



**Pre-Proposal Conference Notes for
RFP 19B-0214 E-rate Internal Connections**

Monday, January 28, 10:00 a.m. local Arizona time
Meeting held using WebEx Telephone Conferencing

Michael Carter, CPPB called the meeting to order at 10:01 a.m.

Michael Carter, CPPB introduced himself as the author of 19B-0214, facilitated the meeting, and took the meeting notes. The meeting notes will be posted on Mohave's website within 24 hours after the meeting. The questions asked today will determine if an amendment will be issued for clarifications, corrections and/or additions. The final decision to issue an amendment rests with Mohave. If an amendment is issued, it will be emailed to the email address provided on the vendor's Prospective Bidders registration. **Note: An amendment will not be issued.**

There were 30 interested parties who called in. (See attached WebEx reservation sheet.)

Reminders:

- FedEx, UPS and USPS will not guarantee overnight delivery to Kingman, as Kingman is a rural area. Be sure to mail, or deliver, the RFP's before the due date and time of Thursday, February 14, 2019 at 3:00 p.m. local Arizona time.
- Any interested parties are welcome to the RFP's opening. The solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- Thursday, February 7, 2019 at 5:00 p.m. (local Arizona time) is the last day for questions. Written emails are preferred.
- **Statements made during this pre-bid conference are not amendments to the solicitation.**
- **Roll call**

Michael Carter, CPPB provided an overview of the procedure for the conference, solicitation reminders, and some key points of the RFP.

- Mohave is requesting that all participants mute phones, while on the call.
- Michael Carter, CPPB will provide an overview and explanation of several points in the solicitation and discuss previously submitted questions and answers.
- Mohave's E-rate contracts collect the 1% administration fees from the members.
- Initial contract term will be for 54 months.
- Any awarded contracts will be for unknown quantities of products and services. Under an awarded contract or contracts, member will come to contract vendor with required products and services in the scope of work.
- Any offers that do not include the Offeror's current SPIN number shall be rejected.
- Offeror should provide detailed information on their past experience and knowledge of the E-rate process.
- Mohave recommends:
 - That offerors review and confirm that their pricing does not include Mohave's administration fees.

- Offer needs to include all required information outlined in the RFP.
- Submitted electronic pricing files (CD, USB) include the required pricing and other data, and are not corrupt.
- Compliance to terms and conditions that are set forth by statute and known accepted Best Practices.

Questions and Answers:

- **Question:** if we have a current Mohave contract and pricing, will any E-rate awarded contracts be separate from our current contract?
- **Mohave Answer:** Yes, any awarded E-rate contract will use a separate price file from your current Mohave contract.
- **Question:** Will this be awarded to multiple vendors?
- **Mohave Answer:** Mohave may award to multiple vendors.
- **Question:** Will members be able to purchase outside of E-rate?
- **Mohave Answer:** No. Awarded contracts are intended for only the E-rate procurement.
- **Question:** When will we know of the individual product specs required?
- **Mohave Answer:** Members will be providing specific information in regard to their needs and project scope.
- **Question:** Is there a general assumption that these products will be available for the full 54-month term?
- **Mohave Answer:** USAC may change the eligible products under Category Two. If this happens, Mohave may amend or modify the contract to meet current USAC eligible products and services.
- **Question:** What types of bridges are required?
- **Mohave Answer:** Members will be providing specific information in regard to their needs and project scope.
- **Question:** Firewall, varies differently based upon different configurations and needs. What types of Firewall can be offered?
- **Mohave Answer:** Members will be providing specific information in regard to their needs and project scope.
- **Question:** Current Mohave pricing allows updates, will this be allowed under contract?
- **Mohave Answer:** It is anticipated products may change during the life of an awarded contract. An contract vendor may submit updated products and pricing during the term of an awarded contract.
- **Question:** Will the discounts be static throughout contract. Can we submit promotional pricing under an awarded contract?
- **Mohave Answer:** Offeror agrees to hold discounts throughout the life of the contract. Any discounts proposed on a 471 must be held. Promotional pricing may be offered at any time.
- **Question:** In regard to the cabling portion, can we use subcontractors?
- **Mohave Answer:** You may use subcontractors, and the requirements are listed throughout the RFP. Special Term and Condition 13: Subcontractors outlines the requirements for subcontractors.
- **Question:** Must pricing be based off the manufacture's percentage of list?
- **Mohave Answer:** If you are offering a discount it must be based off a published price list, whether it be a manufacturer's MSRP, or catalog. Pricing may also be submitted as a "Fixed" price that is not discounted.
- **Question:** Will any awarded contract become part of the Mohave contracts?
- **Mohave Answer:** Yes, upon award of a Mohave contract vendor becomes a Mohave Contract Vendor and the contract becomes available to Mohave's members.
- **Question:** How do we get a copy of the RFP?

