The term may be new. However, the requirement to perform due diligence is neither new nor unique to Mohave. Any time a public entity uses a cooperative purchasing contract, it is responsible for ensuring that the contract complies with the rules, regulations and statutes applicable to that entity's procurement. A public entity cannot free itself from responsibility for complying with its competitive procurement requirements simply by using another entity's contract.

Mohave recognizes that members need to perform due diligence reviews of our contracts. We also understand that we need to make the information for such reviews readily available. To address these issues, we have posted the following information on our website:

- **Electronic Contract Documentation Packages**

The contract documentation packages provide the information necessary for members to make determinations that Mohave contracts comply with the competitive procurement requirements in the Arizona State Procurement Code and the Arizona State Board of Education School District Procurement Rules.

**Contract documentation link:** [Contract Documentation](#)

- **Arizona State Board of Education School District Procurement Rules Competitive Procurement Requirements Review**

This document indicates how Mohave complies with each requirement. It also indicates where in our solicitations and other documents members can confirm compliance.

**Procurement rules review link:** [Procurement Rules Review](#)

- **USFR Compliance Questionnaire Requirements Review**

This document indicates how Mohave complies with each requirement. It also indicates where members can obtain the information necessary to confirm compliance.

**USFR questionnaire review link:** [USFR Compliance Questionnaire Review](#)

- **Cooperative Procurement Compliance Questionnaire Requirements Review**

The Cooperative Procurement Compliance Questionnaire applies to the purchasing programs of cooperatives whose contracts are used by school districts. We have reproduced the questionnaire and indicated how Mohave complies with each requirement. We also indicate where members can obtain the information necessary to confirm compliance.

**Cooperative questionnaire link:** [Cooperative Procurement Questionnaire](#)

- **Additional Supporting Documentation**

This information includes supporting opinions and updates.

**Supporting documentation link:** [Supporting Documentation](#)

Due diligence reviews are here to stay. Mohave is committed to providing members with easy access to the information necessary to confirm that our contracts comply with the rules applicable to public purchasing in Arizona. We will monitor this information and update it as necessary to simplify member review. Please contact us at (928) 753-6945, if you need additional assistance.

Thank you for supporting Mohave Educational Services Cooperative.

# Lines of Communication with Mohave Operations

**Julia Tribbett, Chief Operational Officer**

Mohave continues to work toward a more timely and interactive communication system with our members and vendors. The Internet has opened up the possibility of a system of communication combining speed and ease. The problem that has hampered use of this system is the lack of valid email addresses on file at Mohave. Our goal is to have current addresses on file for department specific communication for all members and vendors.

The following notifications are currently used in the different departments of Mohave:

**Procurement**

Purchase order verification, Purchase orders in-process, Open-order reports, Invoices

**Accounting**

Proof of Delivery, Invoices, Wire transfer notification, Credit department information requests, Monthly statements

**Contracts**

Extension of Contracts, Request for Vendor Insurance, Request for pricing updates, Extension of contracts

**IT**

E-Newsletter, News to Use, Contractor Corner

The benefits of electronic notifications for our members and vendors:

- Timely and efficient
- Audit trail with time and date verification
- Easily archived
- Receiver specific

To assure that your address information is correct and you are receiving electronic notifications needed for your department, please fill out the form at the "e-connection" link to the right. Please supply one name per member for department notifications, the Mohave E-newsletter, New to Use and Contractor Corner have no limit.



If you have suggestions or questions on Mohave operations please contact me at [julia@mesc.org](mailto:julia@mesc.org).

# New Administration Fee

## Sue Watts, Accounting Manager

Effective July 1, 2004, many Mohave vendors started including the Mohave administration fee in the price of the goods and services they provide. Understandingly, this has caused some confusion for vendors, members and also for the staff of Mohave.

If the members will look at the lower left hand corner of a Mohave invoice, there is a note box and most invoices will have a note about the administration fee.

If the invoice is for goods or services provided by a vendor who is complying with the new pricing method, and the order is greater than \$1000, the box should read:

**Admin fee:** The Mohave administration fee is included in the contract pricing for this order. The member owes no additional administration fee.

Mohave has a minimum \$10 fee for orders under \$1000, but the vendor is only able to include 1% in their pricing. If the invoice is for goods and services provided by a vendor who is complying with the new pricing method, and the order is less than \$1000, the box should read:

**Admin fee:** The Mohave administration fee is included in the contract pricing for this order. However, this order is subject to Mohave's \$10 minimum admin fee. The vendor has been charged their portion off the admin fee, the member is responsible for the balance of the \$10.

If the invoice is for maintenance, service and E-rate, for which Mohave does not invoice, except for the administration fee, the note in the box will read:

Orders for maintenance, service and E-rate, MESC will invoice the member 1%. If it is a vendor who is absorbing our fee and the 1% is included in the price of the maint. Agreement, you will be credited the 1% on your invoice direct from, and paid direct to, the vendor.

If the invoice is for goods and services provided by a vendor who is not complying with the new pricing method, the box should read:

**Admin fee:** The Mohave administration fee is not included in the contract pricing for this order. The member is responsible for the admin fee on this order.

Hopefully, we will all become accustomed to the new invoices very shortly. If you have any questions or concerns, please call Mohave at 800-742-2437. Or you can e-mail me at [sue@mesc.org](mailto:sue@mesc.org) .

The staff at Mohave appreciates the patience you have all shown while we make this member requested transition, and we feel assured that this will make our contracts easier for the member to use.

# IT Providing Additional Online Services

**David Sullivan, Information Technology Manager**

We at Mohave are always striving to improve the information we provide through our websites. I'm happy to announce the following changes to Mohave's online offerings.

- **Online Product/Vendor Finder:** Our online product/vendor finder is a great way to quickly find Mohave vendors. You can search by either a product category, or you can look up a specific vendor's information. New to the product/vendor finder is the listing of Mohave's administration fee. When you get the results from a search in the database the results now tell you whether or not our admin fee is included or not included in the contract pricing.
- **Problem POs – Email notification:** Mohave has had an internal database for tracking problem orders (those that we cannot immediately enter because they have a problem) for several years. New to this database is the ability for us to send your organization a detailed email which not only tells you that your order is being held, but also tells you why it is being held and who to contact at Mohave to get the issue quickly resolved.
- **Vendor Invoice Status – Coming Soon:** In the next couple months Mohave will be putting up a new service wherein Mohave vendors will be able to login to an online database to see payment status on any outstanding invoices. The search results will list when we received the invoice, when it was processed by Mohave, when the member paid, Mohave's voucher number and when our voucher was sent to our County school office for processing. More on this new service in our next newsletter.

# Media Center an Important Link in the Classroom

**Mary Ellen Meadows, Media Services Director**

For more than 30 years, the Media Center at Mohave Educational Services has been an important partner with educators of Mohave County. Beginning as a vocational education project in 1971, the Media Center has become a valuable asset to many teachers wishing to enhance lessons in the classroom.

With nearly 6,000 videos, laserdiscs and DVDs, the Media Center provides educators another way to reach today's students. Knowing that most of these children have grown up with Sesame Street and MTV, educational film producers have created entertaining and informative concept videos to capture their audience's attention. The Media Center's titles range from Art to Zoology and have age appropriate videos and DVDs for everyone from kindergarten through college. Teachers know they can trust the content of the Media Center's titles to be an excellent source to reinforce educational concepts.

The Media Center has begun to develop its long-awaited DVD collection. At this time there are nearly 100 DVDs that can be shown in classrooms either on DVD players or computers. There are also DVD players for loan as schools catch up to the new technology.