

MOHAVE

ARIZONA COOPERATIVE PURCHASING



WWW.MESC.ORG

Serving Arizona Since 1971

Member Handbook

*A guide to help Mohave Vendors provide quality goods
and services to Mohave Members throughout Arizona*

Revised April 17 2012

Mohave Educational Services Cooperative, Inc.

625 E. Beale Street, Kingman, AZ 86401

Phone 928-753-6945

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www.mesc.org

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Welcome to Mohave!

For nearly 40 years, Mohave Educational Services Cooperative has been growing and changing to meet the needs of you our members. Among the many accomplishments, we are most proud of the quality of our contracts, the value they offer, and the service we have provided in managing and administering these contracts over the years.

We realize that you have choices in today's competitive procurement environment. We will continue to earn your trust and business by changing as necessary to continue providing you great value and great service.

An example of our commitment is the process change we implemented for member orders. We made the change at the request of our members and vendors. Members and vendors helped us develop the new process. We are confident that our members and vendors will help us make the new process successful.

For new members, please take the time to review this handbook and share it with your staff. Please know that our staff is available to provide training at your site or at our offices on any or all of this handbook.

For existing members, the major changes to this handbook address the member order process change. We encourage you to take a few minutes to review this handbook and share it with your staff in order for us all to be on the same page. We also extend our staff training services to you and your organization if you need them.

Again, we want to thank you for making us a partner of choice now and in the future. We realize that we will only be successful if we continue to meet your needs and exceed your expectations. We are committed to doing that on a daily basis.

Thank you for your trust, and thank you for being members of the Mohave Educational Services Cooperative, Inc.

Sincerely,

A handwritten signature in black ink that reads "Tom Peeler". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Tom Peeler
Executive Director

Once we've approved your Cooperative Purchasing Agreement (CPA) you're ready to use Mohave contracts. The [Product/Vendor Finder](#) page on our website (www.mesc.org) enables you to search for products, services, equipment, and construction items by commodity or service type, or by vendor name. The website also contains a Contract Summary that can be downloaded to your computer. The Product/Vendor Finder and Contract Summary provide basic contract and vendor contact information.

Mohave is a nonprofit corporation providing public procurement contracts for use by Arizona schools, government and eligible nonprofit organizations. As a public procurement unit, administrative fees paid by users fund Mohave. No direct tax dollars come to us.

Mohave's administrative fee is one-percent (1%) of the purchase price of ordered materials or services. The administrative fee is not paid on the value of shipping charges, taxes, bonds, permits, etc.

The administrative fee is our primary means for supporting Mohave's operations. The funds generated by that fee must be sufficient to pay for all salaries, facilities, vehicles, utilities, insurance, supplies, maintenance and repair, etc. Our history has demonstrated that 1% is the appropriate amount to meet this requirement and is lower than or equal to the fees charged by similar cooperatives around the nation. This fee is included or otherwise identified in the pricing quoted by the contracted vendor.

Let us know. Mohave accepts requests from members for new products and services on an on-going basis. Three or four times a year the requests are tallied, examined, and discussed. The process is described further below.

Through our web-based solicitation request form, various conferences, professional groups, polls, and direct contact, members make known the goods or services they would like to procure through Mohave contracts. These requests become possible categories for future Mohave solicitations.

Those categories that seem like good candidates for contracts are placed on a list for future solicitations. As time and resources allow, an Invitation for Bid or Request for Proposal is developed. The requirements are researched and reviewed by Mohave and member personnel. The Invitation for Bid or Request for Proposal is ultimately drafted by Mohave's contract team.

Now That I'm A Member,
How Do I Start Using
Mohave Contracts?

What If My Organization
Needs An Item That Isn't
Under Contract?

How Does Mohave
Award Contracts?

Notices describing the solicitation are emailed to vendors registered in Mohave’s potential bidders database for the goods or services listed in the solicitation. (Vendors can register as potential bidders on our website— there is no charge to be listed.) Solicitations are posted for download on our website’s “[Procurement Solicitations](#)” page.

All bids and proposals are date and time stamped and initialed by Mohave personnel upon receipt. Bids and proposals are opened and announced publicly at the time and place noted.

After the public opening, bids or proposals are evaluated by a Mohave evaluation committee. The committee is comprised of Mohave staff and may include member representatives. Responses are checked to determine if the vendor accepts the general terms and conditions, include all required information, comply with the scope of work, and have acceptable references. Those that do not are rejected. The remaining responses are evaluated in accordance with the criteria listed in the solicitation. Bids are awarded to the lowest responsible and responsive bidder or bidders. Proposals are awarded to the vendor or vendors whose proposals are determined to be most advantageous to Mohave and its members. With proposals, best and final offers may be required before contracts are awarded.

Single awards may not be advantageous to Mohave’s members for some commodities, services, equipment, or construction. In those instances, multiple awards are available. Awards are documented in writing.

Bids and proposals become contracts after final approval and signature by Mohave’s Executive Director. All vendors receive notification of the final determinations for their bids or proposals.

Awards are posted on Mohave’s website. They are also listed in our website’s [Product/Vendor Finder](#) and [Contract Summary](#). Most contracts run for one year and allow up to four consecutive one-year renewals.

In order for you to more easily complete Due Diligence on our contract, we have included a [Contract Documentation](#) page on our website. This page contains downloadable folders containing digital documentation for Mohave contracts. These folders contain information to assist members in reviewing the contracts for compliance with competitive procurement requirements. They also contain other useful contract information.

An independent auditor reviews our procurement practices each year as part of our financial audit. This audit examines Mohave’s procedures and compares them with the Arizona Procurement Code and the Arizona State Board of Education School District Procurement Rules.

Mohave has procurement specialists that review your vendor purchase orders. You can find the name of the procurement specialist assigned to a particular contract by visiting the [Product/Vendor Finder](#) on our website. You may also call us at (800) 742-2437 for the information.

The ordering cycle is as follows:

- The Mohave vendor will provide you with product or service description, part number(s), and Mohave contract price in the form of a quotation.
- You prepare a purchase order that is made out in the vendor's name and references the vendor's Mohave contract number. You send the approved purchase order and a copy of the quotation to Mohave
- The procurement specialist reviews your purchase order to determine if the purchase is allowable under our contracts. Based upon that review, Mohave stamps your purchase order with "MESC Reviewed" and forwards the purchase order via email to the vendor and you. Under our contracts, Mohave vendors are prohibited from doing any work or ordering any products until they have received Mohave's approval of the member's purchase order.
- The vendor will ship your order with your purchase order number on the package.
- Revisions to your purchase order must follow the same procedures as above.

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. Contract documentation files are available on our website to assist members in meeting this due diligence responsibility.

Our procurement specialists are committed to quick turnaround of your order. This means that the vendor will generally receive the "MESC Reviewed" purchase order within 2 business days. Problems with a purchase order (such as incorrect prices, including products or services that are not under contract, failing to attach a quotation, etc.) will delay processing. Peak ordering periods, such as the beginning and end of a fiscal year, may have longer order turn around time. Even during peak periods, the procurement specialists make every effort to process all orders as quickly as possible.

Some orders, such as E-Rate, Lease, and Direct Orders require special order processing. Instructions and sample purchase orders for processing such orders are provided in the exhibits in this handbook.

Special Order Processing

In general, vendors will invoice at the time products are shipped, services are performed or construction is complete. Leases and E-Rate billing are exceptions (see exhibits). Each contracted vendor has slightly different invoicing procedures; however, for the most part, they are very similar.

Payments

The Mohave contract requires you to pay within 30 calendar days of receipt of the vendor's invoice. Please work very closely with the contracted vendor to ensure payment is made in a timely manner. If you and the vendor are unable to agree upon matters relating to the invoice and/or general billing, please contact your procurement specialist for assistance.

Mohave procurement solicitations include provisions for vendors to offer prompt payment discounts. You are the sole determinant as to whether these discounts are cost effective to your entity; however, these discounts must be part of the approved contract.

Mohave contracts are public documents. In accordance with Arizona law, they are available for inspection by interested parties. Persons inspecting Mohave contract documents may also obtain copies of some or all pages, upon request. Contact Mohave's Director of Contracting Programs for details on inspection of contract documents.

Contract Examination

Mohave contract pricing can be found at www.mesc.org. For members to view this pricing, you must contact the reference listed in the website for a user ID and password. Only one user ID will be issued to each member. It is important that this information not be shared outside of your organization, this pricing is being offered to you as a member of the Mohave Educational Services Cooperative. A detailed explanation of the contract pricing structure is available in the Exhibits section of this handbook.

Pricing

Mohave contract pricing can be fixed price, percentage off a specified price list, or a combination of both. For contracts that use a discount off a price list, new pricelists become part of the contract upon Mohave's approval.

