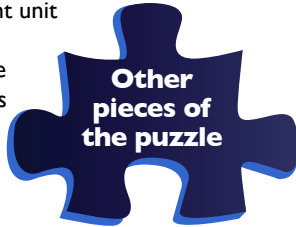


Mohave is not a vendor

Mohave is a public procurement unit that contracts on behalf of its government members. Mohave does not sell materials, services or construction.



Mohave contracts provide choice

Members do not have to use Mohave. However, when using Mohave contracts, members do so knowing that they obtain convenience and value from legal and ethical contracts that meet all of the competitive procurement requirements of the State of Arizona.

Members have confidence in Mohave

More than 300 Arizona government members use Mohave contracts each year.

Mohave contracts provide value

Mohave contracts provide members with value through time and labor savings and the availability of quality goods, services and construction at competitive prices.

Mohave is not new

Mohave has been administering a cooperative purchasing program in Arizona since 1988.

Mohave does not operate in a vacuum

Mohave procurement activities are matters of public record. A CPA firm annually reviews our procurement practices for compliance with applicable rules. The results of those reviews are published on Mohave's website. Members assist our staff with solicitation development, bid and proposal evaluation, and operations reviews.

Mohave is more than school purchasing

Arizona cities, counties, community colleges, universities, tribal governments, and a variety of special taxing districts routinely use Mohave contracts.

Mohave is in Arizona for Arizona

Mohave contracts are written specifically to address the needs of Arizona government members. There is no piggybacking onto contracts designed for other purposes.

Mohave supports its cooperative purchasing program

Mohave doesn't simply provide a list of contracts. Mohave reviews member orders, audits sample member purchases, assists with problem resolution, and communicates on a regular basis with members.

625 E. Beale Street
Kingman, AZ 86401

WWW.MESC.ORG



Mohave Contracts A Good Choice



MOHAVE
ARIZONA COOPERATIVE PURCHASING



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Mohave Educational Services Cooperative, Inc.
625 E. Beale Street • Kingman, AZ 86401
Rev. 4/2/12, JTP

What is Mohave?

Mohave Educational Services Cooperative, Inc., or Mohave, is a nonprofit corporation that administers a cooperative purchasing program for member government agencies throughout Arizona. Two public school districts created Mohave for the sole purpose of performing cooperative purchasing. Because of this, Mohave is recognized as a public procurement unit under Arizona law.



Mohave's membership includes school districts, cities, counties, community colleges, universities, tribal governments, Bureau of Indian Education grant schools, and special taxing districts throughout Arizona. Members use Mohave contracts to satisfy requirements for a variety of materials, equipment, services, and construction.

A seven-member board of trustees governs Mohave. Each trustee must be employed by one of Mohave's members. Trustees are selected by the membership in an annual election.

Mohave funds its operations with an administrative fee equal to 1% of the contract cost of purchased materials, services or construction. The administrative fee is not paid on the cost of shipping charges, taxes, bonds, permits, etc.

Similar to many other purchasing cooperatives, Mohave's administration fee does not result in an additional charge to members because it is included in contract prices.

What is available for purchase through Mohave contracts?

Mohave contracts for a variety of goods, services and construction in the following general categories:

Books & Media	Classroom & Office Supplies
Copiers	Computers & AV Eqpt
Furniture	Indoor & Outdoor Facilities
Leasing	Networking
Playgrounds	Professional Services
Software	Vehicles
E-rate	



► Check the Product/Vendor Finder on our website, www.mesc.org, for detailed information about our contracts.

Members play a large role in determining Mohave's contracted materials, equipment and services by making requests for new contracts to meet their needs. Those requests are reviewed to determine if there is sufficient interest for viable statewide contracts and if Mohave can effectively manage the contracts after award. Viable and manageable requests are placed into the procurement schedule for new contracts.

What rules do Mohave contracts follow?

Mohave contracts in accordance with the Arizona State Board of Education School District Procurement Rules, the Arizona Procurement Code and other sections of the Arizona Revised Statutes. Mohave procurement solicitations are designed to obtain maximum value and benefit for our members, promote active participation from qualified vendors, and provide fair, open and nondiscriminatory competition.

Mohave contracts in Arizona for Arizona entities. This helps ensure Mohave contracts meet the same procurement requirements placed upon our members. Because we meet the requirements, our members are considered to have met the requirements.

In other words, Mohave contracts are not a way to avoid the bidding requirements. They are a legal means to satisfy them, just as if the members had conducted the competitive procurements themselves.

How can my entity get involved?

Your entity must be a member in order to use Mohave contracts. School districts, cities, counties, community colleges, universities, tribal governments, Bureau of Indian Education grant schools, and special taxing districts are eligible for membership. Nonprofit educational or healthcare institutions that are political subdivisions for purposes of federal income tax or meet the requirements of § 115 of the Internal Revenue Code may also become members.

Joining Mohave is as simple as completing a Mohave Cooperative Purchase Agreement and forwarding it to us for review and approval. There are no membership fees or annual dues.

A copy of the Cooperative Purchase Agreement can be obtained from our website at www.mesc.org or by calling us at (928) 753-6945. Once approved, the Cooperative Purchase Agreement remains in effect until cancelled.



How do members order from Mohave contracts?

Most Mohave contracts use the following standard order process:

1. Member obtains a firm price quote from the Mohave vendor.
2. Member issues a PO to vendor.
3. Member Emails or faxes PO to Mohave.
4. Mohave reviews the PO.
5. Mohave authorizes work to proceed by emailing the "MESC Reviewed" PO to member and vendor.
6. Vendor performs the work

Mohave assists members with purchase verification. However, it is the member's responsibility to independently verify that quotations and purchase orders comply with the terms of the award of a contract or procurement. This responsibility is set by rule and statute and cannot be changed by Mohave. Copies of Mohave contracts are available on our website to assist members in meeting this due diligence responsibility.

Mohave contractors may only provide materials or services upon receipt of "MESC Reviewed" purchase orders. Members may not use Mohave contracts by sending purchase orders directly to the vendors. This helps ensure that all purchases comply with the contracts and protects members, contractors and Mohave from the consequences of improper purchases

How do members pay for Mohave contract purchases?

Mohave's vendor will directly bill the ordering member. Mohave contracts require members to pay invoices within 30 days of receipt. Members may take advantage of any contractual prompt pay discount.

How can I learn more?

There are a number of ways to learn about Mohave and its cooperative purchasing program:

- Browse our website at www.mesc.org.
- Review the member handbook on our website.
- Contact Mohave Outreach & Education at 602-277-4290 or outreach@mesc.org.
- Contact Mohave Contracting Programs at 928-718-3201 or contracts@mesc.org.

