

**Pre-Proposal Notes for RFP 10D-0402**

**3/17/10 - 11am - 12:15pm**

*Q: Page 40 (Question #8) mentions insurance information as specified on page 1.*

**A: This should read Page 11. This will be addressed in Addendum 1.**

*Q: What address should be listed on our certificate of insurance?*

**A: 625 E. Beale St., Kingman, AZ 86401**

*Q: Are all vendors required to provide evidence of insurance coverage, regardless of where they are located and what type of services they are providing?*

**A: Yes, this is the requirement in the RFP. (A discussion followed regarding what the attendees thought about this requirement. Most indicated that they typically provided insurance certificates on similar bids. There was concern regarding smaller publishers or providers that this level of insurance coverage may cause a problem.) This will be addressed in Addendum 1.**

*Q: Do our prices have to include the Mohave administration fee?*

**A: Yes, prices provided in your proposal must include the Mohave administration fee.**

*Q: The RFP states that the offeror may choose to provide the prices in printed or electronic format (CD, USB thumb drive) or via Internet access. Does this mean we don't have to send a CD, if we give access to our website?*

**A: You may provide pricing in whatever format works best, from the list provided (printed catalog, electronic copy or through internet website access). Please provide as much information as possible, regarding your pricing.**

*Q: Can we show Mohave discounts on our website at the bottom of the order page, or cart, or do they have to be shown next to each individual product?*

**A: Yes any of those are acceptable, as long as this matches the discounts provided in your proposal.**

*Q: On page 15 it states that Mohave states, "Include a CD or similar electronic media device (DVD, USB thumb drive, etc.) with electronic copies of your submitted documents, if available." Is this in addition to the pricing requirements?*

**A: Yes, an electronic copy of your proposal is helpful, but not required.**

*Q: Allowing the discounts to be shown on the website in a summary format is different from what our current contract allows. Is this correct?*

**A: Yes – we are approaching some of our pricing requirements differently from what we have done in the past.**

*Q: How will we send in pricing updates under this new contract?*

**A: You will be allowed to provide a summary of discounts, either on the website, or using the discount summary to be applied to a catalog.**

*Q: Can we give a range of discounts?*

**A: As long as it is clear what the different types of discounts are, you may do that.**

*Q: Can we use a code to show what the Mohave discounts is on our website, that could also be used as a promotional code?*

**A: Yes, that would be our preference.**

*Q: I have reference letters – where should they go in my response?*

**A: Our evaluation criteria (Page 8) lists "references and past performance information review." (A discussion followed regarding removing the criteria, or requiring references. The overall consensus was to leave this requirement out.) This will be addressed in Addendum 1.**

*Q: The RFP states that a contract must have a certain volume of sales in order to be renewed. How strict is Mohave going to be with this in reference to the current economic climate?*

**A: Mohave realizes that with current economic conditions, we may have to loosen those requirements until contract usage picks up again. We will review that information when the first renewal period comes up for contracts awarded under this RFP. We can't say exactly what our plans are at this time.**

Q: *Who will be the end users of the database subscriptions? (This is covered in Specifications 2.8.)*

A: **Our members are made up of school districts, cities and counties. A list of current members is available on our website. From the main home page ([www.mesc.org](http://www.mesc.org)) go to the “vendor information” link and then click on the “member list” link.**

Q: *There is already a State of Arizona contract that covers database subscriptions. Should we respond to this RFP also?*

A: **You’ll need to review those other contracts, what they provide, and what our RFP is covering. We are trying to offer a broad offering of contract areas, which is why our contract may overlap with other existing contracts.**

Q: *Can we offer other products not specifically covered in the proposal?*

A: **Yes. This is a proposal, which allows you to propose additional products or services not specifically covered by the proposal, but related to the products specified in the proposal. Mohave will be the make the sole determination as to whether these additional products are appropriate under an awarded contract.**

Q: *What exactly is Mesa Public Schools’ role in this procurement?*

A: **Mesa Public Schools will be participating in the evaluation of the responses, and plans on using awarded contracts for at least the next year.**

Q: *Does the member pay as multiple shipments are made on a blanket purchase order, or do they pay at the end of the year?*

A: **No, they pay as shipments are made and received. We expect that blanket purchase orders will be used quite a bit under these contracts.**

Q: *Is Mohave considering multiple-awards for different product types?*

A: **Yes, we are considering multi-awards in all of the areas covered by this procurement.**

Q: *How will multiple awards work? Who decides how purchase orders are funneled to the vendors?*

A: **The Member will determine which of the contracts an order goes through, not Mohave.**

*Q: How will purchase orders be processed under an awarded contract?*

**A: This process is slightly different from our other contracts. The Member will cut the purchase order and send it to Mohave. We'll log the order into our system, and immediately forward it to you for processing. Once the order has shipped, you will invoice the member. After the Member pays, you will then report and remit the 1% administration fee.**

*Q: How do we keep track of the administration fee?*

**A: You are required to submit a reconciliation report (monthly or quarterly) that will tell Mohave what orders you have been paid for. This report will help both the vendor and Mohave identify any orders that we haven't received the administration fee on.**

*Q: How will we know a purchase order is for the Mohave contract?*

**A: The Member's purchase order should state the Mohave contract number on it.**

*Q: Will Mesa Public Schools participate in other bids (through SAVE or GPPCS) for library book related products?*