Fixed price contracts are updated with a complete price update on the anniversary date of the contract. Generally, that is the only time fixed price contracts can be adjusted. However, in instances when a legitimate, demonstrable cost increase clearly affects the vendor's ability to sell at the current price, Mohave may consider fixed price increases at times other than the contract anniversary. Fixed prices can be lowered at any time.

All price changes are subject to Mohave's approval.

Special offers, quantity discounts, etc., must be received and approved by Mohave before they are offered to you. All price reductions must be made available to all members and generally must be available for 30 days or more.

For most Mohave contracts, the one-percent administration fee is included in contract prices. The vendor will invoice the member at contract prices and remit to Mohave the administration fee portion of the member's payment.

E-Rate contract prices do not include the administration fee because USAC (Universal Service Administrative Company) will not pay or reimburse administration fees. The vendor will invoice the member at contract prices for payment on goods and services, which are not funded, and will invoice the USAC for the funded portion. Mohave will invoice the member for payment of the administration fee on the entire contract usage (both funded and non-funded).

Third party lease contracts include Mohave's one-percent transaction fee in the funding proposals. Mohave will invoice the member and send the invoice for payment of the transaction fee to both the member and the vendor. The vendor will pay the transaction fee directly to Mohave.

Mohave has many contracts, each with a unique policy regarding returns. Regardless of a particular policy, returns on products purchased under Mohave contract should be arranged directly with the contracted vendor.

Contact the vendor as quickly as possible to request a return. After you have met the requirement of the return policy and accepted the obligation to pay any restock fees, the vendor will arrange for return of the product. Products must be returned as directed by the contracted vendor. They are not routed through Mohave. Mohave does not accept responsibility for items returned to our office in error.

Professional Organizations

Mohave is an active member of the Association of School Business Officials International (ASBO), Arizona Association of School Business Officials (AASBO), Arizona School Boards Association (ASBA), National Institute of Governmental Purchasing (NIGP), Arizona School Administrators (ASA), and other regional and national professional associations.

What Is The History Of Mohave?

In 1971 the school districts in Mohave County established a career education program called the Mohave County Career Education Project. The program provided local schools with career days, field trips to work sites, career fairs, and media related to the world of work. In 1980, the state changed career education from discretionary grants to formula funding through the regular school budget. Only a handful of career education projects survived that funding change.

Because Mohave County Career Education had diversified into other programs, the schools in the county decided to keep the project alive. The name was changed to Mohave Educational Services Cooperative (Mohave, for short). Mohave operated through the Mohave County School Superintendent's office.

In 1981-82, Mohave introduced local schools to educational software through the Minnesota Educational Computer Consortium (MECC). Mohave County districts were saving money on this software through the cooperative. When schools outside Mohave County inquired if they could be provided the same services, the Mohave County Attorney approved participation by other school districts, as long as they paid an administration fee that covered all our costs for providing them with services. Over the years, Mohave has expanded its contracting into other products and services for schools and non-school agencies throughout Arizona.

To fill the statewide need for equipment and services, Mohave has competitively solicited and awarded cooperative procurement contracts. Mohave follows the same rules and procedures our members must use to award procurement contracts. All members can order through Mohave using those contracts. This procedure, cooperative purchasing, saves members time and money. Since Mohave seeks prices for the entire state, vendors offer lower prices than they would on a single member's contract.

Using Mohave contracts, our members are able to purchase a variety of required materials, construction and services, with even the smallest member enjoying the purchasing power of the entire state. Taxpayers are saving money, and more materials to support important functions are available at reasonable prices.

In May 2004, legislation (HB 2181) was passed to allow agencies such as Mohave to provide public procurement services as state nonprofit corporations. In January 2005, Mohave's articles of incorporation pursuant to A.R.S. § 11-952 and A.R.S. § 41-2632 become effective. Mohave Educational Services Cooperative, Inc., is governed under Title 10 of the Arizona Revised Statutes. As a public procurement unit, members can use Mohave contracts to procure products and services just as they did before the incorporation.

Effective January 1, 2008, Mohave implemented a new process change that allowed for purchase orders to be made out directly to the vendors. This had been requested for many years and the timing and situation became right to accomplish this change. After a year of training to vendors and members, Mohave began this process change. Among the major changes to this are the new invoicing and payment procedures as outlined in this revised handbook. Vendors are now invoicing members directly and members are now paying the vendors directly. Mohave's staff is still reviewing purchase orders and conducting audits of orders; however, the vendors and members now have far greater roles in the process of using Mohave contracts. Mohave is still an integral part of contract administration and management as well as being available for any dispute resolution.

For nearly 40 years, Mohave's staff has been dedicated to providing the finest service possible to our members. Our staff is qualified, trained and experienced. Several have achieved professional certification in their areas of expertise. Mohave has received the Annual Achievement of Excellence in Procurement Award® from the National Purchasing Institute (NPI) on five separate occasions. We have been successful in receiving this prestigious award each time we submitted an application. Mohave has also received the NIGP Outstanding Agency Accreditation Achievement Award® which is effective until September 2013. Mohave has held this certification since September 2001. These awards were given in recognition of Mohave's professional purchasing program.



Things To Keep In Mind:

Do:

- Advise us of any changes in your address, contact person, phone numbers, etc.
- Send issued purchase orders to Mohave made out to the contract vendor.
- Note the applicable MESC contract number on your purchase order.
- Check your emailed copy of the “MESC Reviewed” purchase order for notations.
- Send purchase order revisions and/or project change orders to Mohave.
- **Contact Mohave whenever you desire assistance with questions, problems and/or disputes.**

Do Not:

- Make changes to a purchase order without going through the process outlined in this handbook.
- Attempt to use Mohave contracts without sending the purchase order to Mohave.
- Pay Mohave for the services/goods invoiced. Payments are made to the vendor who performed the services or delivered the goods (exception E-rate contracts and Admin Fee).

Send approved purchase orders and backup documentation (POs must be made out to the vendor) to:

Mohave Educational Services Cooperative, Inc.
625 E. Beale Street
Kingman, AZ 86401
(928) 718-3232 (fax)
orders@mesc.org (email)

For ASPIN/Mohave information and procedures, please visit the website at: www.mesc.org/aspin.html, or call (520) 888-9664 or 800-552-3534.

Send Purchase Orders To:

Where Do I Go For Help?

Contract Questions

Bill Brannen, CPM, ACBS, Director of Contracts	928-718-3201	bill@mesc.org
Mark DiBlasi, Contract Specialist II	928-718-3220	mark@mesc.org
Nancy Colbaugh, Contract Specialist I	928-718-3228	nancy@mesc.org
Michael Carter, Contract Specialist I	928-718-3222	michael@mesc.org

Purchase Order and Invoice Follow-up and/or Revisions

Rhonda Jackson, Procurement Manager	928-718-3202	rhonda@mesc.org
Mike Nentwig, Procurement Specialist	928-718-3203	mike@mesc.org
Maria Brissette, Procurement Specialist	928-718-3237	maria@mesc.org

Accounting

Sue Watts, Accounting Manager	928-718-3204	sue@mesc.org
Mary Brooks, Accounting Specialist	928-718-3221	mary@mesc.org
Terry McClintock, Audit Specialist II	928-718-3226	terry@mesc.org

