



## At Your Fingertips

The following resources are available on Mohave's website, [www.mesc.org](http://www.mesc.org).

### **Potential Bidder Sign-Up:**

Online registration to receive solicitation notices.

### **Procurement Solicitations:**

Copies of Mohave solicitations from 1999 to the present.

**Member List:** List of all Mohave members.

**How to do Business:** Explains Mohave and our contracting program.

**FAQs:** Questions and answers for members and vendors.

**Contract Documentation:** Copies of all Mohave contracts.

**Training Corner:** Variety of training materials.

**Contact Mohave:** Contact information for all Mohave offices and staff.

Visit our website for this and other valuable information.

## Keys to Success

- Review the solicitation promptly and thoroughly.
- Allow sufficient time to develop a quality response.
- Thoroughly address every requirement.
- Don't use boilerplate.
- Provide the information requested.
- Provide all requested pricing.
- Do not use "varies," "quoted per job" or similar pricing.
- Make sure the offer is signed.
- Provide all information in the required format.
- Avoid material exceptions to the terms & conditions.
- Avoid material deviations from the specifications & scope of work.
- When in doubt, have Mohave clarify a requirement.
- Allow sufficient time for timely delivery of your offer.
- Ensure your products or services meet the requirements.
- Make sure your firm is committed to & capable of performing contract requirements.
- Provide current applicable references.
- Make sure the offer is legible.
- Use the checklist to make sure nothing is missing.
- When in doubt ask Mohave

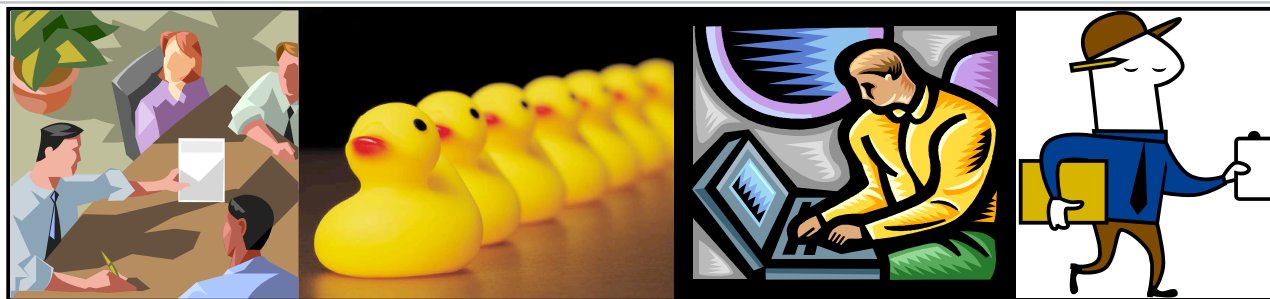
# Responding to a Mohave Procurement Solicitation



A guide to help vendors respond to Mohave IFBs, RFPs & RFQs



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## There's work ahead

**Mohave contracts don't just happen. They result from a formal procurement process. Your chances of success increase if you give the process due attention and effort.**

Mohave's cooperative purchasing program provides members with a means to purchase needed goods, services and construction. Before our program can meet the need, our contracts must comply with applicable rules, regulations and statutes. Therefore, all Mohave contracts result from a formal competitive procurement.

Mohave's formal competitive procurement is governed by a number of rules, regulations and statutes. Those rules regulations and statutes contain both processes and requirements to which Mohave must comply. If we fail to do so, Mohave members cannot use the contracts.

Your participation in a Mohave procurement involves an offer to contract that is made through your response to a Mohave-issued procurement solicitation. That response is a formal offer with the potential to greatly impact your firm. It must be taken seriously.

Mohave uses three procurement solicitations:

- Invitation for Bids (IFB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)

Each solicitation contains the terms, conditions, specifications, and scope of work for a Mohave contract. They also contain specific submittal requirements. Compliance with the submittal requirements is an essential element of a vendor's response.

When you receive notice of a Mohave IFB, RFP or RFQ, know that there is work ahead. Get your team together to review Mohave's requirements and your offer, get your ducks in a row, prepare a quality response, and deliver the response to Mohave. Mohave will evaluate your response, and the responses submitted by your competitors, to award contracts.

We trust this pamphlet will provide you with guidance for submitting a quality offer. The guidance does not guarantee you will become a Mohave vendor, but it should help you avoid common mistakes.

*Team Mohave*

## Q & A

**What are the common mistakes vendors make in responding to a Mohave IFB, RFP or RFQ?**

- Not complying with instructions.
- Taking shortcuts.
- Using boilerplate rather than specific responses to the requirements.
- Incomplete or unacceptable pricing.
- Material exceptions to the terms and conditions.
- Material deviations from the specifications and scope of work
- Missing information.
- Assuming, rather than clarifying.

**What are the common outcomes of these mistakes?**

- The most serious outcome is a determination that the offer is nonresponsive and cannot be awarded a contract.

**How long does it take to get a contract after I submit my offer?**

- Submitting an offer does not guarantee a contract for your firm. Your offer must compete with the other responses.
- Evaluation and award times vary. However, you can anticipate award four to eight weeks after the due date.

**If there is a problem, can I fix it?**

- The ability to correct a mistake or revise an offer is limited. You should never anticipate an opportunity to make a correction or revision.

**Will I be notified with the outcome?**

- Yes, all vendors are notified of the procurement's outcome.