**A: Mesa Public Schools along with other districts are watching this procurement to see what happens. If Mohave awards an adequate variety of contracts, you'll see a smaller number of bids like this directly from other Members. Mesa Public Schools is planning to use the Gilbert bid only if Mohave's contracts do not meet their needs for particular purchases. It is their intent to use the Mohave contracts as the primary procurement vehicle for library books. Keep in mind that contracts with good competitive pricing will help in Mohave awarding good contracts that our Members will use.**

*Q: Should we show the administration fee as a separate line item on our invoices or quotes?*

**A: No. The administration fee is contained in your product pricing.**

*Q: So we pay the administration fee. Is this correct?*

**A: No, the vendor isn't paying the administration fee. The Member is paying it, when they purchase your products/services. The administration fee is included in the prices you are offering in your proposal. You are then remitting back to Mohave the administration fee you've collected from the Member.**

Q: On Page 35 – Accelerated Readers: Are you asking for quizzes, books that are quizzed by Accelerated Reader?

A: **After reviewing the RFP, it was confirmed that the information contained in the RFP regarding Accelerated Readers was not clear. This will be addressed in Addendum 1.**

Q: On Page 37 – Automation processing: What is your definition of “automation” versus “no automation?” What is the difference?

A: **Automated processing is the inclusion of the MARC record for the books that are being processed. The RFP does have some conflicting line items on page 37, regarding automation versus no automation. This will be addressed in Addendum 1.**

Q: On Page 38, what are you looking for with the typing and quoting services?

A: **After reviewing this further, Mohave has determined that these services are not necessary. These services will be removed in Addendum 1.**

Q: Do we need to send samples of pre-bound books?

A: **No, samples are not requested or required.**

Q: In the services section, you mention date due slips attached or not attached. Do we have to do both?

A: **You are not required to provide everything in the services section. Just indicate the price for the products or services that you are providing, and indicate “not provided” or “N/A” for those that you are not providing.**

Q: Is this the only library book bid that is going out for Mesa Public Schools?

A: **This is the only one that Mesa is planning on participating in for this year. There is also the Gilbert GPPCS bid that is out right now, due back in mid-April.**

Q: Is there a cut off date for further questions?

A: **No, but if you do have additional questions, let us know as quickly as you can.**

Q: *When I put together my Proposal, do I need additional copies of the CDs with each copy?*

A: **Yes, we need additional CDs to match the copies requested in the RFP.**

Q: *Is Mohave going to be open on Good Friday, April 2, 2010?*

A: **Yes, we are open for business (regular hours) on that day.**

Q: *Are you going to have additional bids going out for related products?*

A: **Yes, our plans are to release additional solicitations for related materials (text books, classroom materials). We don't have a time frame for those solicitations at this point.**

**REQUEST FOR PROPOSAL 10D-0402**  
**LIBRARY BOOKS, MATERIALS, PERIODICALS, DATABASE SUBSCRIPTIONS AND**  
**BOOK FAIRS**

Wednesday, March 17, 2010 -- 11:00 AM  
Mesa Public Schools, Building 2 (Board Room),  
549 N. Stapley Dr, Mesa, AZ 85201

Name/Company Name

Email Address

Donna Powers B&N	CPM243@bn.com
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### Invitation Details

<b>Subject:</b>	Mohave RFP 10D-0402 Pre-Proposal Teleconference Information
<b>Notes:</b>	<p>The pre-proposal conference for RFP 10D-0402 is scheduled for Wednesday, March 17th, 2010. The conference will be held at 11am (MST - Please note that Arizona does not observe Daylight Savings Time) and should last no more than 2 hours. The purpose of the pre-proposal conference is to answer any questions that you may have about the RFP. There is no specific agenda for the meeting. We will not be covering specific information ? just answering your questions. This is not a mandatory meeting.</p> <p>We appreciate your interest in this solicitation, and look forward to hearing from you on the 17th.</p>
<b>Host:</b>	Mark DiBlasi
<b>Venue:</b>	Teleconference
<b>Room:</b>	Personal Room ( 718320822 / 7183208 )
<b>Time:</b>	Wednesday March 17, 2010 - 11:00 AM Arizona
<b>Duration:</b>	2 Hours
<b>Coordinator:</b>	Esther Hopkins, <a href="mailto:esther@mesc.org">esther@mesc.org</a>

	Attendee	Status	Comment
<a href="#">Resend</a>	Esther Hopkins	--	
<a href="#">Resend</a>	mark@mesc.org	✓	Accepted
<a href="#">Resend</a>	julie.jackson@bake...	✓	Accepted
<a href="#">Resend</a>	kkelly@juniorlibra...	✓	Accepted
<a href="#">Resend</a>	c.ruyter@capstonep...	✓	Accepted
<a href="#">Resend</a>	pnelson@mrsnelsons...	✓	Accepted
<a href="#">Resend</a>	jpawluk@factsonfil...	--	
<a href="#">Resend</a>	Tara.Miller@brodar...	?	Tentative
<a href="#">Resend</a>	dwayne@highdesertb...	✓	Accepted
<a href="#">Resend</a>	salesdept@thebookf...	?	Tentative

Entered By: Esther Hopkins