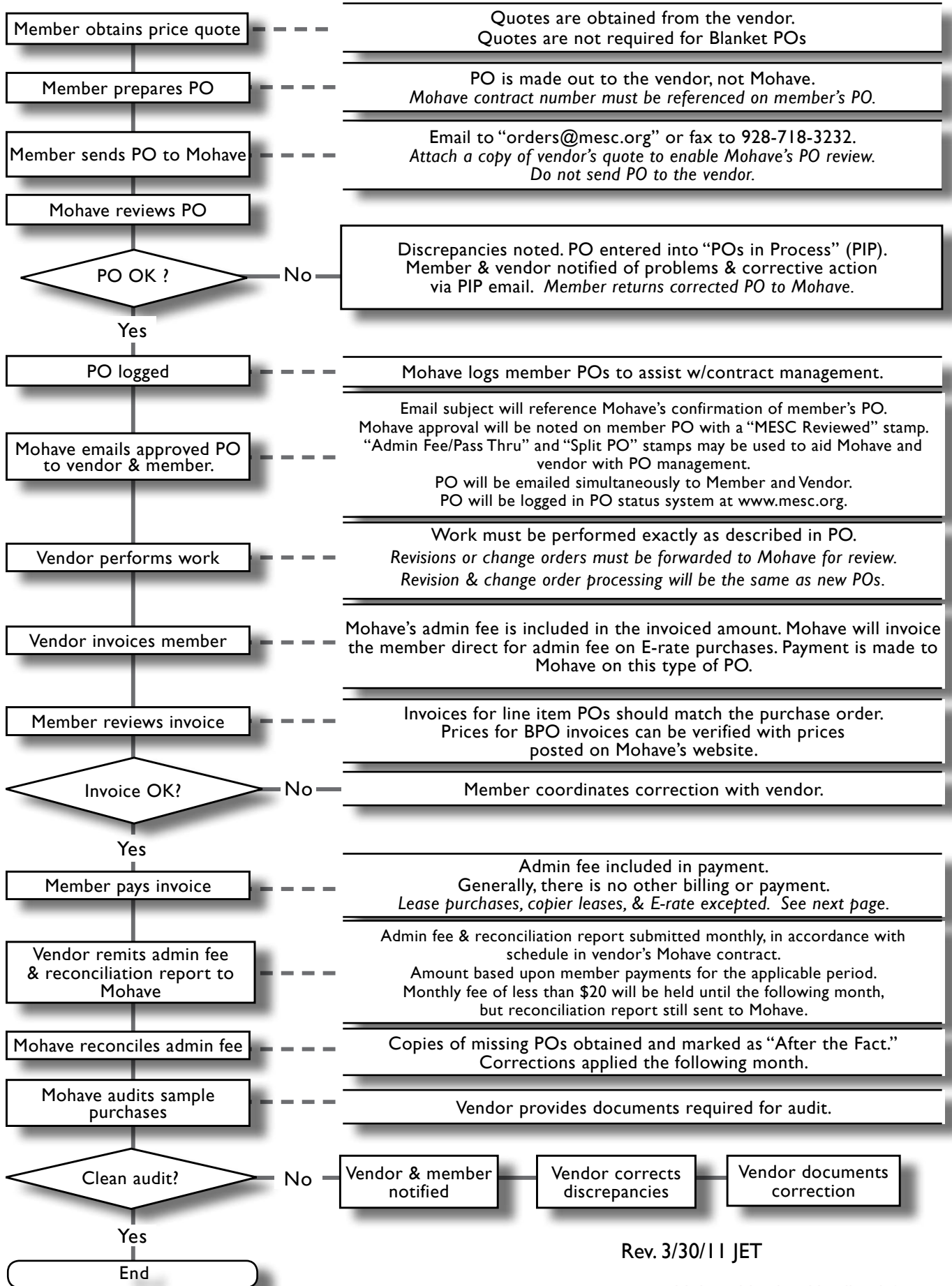
Operations/General Questions

Julia Tribbett, Director of Business and Operations	928-718-3074	julia@mesc.org
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EXHIBIT I
PURCHASE ORDER PROCESS FLOWCHART

Mohave Member Order Process



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EXHIBIT 2

MOHAVE MEMBER ORDER PROCESS NOTES

E-Rate Purchases

Mohave will invoice member for the admin fee. Member will make admin fee payment to Mohave.
Vendor will invoice Member for goods and services. Member will pay vendor.
Prices in the E-rate contracts do not include admin fee. Vendor does not apply admin fee credit to invoices.

Service/Rental Purchases

Effective 7/1/08, the following information applies to service/rental purchase orders.
Members shall follow the regular Member Order Process for service/rental purchases.
Member will not issue a separate purchase order for the admin fee. Mohave will not invoice for the admin fee.
Mohave's admin fee will be included in vendor's invoiced amount. Mohave's admin fee will be included in Member's payment to vendor. Vendor remits admin fee to Mohave.
See Mohave's Member or Vendor Handbook for complete instructions. The handbooks are available at www.mesc.org.

Financed (Lease) Purchases

The process for these purchases varies because of the following scenarios:
Purchase and financing under Mohave contracts, admin fee is included in financed amount.
Purchase under Mohave contract, financing under non-Mohave contract.
Financing under Mohave contract, purchase under non-Mohave contract.
See Mohave's Member or Vendor Handbook for complete instructions. The handbooks are available at www.mesc.org.

MESC Contract Numbers

It is essential that vendor quotes, member POs, and vendor invoices include the applicable MESC contract number.
The MESC contract number provides the following:
Confirmation that a Mohave contract is being used.
Faster processing and review.
An additional check and balance.
A readily available audit trail.

Quotations

Only quote items under contract.
Quote only at approved MESC contract prices.
Special volume discounts, promotion, closeout, and other special pricing must be approved by Mohave before they are quoted to the member.
Product and service additions must be approved by Mohave before they are quoted to the member.
Member should attach a copy of the quote to member's PO. Mohave needs the quote to review and approve the PO.

Order Processing

Member must not send PO directly to the vendor.
Vendor must process member POs only after Mohave approves them.
The email subject references Mohave confirmation of a specific member PO.
The approved member PO is attached to the email. The PO will include a "MESC Reviewed" stamp.
Revisions to POs follow the same process.

Invoices

Bill to addresses can be found on the member's PO.
Invoices should match the member PO.
Invoices for "as-needed, when-needed" BPO purchases must match approved contract pricing.
Payment terms must comply with the applicable MESC contract.
Members may take prompt payment discounts, if such discounts are included in the contract.

Admin Fee

Each contract has a specified day of the month for submitting the admin fee payment and reconciliation report.
Reconciliation reports are provided monthly, regardless of activity.
Admin fee payments must be submitted monthly, unless the amount is less than \$20. Amounts of less than \$20 should be added to the next month's admin fee payment.

Contract Prices

Contract prices will be posted on Mohave's website.
Each member agency may request a single user ID and password. The member may share that user ID and password with appropriate personnel within the organization.

Rev. 3/30/12, JET

**EXHIBIT 3
SAMPLE STANDARD MEMBER PURCHASE ORDER**

Issue PO to the Mohave vendor, but send it to Mohave for review. **Do not send the PO directly to the vendor!**

Purchase Order XYZ Member Organization **PO No. 90001**
 123 Member Street
 Phoenix, AZ 85012

Mail invoices to above address PO # must be on all documents
 MSDS sheets must accompany all products

PO Date: 7/01/08

Questions? Jane Buyer 602-321-6543

Member contract info can also be listed in the body of the PO.

PO Issued To:
 ABC Vendor Company
 456 Vendor Avenue
 Organization
 Tucson, AZ 85705

Ship To:
 Attn: Central Receiving
 XYZ Member

1000 Receiving Lane
 Phoenix, AZ 85012

Vendor Phone: Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
4	EA	987654	Automatic Widget	17.50		250.00	1,000.00

A complete part number and description allows for quick PO review. Include color, fabric, etc., when applicable.

Mohave Contract #08-ABC-1234

The Mohave Contract number is required on all POs for Mohave's PO review and for the vendor to perform the work.

Attached: Quote

A copy of the vendor's quote helps Mohave review Member's PO.

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	1,000.00
Freight:	0.00
Tax:	0.00
Total Amount:	1,070.00

All POs must be signed unless Member provides Mohave with other instructions.

Order Via: **Email**

Notes:

Receiving Department Closed Fridays
 Order must be received by 6/30/09

FILE COPY

EXHIBIT 4

USING MOHAVE CONTRACTS UNDER E-RATE

- Member will issue a purchase order to Mohave indicating the order is for an E-Rate purchase and listing the vendor's contract number. Purchase order will provide a description of the project, list the item(s) to be purchased, and provide Mohave contract price(s) in the body of the purchase order. For long detailed orders, members may provide the project's description in the body of the purchase order and attach the details on separate sheet or vendor quote. Amount of the purchase order will be equal to one-percent (1%) of the total cost of the goods and services used on the Mohave contract (Mohave's administration fee). Prices in Mohave's E-Rate contracts do not include the one-percent administration fee.
- Member will issue a purchase order to Mohave Vendor indicating the order is for an E-Rate purchase and listing the vendor's contract number. Purchase order will provide a description of the project, list the item(s) to be purchased, and provide Mohave contract price(s) in the body of the purchase order. The PO will be in the amount that the member will pay directly to the vendor (the amount not funded by the SLD). Prices in Mohave's E-Rate contracts do not include the one-percent administration fee.
- Member will send the Mohave purchase order, a copy of purchase order issued to the vendor, a copy of the vendor's quote, and a copy of the Schools and Libraries Division (SLD) Funding Commitment Report to Mohave. Highlight the section of the SLD Funding Commitment Report that applies to the purchase order.
- Mohave will issue a summary to the vendor that states "E-Rate Summary" in the top right corner and send it and the "MESC Reviewed" vendor purchase order to the vendor. **The summary is the total amount of contract usage.** Vendors should only start work on E-Rate projects under Mohave contract after receipt of the reviewed purchase order and summary.
- Vendor will perform the work in accordance with the contract and the purchase order. Vendor will invoice the Universal Service Fund (using vendor's SPIN number) for the eligible percentage of the project noted in the SLD award document.
- Vendor will invoice the member directly for the balance of the project. Payment will be made directly to the vendor.
- Mohave will invoice the member for Mohave's one-percent (1%) administration fee. Mohave will not invoice for the goods and services for the project. The only money Mohave will receive for the E-Rate project is Mohave's one-percent (1%) administration fee. Mohave holds the contract and does not have a SPIN number. Therefore, we cannot invoice the Universal Service Fund.
- We recommend checking with the SLD or Arizona Department of Education for additional information on E-Rate purchases. Also, please feel free to contact us for further information.

