



**Pre-proposal Conference Notes for  
RFP 19D-0228 Managed IT Services**

Wednesday, February 13, 2019, 10:00 a.m. local Arizona time  
Meeting held using WebEx Telephone Conferencing

Mike Nentwig, CPPB called the meeting to order at 10:00 a.m.

Mike Nentwig, CPPB introduced himself as the author of RFP 19D-0228 and facilitated the meeting. Esther Hopkins, from Mohave, 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 19 interested parties who called in.

**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 February 28, 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 21, 2019 is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**

**Mike Nentwig, CPPB provided an overview of the procedure for the conference and solicitation reminders.**

- Mohave is requesting that all participants mute phones, while on the call.
- **Roll Call**
- Mike Nentwig, CPPB will provide an overview and explanation of several points in the solicitation and discuss previously submitted questions and answers.
- The scope of work for this solicitation is requesting offers for Managed IT Services, both on-site and remote (Help Desk) as described. This solicitation does not include a request for temporary employees, employment services or a materials contract.
- The terms and conditions of the solicitation were developed and written per Mohave policy and federal and state procurement statute, policy and requirements. Please be aware that exceptions taken are not only for Mohave to refuse or accept but also the Mohave membership to refuse or accept.
- Provide workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required RFP 19D-0228 pricing workbook be submitted with their proposal in the original Excel format.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Bidders/Offerors shall include the administration fee in all offered prices in the Price Schedule(s) and shall not add the administration fee separately (or as part of a reduction off the offered discount) into the prices.

### **Previously Submitted Questions and Answers:**

- **Question:** If a firm offers Managed IT Services for specific software platforms or systems, would an award be considered for this limited/specific offer.
- **Mohave Answer:** As included in page 8, "*Mohave will consider partial proposals for award of contract.*" Be sure to fully explain how your proposal will be a value to our membership. Reference: Primary Vendor Information – Method of Approach, Project Plan item d., page 15.

### **Questions and Answers:**

- **Question:** Does the requirement in Specification 1.4.06 allowing member to have hard copies of training materials apply to third-party copywritten materials or just to vendor developed materials?
- **Mohave Answer:** Only materials created by the vendor in accordance with the specification.
- **Question:** What is the preferred or required pricing unit? Hours, seats, machines, etc.?
- **Mohave Answer:** The units listed in the pricing workbook are examples. Offerors can determine their own units as applicable to their offered services. Pricing methodology for what units and rates apply in what is being offered.
- **Question:** Page 6 - Scope of Work description indicates an anticipated volume of \$690,000. Does this mean that all responding members anticipate spending approximately \$30,000 each?
- **Mohave Answer:** The anticipated volume is an aggregate estimate of the responding member anticipated usage. Some members anticipate spending more, some less. Mohave currently have over 460 members that could potentially use the contracts. Note that, "this survey does not represent all the members who might use this contract over the term of the contract." And the actual volume could be more or less than the total listed.
- **Question:** Who were the surveys sent to?
- **Mohave Answer:** Mohave sends the surveys to the main purchase contact listed for the members. This is usually accounting or purchasing staff. Replies may be made by that staff member, or they may forward the link on to a more appropriate staff member. The specific respondent will vary by member.
- **Question:** How long would the contract vendor need to be onsite?
- **Mohave Answer:** How the contract is used and what is expected from an awarded vendor is determined by member.
- **Question:** Can we see the member needs survey results?
- **Mohave Answer:** Yes, interested parties must submit a Request for Inspection of Public Records (can be downloaded, here: <http://www.mesc.org/resources-brochures>) and email the completed form to [requests@mesc.org](mailto:requests@mesc.org). Request the Needs Survey.
- **Question:** Do the certifications requested in Specification 1.3.08 need to be provided before or after the award.
- **Mohave Answer:** All required certifications must be submitted with the offer. Per the specification, they must be included after Tab 2e in the response.
- **Question:** Can the certified party be a subcontractor?
- **Mohave Answer:** Yes, proof of subcontractor certification must be provided in accordance with Method of Approach question 4, page 18.
- **Question:** So, all certified employees need to be listed and certifications provided?
- **Mohave Answer:** Yes.
- **Question:** How should 3<sup>rd</sup> party solutions be handled? (Help desks, etc.)
- **Mohave Answer:** Any 3<sup>rd</sup> party solutions are considered subcontractors the response to Method of Approach question 4, page 18 would explain how a network of subcontracted local companies will be used, describe how they will be selected, how you will ensure the companies and their employees are properly licensed, trained and certified, and how you will manage their services.

There were no other questions and the meeting was concluded at 10:26 a.m.

Attachment: Attendee List

2/13/19: EH/MN

Attendee List:

Mike Nentwig, MESC  
Esther Hopkins, MESC  
DeeDee Wight, Gila Electronics  
John Lucas, TNT Solutions  
Carlton Rueb, Silverado Technologies  
Ken Reeves, Advanced Network Management  
Brian Kelleher, Flagstaff IT  
Penne Kniery, Extreme Integration  
Karen Hewitt, VectorUSA  
Michael Fialkowski, VectorUSA  
Helen Roman, nVision  
Stephanie Cantu, Sonoran Integrations  
Steve Rexnick, Sentinel Technologies  
Chris Bowen, Sentinel Technologies  
Diane Jackson, Sentinel Technologies  
Tim Devlin, Questeq  
Mary Delinschneider, Avenu Insight and Analytics  
Laura Endris, Abba Technologies  
Guy Steinbrick, iT1 Source  
Jim Hill, SixDegreesConsulting  
John Wagner, Nothing but Net