- **Mohave Answer:** Email contracts@mesc.org for a copy of the RFP and electronic workbook.
- **Question:** Can we submit a partial proposal?
- **Mohave Answer:** We will accept partial proposals.
- **Question:** Is the 54-month term to the contract or products?
- **Mohave Answer:** The 54-month term is for the contract. Eligible goods and services may change as USAC updates their eligible products and services.
- **Question:** Is the 400 number listed on the Form 470 not the quantity, but the number of members to use any contract?
- **Mohave Answer:** Correct. The 400 is the number of anticipated members who may use awarded contracts.
- **Question:** If you use a subcontractor, do they need a SPIN number?
- **Mohave Answer:** No, the subcontractor does not need a SPIN number. They will be performing work under your awarded Mohave contract which will be under your SPIN number.
- **Question:** Can you use a multiple discount for one vendor? Can discounts change?
- **Mohave Answer:** You may use multiple discounts for different categories for one manufacturer. These can be listed separately on your Discount Summary, or as a range of discount with the range explained. Offeror agrees to hold discounts throughout the life of the contract. There are only a few special circumstances that may affect a discount offered. These circumstances must be submitted to Mohave for review prior to updating pricing.
- **Question:** If a member procures goods and services under E-rate, can they come back later and purchase off the e-rate process, and does that go through the contract?
- **Mohave Answer:** Any awarded contracts are only for the E-rate procurement and approved project. Later non E-rate purchases cannot be done under the E-rate contracts.
- **Question:** Is there any limit on the size of project?
- **Mohave Answer:** Any limits would be set by USAC.
- **Question:** Do non-eligible items have to have the 1% admin fee included?
- **Mohave Answer:** No. Non-eligible products will not include the 1% administration fees.

There were no other questions and the meeting was concluded at 10:43 a.m.

Attachment: Attendee List

1/28/19: MSC



**19B-0214 E-rate Internal Connections
Pre-Bid Conference Attendee List
January 28, 2019, 10:00 am**

1. Michael S. Carter, CPPB, Contract Specialist I, Mohave Educational Services Cooperative, Inc.
2. Jamie Kazee, Logicalis, Inc.
3. Penne Kniery, Extreme Integration
4. Omar Foster, CenturyLink
5. Donna Beahm, Hypertec Direct
6. Steve Reznick, Sentinel Technologies
7. Chris Bowen, Sentinel Technologies
8. Tim Rabe, Sentinel Technologies
9. Phil Choi, SHI International
10. Carlton Rueb, Silverado Technologies
11. Allison Duffy, Silverado Technologies
12. Nick McDonald, Kearney Electric, Inc.
13. Zach Braaten, Bytespeed
14. Robert Ogan, Bytespeed
15. Helen Roman, nVision
16. Katherine Bowden, ConvergeOne
17. John Lucas, TNT-Solutions, LLC
18. Mark Kelly, Enterprise Networks Solutions
19. Bob Frederikson, Building Technology Solutions
20. Matthew Baird, Ednetics Incorporate
21. Victoria Morales, OSI Hardware
22. Tom Wolfe, National Cabling Technologies
23. Jimmy DiTroia, Vertiv
24. Weldon Bryant, Vertiv
25. Colby Carr, Aeroyve
26. Michael Levack, Aerohyve
27. Jeff Bunker, Enterprise Network Solutions
28. Mitchell In-albon, VISP Group
29. Robert Redd, ConvergeOne
30. Nick Marrainco, Hypertech