NOTE: 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. Contract documentation files are available on our website to assist members in meeting this due diligence responsibility.

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EXHIBIT 5

SAMPLE E-RATE PURCHASE ORDER

Sample Erate Admin Fee Purchase Order

A Mohave Admin Fee PO is issued and sent to Mohave.

A description of the Erate project in the body of the PO. This example contains the information Mohave needs for prompt review of the PO.

The PO amount is equal to Mohave's 1% admin fee. **The admin fee amount is 1% of the total cost of goods and services.**

Member will issue a separate Erate goods & service PO. That PO is issued to the Mohave vendor and sent to Mohave for review. Copies of the goods & services PO, the vendor's quote, and the SLD's Funding Commitment Report must accompany the Erate POs sent to Mohave.

EXHIBIT
SAMPLE E-RATE ADMIN FEE PURCHASE ORDER

Purchase Order	XYZ Member Organization 123 Member Street Phoenix, AZ 85012	PO No. 90002
Mail invoices to above address		PO # must be on all documents MSDS sheets must accompany all products
PO Date: 7/01/09	Questions? Jane Buyer 602-321-6543	
PO Issued To: Mohave Educational Services Cooperative, Inc. 625 E. Beale St. Kingman, AZ 86401	Ship To: Attn: Central Receiving XYZ Member Organization 1000 Receiving Lane Phoenix, AZ 85012	
Vendor Phone: 928-753-6945	Fax:	Project#: Contact: Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
1	EA		Admin Fee for E-Rate Purchase As Per Attached Quote #4567 Provide E-Rate Networking Service From ABC Vendor Company Project Subtotal: \$25,000.00 Mohave Admin Fee: \$25,000 X .01=\$250.00 Mohave Contract #08-ABC-1234 See PO #90010 to ABC Vendor Company			250.00	250.00

Attached: Copy Erate Goods & Services PO to ABC, Vendor Quote & SLD Funding Commitment Report

APPROVAL SIGNATURES

Sub-Total: 250.00

Freight: 0.00

Tax: 0.00

Total Amount: 250.00

Order Via: **Email**

FILE COPY

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Notes:
Receiving Department Closed Fridays
Order must be received by 6/30/10

Sample Erate Goods & Services Purchase Order

A Goods & Services PO is issued to the vendor and sent to Mohave for review.

A description of the Erate project is provided in the body of the PO. This example contains the information Mohave needs for prompt review of the PO.

The PO amount is equal to the amount the member will pay directly to the vendor. (The amount **not** funded by the SLD.)

Member will issue a separate Erate PO for Mohave's admin fee. That PO is issued to Mohave and sent to Mohave for review. Copies of the admin fee PO, the vendor's quote, and the SLD's Funding Commitment Report must accompany the Erate POs sent to Mohave.

EXHIBIT
SAMPLE E-RATE GOODS & SERVICES PURCHASE ORDER

Purchase Order	XYZ Member Organization 123 Member Street Phoenix, AZ 85012	PO No. 90003
Mail invoices to above address		PO # must be on all documents MSDS sheets must accompany all products
PO Date: 7/01/09	Questions? Jane Buyer 602-321-6543	
PO Issued To: ABC Vendor Company 456 Vendor Avenue Tucson, AZ 85706	Ship To: Attn: Central Receiving XYZ Member Organization 1000 Receiving Lane Phoenix, AZ 85012	
Vendor Phone:	Fax:	Project#: Contact: Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
1	EA		Erate Purchase Provide Erate Networking Service Per Attached Quote #4567 SLD Funded Amount: \$22,500.00 (Per attached SLD Funding Commitment Report) Mohave Contract #08-ABC-1234			22,500.00	22,500.00

Attached: Copy of Mohave Erate Admin Fee PO, Vendor Quote & SLD Funding Commitment Report

APPROVAL SIGNATURES

Sub-Total: 22,500.00

Freight: 0.00

Tax: 0.00

Total Amount: 22,500.00

Order Via: **Email**

FILE COPY

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Notes:
Receiving Department Closed Fridays
Order must be received by 6/30/10

EXHIBIT 6
**LEASE PROCESSING INSTRUCTIONS
FINANCING ONLY UNDER MOHAVE CONTRACT**
FINANCING IS THROUGH A MOHAVE FINANCING CONTRACT

A member is financing the purchase of equipment. The financing is through a Mohave contract awarded to a vendor from a Mohave leasing solicitation. The equipment is not purchased through a Mohave contract.

The processing instructions are as follows:

1. The member issues a PO to a Mohave financing contractor or the financial institution to which payments are to be made. The member PO must reference the MESC contract number. The PO amount is the initial payment(s) due for the initial PO term.
2. The body of the member's PO contains the complete purchase description (items purchased, unit price, extended cost, total cost, tax, freight, Mohave contract number).
3. The body of the member's PO should include the term of the lease.
4. The member documents provided to Mohave include a copy of a financing proposal from the financing contractor, an amortization schedule, and the member PO.
5. Mohave issues a "Lease Order" to the Mohave financing contractor.
6. The Mohave financing contractor completes the funding and notifies Mohave. Mohave revises "Lease Order" with the exact amount of the interest on the lease and issues a "Transaction Invoice" to be paid by the Mohave financing contractor. (A transaction fee is 1% of the total interest to be paid under the lease).
7. Copies of the Mohave Lease Order, member's PO to Mohave financing contractor, a copy of a financing proposal from the financing contractor, and an amortization schedule are sent to the Mohave member, and the Mohave financing contractor.
8. The Mohave financing contractor pays Mohave the transaction fee from the "Transaction Invoice."
9. The equipment contractor will submit the invoice for the equipment directly to the member or Mohave financing contractor.
10. The Mohave financing contractor pays the equipment contractor upon receipt of the invoices and acceptance certificate from the member.
11. The Mohave financing contractor invoices the member directly for all lease payments.
12. The member makes lease payments directly to the Mohave financing contractor.

IMPORTANT INFORMATION

NOTE: 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. Contract documentation files are available on our website to assist members in meeting this due diligence responsibility.

Rev. 3/30/12, JET

EXHIBIT 7
**LEASE PROCESSING INSTRUCTIONS
PURCHASE AND FINANCING UNDER MOHAVE CONTRACTS**

MOHAVE FINANCING AND EQUIPMENT CONTRACTS USED

A member is financing the purchase of equipment. Both the equipment purchase and the financing are through Mohave contracts.

The processing instructions are as follows:

1. The member issues a PO to a Mohave financing contractor or the financial institution to which payments are to be made. The member's PO must reference both MESC contract numbers. The PO is in the amount of initial payment(s) due for the initial PO term.
2. The body of the member's PO contains the complete purchase description (items purchased, unit price, extended cost, total cost, tax, freight, Mohave contract numbers).
3. The body of the member's PO should include term of the lease.
4. The member documents provided to Mohave include the detailed equipment quote, a copy of the financing proposal from the Mohave financing contractor, an amortization schedule, and the member PO.
5. Mohave issues a "Lease Order" to the Mohave equipment contractor. Mohave's equipment Lease Order amount is equal to the cost of the purchase of the equipment (cost of equipment, freight, etc.).
6. Mohave issues a "Lease Order" to the Mohave financing contractor. The Mohave financing contractor completes the funding and notifies Mohave. Mohave revises "Lease Order" with the exact amount of interest determined and issues a "Transaction Invoice" to be paid by the Mohave financing contractor. (A transaction fee is 1% of the total interest to be paid under the lease).
7. Copies of both Mohave Lease Orders, the member's PO to the Mohave financing contractor, the detailed equipment quote, a copy of a financing proposal from the Mohave financing contractor, and an amortization schedule are sent to the Mohave member, Mohave equipment contractor, and Mohave financing contractor.
8. The Mohave equipment contractor will submit the invoice for the equipment directly to the member or Mohave financing contractor.
9. The Mohave financing contractor pays the Mohave equipment contractor upon receipt of the invoices and acceptance certificate from the member.
10. The Mohave equipment contractor reports and pays the Mohave admin fee on their monthly reconciliation report to Mohave.
11. The Mohave financing Contractor pays Mohave the Transaction Fee from the "Transaction Invoice."
12. The Mohave financing contractor invoices the member directly for all lease payments.
13. The member makes lease payments directly to the Mohave financing contractor.

