



**Pre-proposal Conference Notes for  
RFP 19H-0703 Library Management Systems**

Wednesday, June 12, 2019 a.m. local Arizona time  
Meeting held using WebEx

Mike Nentwig, CPPB called the meeting to order at 10:01 a.m.

Mike Nentwig, CPPB introduced himself as the author of RFP 19H-0703 and facilitated the meeting. 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/will not be issued.**

There were 5 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 July 3, 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.
- Wednesday, June 26, 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 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:** Whether companies from Outside USA can apply for this (e.g. India or Canada)? Can we perform the tasks (related to RFP) outside USA? (e.g. India or Canada)
- **Mohave Answer:** Offshore companies can submit a proposal. Though all work must be performed within the borders of the United States. Refer to General Term and Condition 12.10. Offshore performance of work prohibited.
- **Question:** Whether we need to come over there for meetings?
- **Mohave Answer:** No, the pre-proposal meeting is not mandatory and is held via teleconference.
- **Question:** Will emailed response be accepted?
- **Mohave Answer:** No, email submittals are not allowed.

### **Questions and Answers:**

- **Question:** What system is being used by your organization?
- **Mohave Answer:** Mohave is a purchasing agency that is used by our membership to purchase products and systems. The particular type and use of the system is up to the membership. An awarded contract can be used as needed by the members.
- **Question:** Do you have list of your members?
- **Mohave Answer:** A listing of current members is available on our website.
- **Question:** What type of library or student information system is being used by the members?
- **Mohave Answer:** You will need to contact the members to ascertain that information.
- **Question:** Is the scoring matrix or criteria available?
- **Answer:** No, the scoring will be available after award. Refer to page 7 of the RFP for award criteria.

There were no other questions and the meeting was concluded at 10:16 a.m.

Attachment: Attendee List

June 12, 2019: MN

Attendee List:

Mike Nentwig, MESC  
Jennifer Haberthur, Follett  
Christy Paul, Follett  
Erin Peters, Insignia Software  
Bruce Price, Book Systems, Inc

