



## Pre-proposal Conference Notes for

### RFP 19L-1008 Point of Sales Software, Hardware, and Payment Solutions

Thursday, September 19, 2019 at 10:30 a.m. (local Arizona time)

Meeting held using WebEx Telephone Conferencing

Maria Brissette, CPPB, called the meeting to order at 10:33 a.m.

Maria Brissette, introduced herself as the author of RFP 19L-1008 and facilitated the meeting. Maria Brissette took 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 four (4) 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 Tuesday, October 8, 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.
- Monday, October 1, 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/proposal conference are not amendments to the solicitation.**

#### **Maria Brissette, 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.
- Maria Brissette, CPPB, provided 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 point of sales software, hardware, and payment solutions to allow members to accept credit card, debit card, and cash sales for designated functions within their agency. These functions shall include, but not be limited to: meal payments, bookstore payments, tuition fees, library fees, ticket sales, community service centers fees, golf course fees, and utility payments. Partial awards may be considered however, merchant services as a "stand-alone" service is not requested. Please refer to the bullet points on page 6 which refer to stand-alone merchant services and other excluded items.

- Many of our Mohave members currently purchase point of sale software. In the solicitation there are references to legacy pricing, software renewal, software maintenance, and support. For these items previously purchased by a member, and not previously awarded by Mohave, the solicitation asks for an offeror's methodology on how a member's past purchases would be part of legacy pricing. Note, the Legacy Pricing Methodology Description in Tab 3c ***should correspond to*** legacy pricing to be provided in the "Legacy Pricing" worksheet in the pricing workbook.
- It is our preference that the required RFP 19L-1008 pricing workbook be submitted with your proposal in the original Excel format.
  - If your firm chooses percent off discount or combination pricing, there are formulas in the "MOHAVE PRICE (with Admin. Fee)" column. Please use the formulas when submitting your pricing. Do not override the formula in Column G in the Product and Services Price List, this formula is there to assist you if providing percent of discount off manufacturer's price list or catalog pricing.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. 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:** In reading this bid, it appears that food service (menu planning, nutritional analysis, etc.) is very prominent in the language of the bid. Is the intent of this bid to limit the field of applicants to Food and/or Meal Service Vendors?
- **Mohave Answer:** The RFP provides Specifications and Scope of Work for a total solution. This shall include, but not be limited to: meal payments, bookstore payments, tuition fees, library fees, ticket sales, community service centers fees, golf course fees, and utility payments. There are sections in the Specifications for Food Service solutions however, Mohave will consider partial proposals for award of a contract depending on the responses to the solicitation.

### **Roll Call**

### **Questions and Answers:**

None

There were no other questions and the meeting was concluded at 10:42 a.m.

Attachment: Attendee List

9/19/19: MTB/NC



---

**RFP 19L-1008**  
**Point of Sales Software, Hardware, and Payment Solutions**  
**Pre-Proposal Conference Attendee List**  
**September 19, 2019**

1. Maria Brissette, Mohave Educational Services Cooperative, Inc.
2. Nancy Colbaugh, Mohave Educational Services Cooperative, Inc.
3. Joe Verdusco, EMS LINQ, Inc.
4. Wendy Pearson, PaySchools
5. Brad Blankenship, Titan School Solutions
6. Stephanie Freeman, Titan School Solutions