IMPORTANT INFORMATION

NOTE: 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. Contract documentation files are available on our website to assist members in meeting this due diligence responsibility.

EXHIBIT 8

SAMPLE LEASE PURCHASE ORDER

(Used When the Purchase is Financed Under a Mohave Leasing Contract)

Purchase Order

XYZ Member Organization
123 Member Street
Phoenix, AZ 85012

PO No. 90001

Mail invoices to above address

PO # must be on all documents
MSDS sheets must accompany all products

PO issued to the Mohave Financing Contractor

PO Date: 1/28/10

Questions? Jane Buyer 602-321-6543

PO Issued To:
Mohave Lending Money Company
456 Greenback Avenue
Dollars, AZ 85705

Ship To:
Attn: Central Receiving
XYZ Member Organization
1000 Receiving Lane
Phoenix, AZ 85012

Vendor Phone: Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
-----	------	--------	-------------	-----	---------	------	----------

1	EA		5-Year Lease Lease Purchase of 25 Dump trucks Leased thru Mohave Contracts #09-LEND-1234 Equipment cost \$2,567,772.00 Lease Payment Feb-Jun 30, 2010				124,675.10
---	----	--	---	--	--	--	------------

A complete description; include term of lease and other key requirements when applicable.

Attached: Detailed Quote for 25 Dump Trucks
25 Trucks @ \$102,710.88 Each
Using: Mohave Contract #08-TRUK-1122

Amount of PO will be made out to the lender equaling the amount to be paid on the term of the PO (example Feb-June 30th 2010).

Copies of the equipment quote, the financing proposal and amortization schedule should be attached to the lease PO the Member sends to Mohave.

The Mohave contract number(s) must be on all POs for Mohave's PO review and for the vendor to perform the work.

APPROVAL SIGNATURES

Joe E. Purchase

All POs must be signed unless the member provides Mohave with other instructions.

Sub-Total:	124,675.10
Freight:	.00
Tax:	
Total Amount:	124,675.10

Order Via: **Email**

Notes:

Receiving Department Closed Fridays
Order must be received by 6/30/10

FILE COPY

EXHIBIT 9
**LEASE PROCESSING INSTRUCTIONS
PURCHASE UNDER MOHAVE CONTRACT**

FINANCING IS THROUGH A THIRD PARTY FINANCING CONTRACT

A member is financing the purchase of equipment. The equipment purchase is through a Mohave contract. Financing is through a non-Mohave 3rd party leasing company, which is not a vendor awarded a contract to a Mohave leasing solicitation.

The processing instructions are as follows:

1. The member issues a PO to the 3rd party financing contractor, showing the mailing address, for the initial payment(s) due for the initial PO term. The member must reference the applicable MESC contract number for the equipment to be purchased.
2. The body of the member's PO contains the complete purchase description (items purchased, unit price, extended cost, total cost, tax, freight, Mohave contract number).
3. The body of the member's PO must note the purchase is to be financed by a 3rd party financing contractor, the term of the lease, and the name of the financing contractor.
4. The member documents provided to Mohave include, the detailed equipment quote, a copy of a financing proposal from the 3rd party financing contractor, an amortization schedule and the member PO.
5. Mohave issues a "Lease Order" to the Mohave equipment contractor.
6. Mohave's equipment Lease Order amount is equal to the cost of the purchase of the equipment (cost of equipment, freight, etc.).
7. Copies of the Mohave Lease Order, member's PO to 3rd party financing contractor, detailed equipment quote and a copy of a financing proposal from the financing contractor are sent to the Mohave member, Mohave equipment contractor, and 3rd party financing contractor.
8. The Mohave equipment contractor will submit the invoices for the equipment directly to the member or 3rd party financing contractor.
9. The 3rd party financing contractor pays the Mohave equipment contractor in full upon receipt of the invoices and acceptance certificate from the member.
10. The Mohave equipment contractor reports and pays the Mohave admin fee on their monthly reconciliation report to Mohave.
11. The 3rd party financing contractor invoices the member directly for all lease payments.
12. The member makes lease payments directly to the 3rd party financing contractor.

IMPORTANT INFORMATION

NOTE: 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. Contract documentation files are available on our website to assist members in meeting this due diligence responsibility.

Rev. 3/30/12 JET

EXHIBIT 10

SAMPLE LEASE PURCHASE ORDER

(Used When the Purchase is Financed Under a Non-Mohave Leasing Contract)

Purchase Order

XYZ Member Organization
123 Member Street
Phoenix, AZ 85012

PO No. 90001

PO Issue to Non-Mohave finance contractor, but send it to Mohave for review.

Mail invoices to above address

PO # must be on all documents
MSDS sheets must accompany all products

PO Date: 1/28/10

Questions? Jane Buyer 602-321-6543

PO Issued To:
U Bank Dollars
4 Funding Way
Cash, MO 45761

Ship To:
Attn: Central Receiving
XYZ Member Organization
1000 Receiving Lane
Phoenix, AZ 85012

Vendor Phone: Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
-----	------	--------	-------------	-----	---------	------	----------

1			Initial Payment of 5 year Lease Purchase To Non-Mohave Contractor: U BANK DOLLARS				\$139,176.38
---	--	--	--	--	--	--	--------------

Copies of the equipment quote, the financing proposal and amortization schedule should be attached to the lease PO the Member sends to Mohave.

Using: Mohave Contract #09-BUSS-0423
3-84 Passenger Busses w/ Options
\$153,061.60 each.
Total \$654,043.99 w/tax and delivery.
See attached detailed Quote

Amount of PO will be made out to the lender equaling the amount to be paid on the term of the PO (example Feb-June 30th 2010).

The Mohave contract number must be on all POs for Mohave's PO review and for the vendor to perform the work.

APPROVAL SIGNATURES

Joe E. Purchase

Sub-Total:	139,176.38
Freight:	.00
Tax:	
Total Amount:	139,176.38

All POs must be signed unless the member provides Mohave with other instructions.

Order Via: **Email**

Notes:

Receiving Department Closed Fridays
Order must be received by 6/30/10

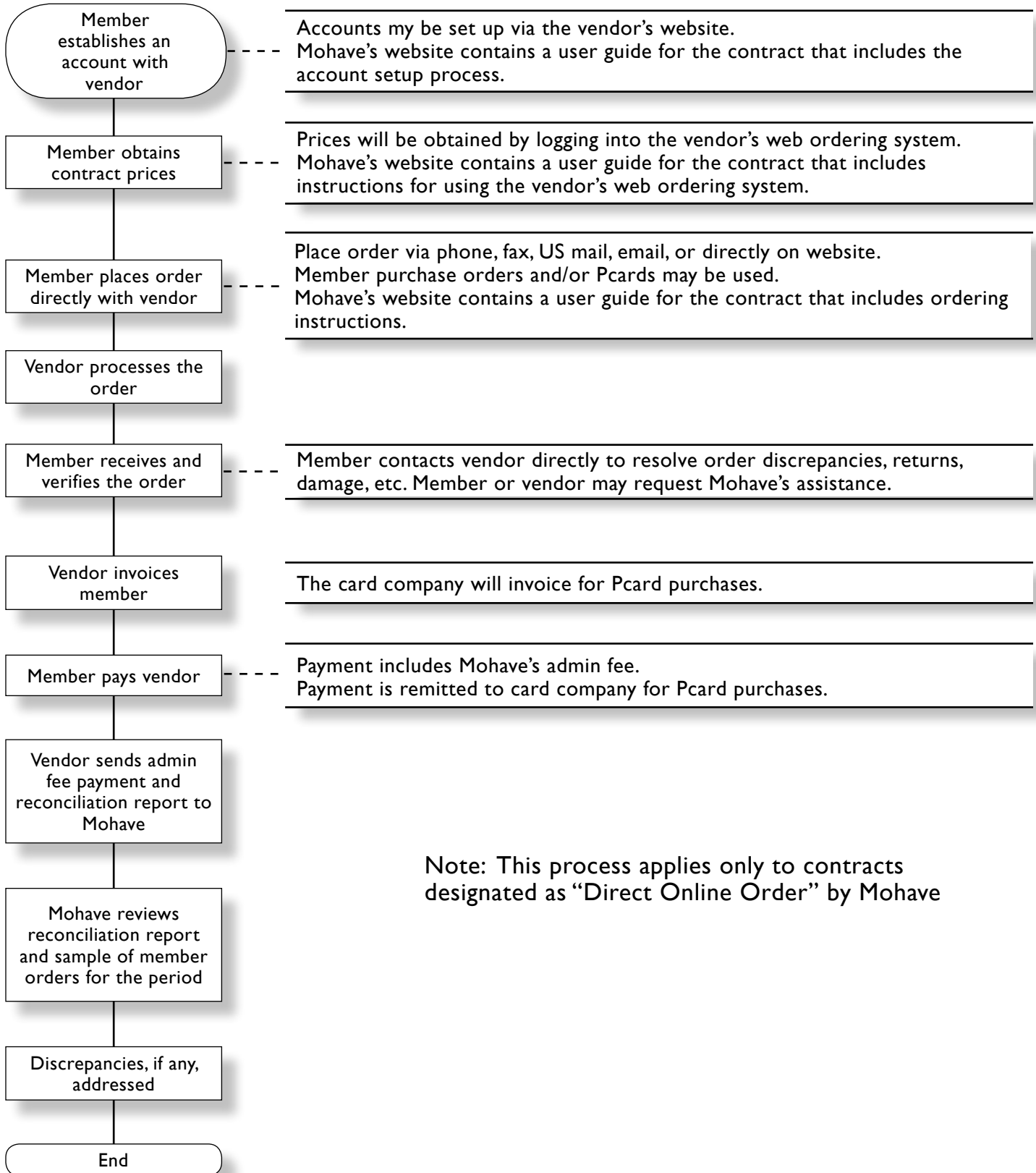
FILE COPY

EXHIBIT 11

Direct Online Order Process

(Please visit our "Direct Online Order" webpage on our website for more details.)

<http://www.mesc.org/directorder/>



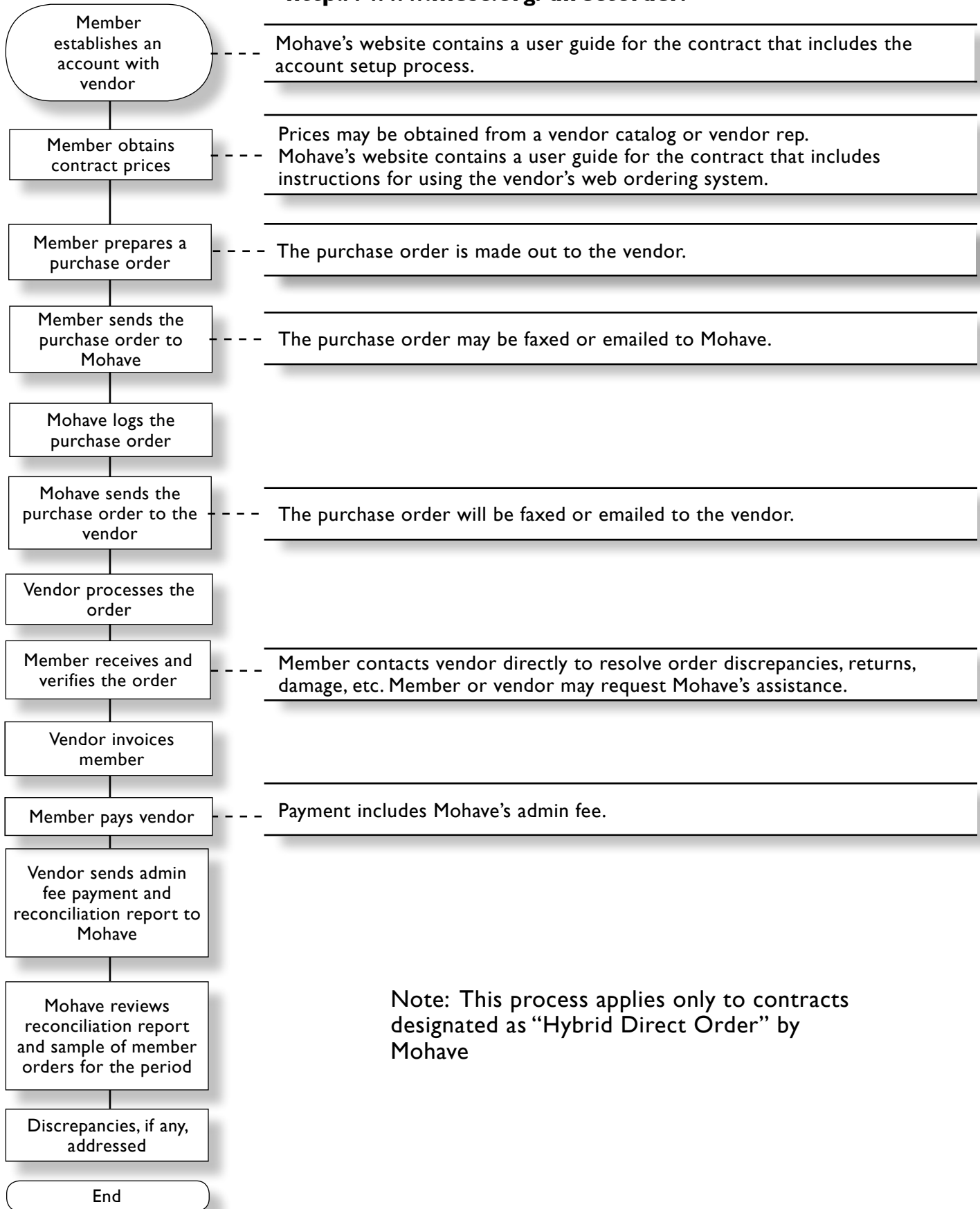
Note: This process applies only to contracts designated as "Direct Online Order" by Mohave

EXHIBIT 12

Hybrid Direct Order Process

(Please visit our "Hybrid Direct Order Process" webpage on our website for more details.)

<http://www.mesc.org/directorder/>



Note: This process applies only to contracts designated as "Hybrid Direct Order" by Mohave

EXHIBIT 13

In Store Purchase Process

(Please visit our "In Store Purchase Process" webpage on our website for more details.)

<http://www.mesc.org/directorder/>

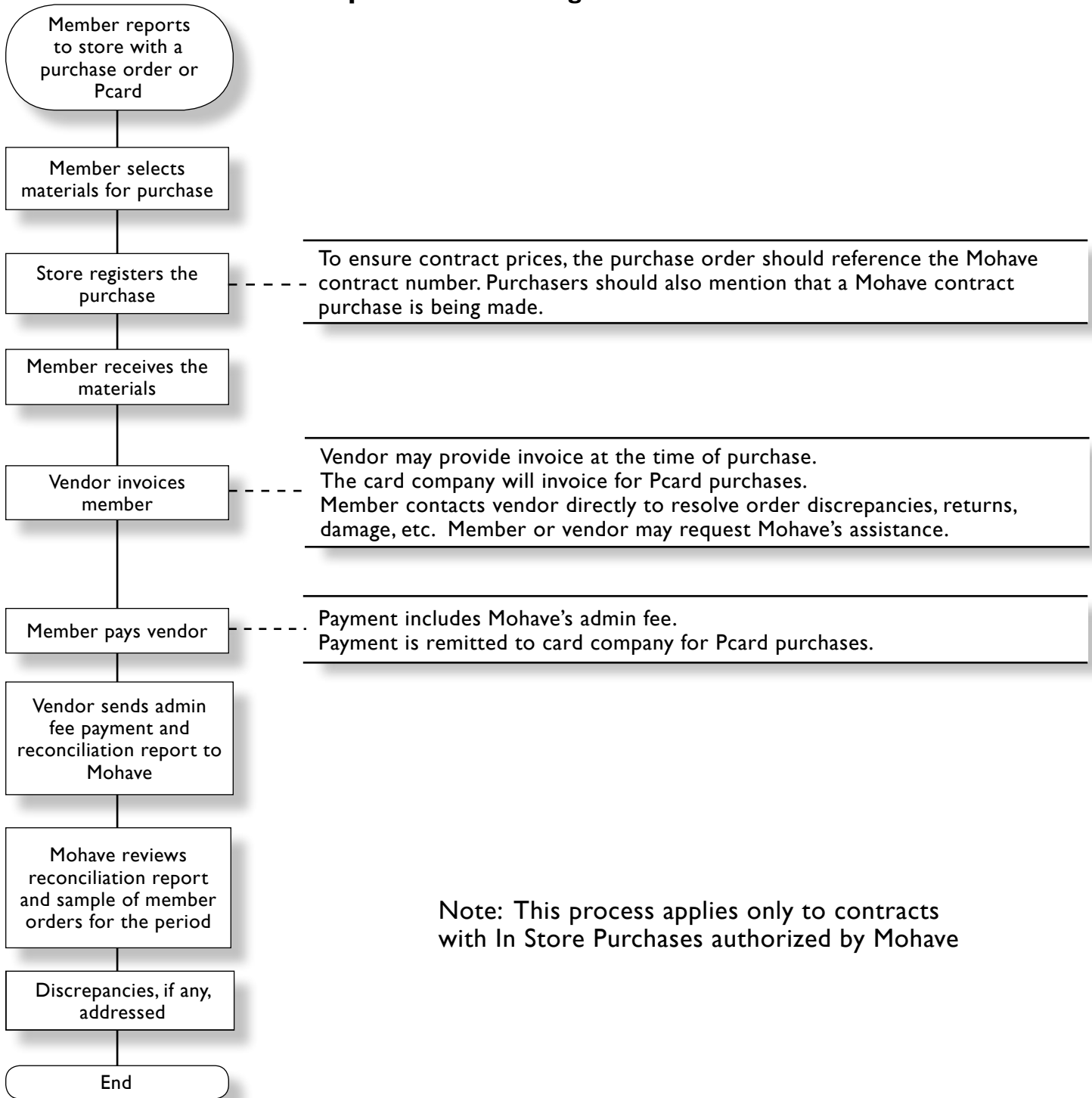


EXHIBIT 14
MESC REVIEW TOOLS

MOHAVE EDUCATIONAL SERVICES COOPERATIVE REVIEW TOOLS

As part of the service Mohave provides its Members, Mohave procurement specialists perform an initial review for contract compliance on member purchase orders using a Mohave contract. After the Mohave procurement specialists have completed their review, members and vendors will simultaneously receive the “MESC Reviewed” purchase order and documentation back up via email. To assist members and vendors, Mohave has incorporated various stamps into the review process.

MOHAVE’S PROCUREMENT STAMPS

The “MESC Reviewed” stamp indicates that Mohave has done an internal check and the Purchase Order is ready to be initiated by the vendor. Mohave sends members and vendors reviewed POs via email with documentation attached. All Mohave contract orders should be stamped “MESC Reviewed”. If you receive an unstamped PO please send it to Mohave for review.

Mohave uses an “Adminfeeable” stamp to assist vendors with the Reconciliation Report. This stamp breaks the amount that Mohave should receive admin fee on, from the amount of pass thru or non Admin Fee eligible items. This stamp will not be used on blanket purchase orders. Only the review stamp will be used.

A “Split PO” stamp is used when a member issues a PO for a single vendor using two or more Mohave contracts for that vendor. The contracts will be listed on the “Split PO” stamp. There will be a PO copy with contract breakout for each contract used on the member purchase. The highlighted contract will correspond to the amounts on the “Adminfeeable” stamp. An email will be sent for each contract used with the PO and documentation attached.

EXHIBIT 15
SAMPLE STANDARD "MESC REVIEWED"
PURCHASE ORDER

Purchase Order

XYZ Member Organization
 123 Member Street
 Phoenix, AZ 85012

PO No. 90001

Mohave reviewed highlighted information

Mail invoices to above address PO # must be on all documents
 MSDS sheets must accompany all products

PO Date: 1/28/10

Questions? Jane Buyer 602-321-6543

PO Issued To:
 ABC Vendor Company
 456 Vendor Avenue
 Tucson, AZ 85705

Ship To:
 Attn: Central Receiving
 XYZ Member Organization
 1000 Receiving Lane
 Phoenix, AZ 85012

Vendor Phone:

Fax:

Project #:

Contact: Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
4	EA	987654	Automatic Widget	13.16	8.72	79.28	158.56

Mohave Contract #08-ABC-1234

"MESC Reviewed" stamp is Mohave's authorization for the vendor to perform the work.

Attached: Quote

Adminfeeable \$ 158.56
 Pass Thru \$ 8.92 Shipping
 (For vendor use in reporting.)

"Adminfeeable" stamp used to assist the vendor with the Reconciliation Report. It shows the adminfeeable amount and the "Pass Thru" or non-adminfeeable amounts.

MESC REVIEWED
 cbs full price update 012710.xls

This is the price file reviewed for this PO.

APPROVAL SIGNATURES

Joe E. Purchase

Sub-Total:	158.56
Freight:	8.72
Tax:	13.16
Total Amount:	180.44

Order Via: **Email**

Notes:

Receiving Department Closed Fridays
 Order must be received by 6/30/10

FILE COPY

Page 1 of 1

Notes

This is an example of an "MESC Reviewed" PO with no errors. To promptly process member POs, Mohave corrects minor errors on the face of the PO. Examples include correcting a price, part number or description, adding a part number or description, etc. Corrections are noted by striking through and replacing incorrect information or adding missing information. If the "MESC Reviewed" stamp is on the member PO, Mohave's revisions shall prevail.

Mohave shall obtain prior member approval for any revision that increases PO amount or designates a color, fabric, etc.

EXHIBIT 16
“MESC REVIEWED” SPLIT PURCHASE ORDER
(TWO MOHAVE CONTRACTS ON THE SAME PO)

Mohave reviewed highlighted information

Purchase Order

XYZ Member Organization
 123 Member Street
 Phoenix, AZ 85012

PO No. 90001

Mail invoices to above address PO # must be on all documents
 MSDS sheets must accompany all products

PO Date: 11/18/09

Questions? Jane Buyer 602-321-6543

PO Issued To:
 ABC Vendor Company
 456 Vendor Avenue
 Tucson, AZ 85705

Ship To:
 Attn: Central Receiving
 XYZ Member Organization
 1000 Receiving Lane
 Phoenix, AZ 85012

Vendor Phone: Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
			Provide & install new doors & hardware per quote dated 10/28/09				
1	EA		Doors & frames (KMS-15)	2,119.12	2,616.20	26,162.00	26,162.00
1	EA		Hardware & installation	5,028.90	6,208.52	89,429.62	89,429.52

PO SPLIT BETWEEN CONTRACTS
~~06E - DHP - 0914~~
~~07N - DHDR - 0927~~
 Contracts used.

Doors & Frames
 Mohave Contract #07N-DHDR-0927
 Hardware
 Mohave Contract #06E-DHP-0914

“MESC Reviewed” stamp is Mohave’s authorization for the vendor to perform the work.

“Split PO” stamp used on a PO with two or more contracts for a single vendor. The contract for this part of the PO is highlighted.

Attached: Quote # 102809JA1

“Adminfeeable” stamp used to assist the vendor with the Reconciliation Report. It shows the adminfeeable amount and the “Pass Thru” or non-adminfeeable amounts. The amounts are for the materials & work under the reviewed (highlighted) contract (06E-DHP-0914).

MESC REVIEWED
 LAN PRICING 10/22/08
 DHP

This is the price file reviewed for this PO.

Adminfeeable \$ 86550.18
 Pass Thru \$ 9087.96
 (For vendor use in reporting.)

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	115,591.62
Freight:	8,824.72
Tax:	7,148.02
Total Amount:	131,584.36

Notes:
 Receiving Department Closed Fridays
 Order must be received by 6/30/10

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Page 1 of 1

Mohave Log Record for this part of the PO. **DHP 22254**

Notes

This is an example of an “MESC Reviewed” PO with no errors. To promptly process member POs, Mohave corrects minor errors on the face of the PO. Examples include correcting a price, part number or description, adding a part number or description, etc. Corrections are noted by striking through and replacing incorrect information or adding missing information. If the “MESC Reviewed” stamp is on the member PO, Mohave’s revisions shall prevail.

Mohave shall obtain prior member approval for any revision that increases PO amount or designates a color, fabric, etc.

EXHIBIT 16
“MESC REVIEWED” SPLIT PURCHASE ORDER
(TWO MOHAVE CONTRACTS ON THE SAME PO)

Mohave reviewed highlighted information

Purchase Order	XYZ Member Organization 123 Member Street Phoenix, AZ 85012	PO No. 90001
Mail invoices to above address		PO # must be on all documents MSDS sheets must accompany all products

PO Date: 11/18/09 **Questions?** Jane Buyer 602-321-6543

PO Issued To:
 ABC Vendor Company
 456 Vendor Avenue
 Tucson, AZ 85705

Ship To:
 Attn: Central Receiving
 XYZ Member Organization
 1000 Receiving Lane
 Phoenix, AZ 85012

Vendor Phone: Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
			Provide & install new doors & hardware per quote dated 10/28/09				
1	EA		Doors & frames (KMS-15)	2,119.12	2,616.20	26,162.00	26,162.00
1	EA		Hardware & installation	5,028.90	6,208.52	89,429.62	89,429.52

PO SPLIT BETWEEN CONTRACTS
~~06E-DHP-0914~~
 07N-DHDR-0927
 Contracts used.

Doors & Frames
 Mohave Contract #07N-DHDR-0927

“MESC Reviewed” stamp is Mohave’s authorization for the vendor to perform the work.

Hardware
 Mohave Contract #06E-DHP-0914

“Split PO” stamp used on a PO with two or more contracts for a single vendor. The contract for this part of the PO is highlighted.

Attached: Quote # 102809JA1

“Adminfeeable” stamp used to assist the vendor with the Reconciliation Report. It shows the adminfeeable amount and the “Pass Thru” or non-adminfeeable amounts. The amounts are for the materials & work under the reviewed (highlighted) contract (06E-DHP-0914).

MESC REVIEWED
 DHDR CURRIES PRICING
 050908

This is the price file reviewed for this PO.

Adminfeeable \$ 25065.00
 Pass Thru \$ 3713.20
 (For vendor use in reporting.)

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	115,591.62
Freight:	8,824.72
Tax:	7,148.02
Total Amount:	131,584.36

Notes:
 Receiving Department Closed Fridays
 Order must be received by 6/30/10

FILE COPY
 Page 1 of 1

Mohave Log Record for this part of the PO. **DHDR 22255**

Notes
 This is an example of an “MESC Reviewed” PO with no errors. To promptly process member POs, Mohave corrects minor errors on the face of the PO. Examples include correcting a price, part number or description, adding a part number or description, etc. Corrections are noted by striking through and replacing incorrect information or adding missing information. If the “MESC Reviewed” stamp is on the member PO, Mohave’s revisions shall prevail.
Mohave shall obtain prior member approval for any revision that increases PO amount or designates a color, fabric, etc.

EXHIBIT 17
CONTRACT PRICING

Access Mohave contract pricing from "Purchasing Services" in our website, www.mesc.org.

Corporate Profile | Contact Mohave | AZ Events Calendar

MOHAVE
ARIZONA COOPERATIVE PURCHASING

Serving Arizona Since 1971

Purchasing Services
Public Procurement Contracts for Arizona Schools, Government, and Qualifying Non-Profit Organizations

Click on the Contract Pricing link.

- Member Information
- Purchasing Services
- Product/Vendor Finder
- Contract Pricing**
- Purchase Order Status
- Member Handbook
- Contract Updates
- Due Diligence
- Direct Online Orders
- Job Order Contracting
- Performance Report
- Promotional Specials
- New Contract Request

Corporate Profile | Contact Mohave | AZ Events Calendar

MOHAVE
ARIZONA COOPERATIVE PURCHASING

Serving Arizona Since 1971

Contract Pricing

Contract Pricing is available for download to assist members in verifying pricing quoted by Mohave vendors as part of the due diligence process and as outlined in the Mohave Order Process (effective 1/1/2008).

Upon obtaining a **login and password**, member organizations may access pricing at the following link:

Online → **Contract Pricing**
Login/Password Required

Click here to access the price pages. Instructions for obtaining a login & password are on the following page.

Step-By-Step
Price File No
Questions A

This information is on the bottom half of the Contract Pricing webpage. It provides instructions for obtaining a login and password, an explanation of price file naming methodology, and contacts for questions.

Login/Password

Contract pricing is password protected. One login and password will be assigned to each member organization. Each organization is responsible for managing its password.

To obtain a login and password, please send an email request to Information Systems Manager, Jim Dugo, at jimd@mesc.org.

Step-By-Step Instructions



See [Contract Pricing Exhibit \(PDF, approx. 1.2 MB\)](#) from Member Handbook for detailed instructions on using Mohave's online Contract Pricing information.

Price File Notes

Main Price Page: Contains a list of all Mohave vendors. Each line is a link to that vendor's pricing. There is one link for each vendor. That link connects to the Vendor Main Page.

Vendor Main Page: Contains links to price pages for all contracts held by that vendor.

Contract Page: Contains folders and files for that contract.

- Year folders contain historical pricing. (i.e., 2005 Archived Pricing)
- Manufacturer folders contain pricelists and other pricing information for a specified manufacturer. Contracts with a large number of manufacturers may have folders that group manufacturers by letters of the alphabet. (i.e., A-C)
- Price type folders contain pricing for similar types of products or services. (i.e., Parts Price Lists and Service Rates)
- Smaller contracts may not have folders in the current pricing section. In those instances, price files will be on the Contract Page.
- Price file names indicate the contract prefix, type of pricing, approval date, and file type.

Sample price file names:

- appl1 applecare extended warranty 082907.pdf
(Apple Computer, Apple Care Extended Warranty, 8/29/07, Adobe pdf)
- ace full price update 040308.xls
(Ace Asphalt, Complete Pricelist, 4/3/08, Microsoft Excel)
- azsc Bretford catalog 011008.pdf
(AZ School Furnishings, Bretford Pricelist, 1/10/08, Adobe pdf)

Price Summaries: Price files will include a summary. The summary may be a text box note on the first page of the document or a first page of special instructions. Price summaries will contain the following information:

- Contract Number
- Effective Date
- Mohave Price
- MESC Approval Contact (for pricing questions)
- Shipping Information or Pricing
- Additional Discounts Available
- Other Information

Document Searches: Most price documents are searchable. Keyboard shortcuts for searching documents are "Control + F" for Windows and "Command + F" for Apple. These key sequences launch a search feature for Word, Excel, Acrobat .pdf, and other documents.

Important Note: There are many folders and files in this system. Please allow time to become familiar with the system and its files. An investment of time and patience will make the system much more user friendly.

The price files in this system contain approved Mohave pricing. If you have been provided with a different price in a quote or invoice, please contact the Mohave Contracts Team. Mohave must approve all price adjustments before they are offered to members.

The following pages provide an overview of our contract pricing area.

This is the first page of the Mohave contract price files. Each name contains a link to the vendor's Mohave contract pricing. Scrolling up and down this page gives you access to all Mohave vendors.

Clicking on the "Back" button will take you to the previous webpage.

Clicking on the "Home" button will take you to the main index (list) of vendors.

Files Search Help Guide Back Home

Contract Pricing . / Vendors /

File	Size	Modified
Parent Directory		
A & G Turf Equipment - Utility, ground maintenance vehicles, equipment	88.5 MB	01-20-12
ABDO Publishing Company	2.6 MB	08-23-11
Accelerated Construction Technologies (Modular Buildings - Site Work)	4.6 MB	02-28-12
Ace Asphalt of Arizona	24.8 MB	03-23-12
Apple	1.9 MB	03-02-12
Arcadis (formerly PinnacleOne)	381.3 KB	12-19-08
Arizona Center for the Blind (Document Destruction)	55.5 KB	11-08-11
Arizona Furnishings (Furniture, Stage, Risers)	4.6 GB	01-04-12
Arizona Gym Floors (Gym, Sports Flooring)	402.5 KB	02-04-10
Arizona Office Technology	3.4 MB	01-25-12
Arizona Restaurant Supply	1.4 GB	03-06-12
Arizona School Boards Association	110.5 KB	09-02-09
Associated Fence (JOC Fencing)	1.2 MB	12-14-11
Assured Document Destruction	105.5 KB	11-08-11
Assured Security Document Destruction	87.5 KB	11-30-10
Auto Safety House	516.8 MB	08-17-11
Backbone Communications (Integrated Learning Systems)	1.7 MB	08-19-11
Barnes & Noble	5.4 MB	09-27-11
Baystone Financial Group (Leasing services)	18.3 MB	03-26-12
Beacon Group Soutwest (Document Destruction)	63.0 KB	11-08-11

Click the link to access pricing for Arizona Furnishings.

Files Search

- Files
- Folders
- Both

The search feature at the top of each webpage works from a Parent Directory only. By clicking the drop-down menu, it can be set to search, Files, Folders, or Both.

The search will look for a specified word in a folder or file name. It does not search within a document.

Contract Pricing . / Vendors / Arizona Furnishings (Furniture, Stage, Risers) /

File	Size	Modified
Parent Directory		
AZSC-Furniture-Multiple Product Lines		
AZSC2-Stage:Risers		
0 Files - 2 Folders		

This is an example of a main vendor page. In this case Arizona Furnishings. The main vendor page contains pricing for all Mohave contracts held by that vendor. There are two contracts for Arizona Furnishings. We will select "AZSC-Furniture-Multiple Product Lines."

Contract Pricing . / Vendors / Arizona Furnishings (Furniture, Stage, Risers) / AZSC-Furniture-Multiple Product Lines /

File	Size	Modified
•azsc discount summary 022710.xls		
•azsc installation:handing info 012809.doc		
•azsc promo overstock items 011211.DOC	284.5 KB	01-13-11
Parent Directory		
2009 Archived Pricing	1.2 GB	01-05-12
2010 Archived Pricing		
2011 Archived Pricing		
2012 Archived Pricing		
Manufacturers' Price Lists A-C		
Manufacturers' Price Lists D-H		
Manufacturers' Price Lists I-N		
Manufacturers' Price Lists O-T		
Manufacturers' Price Lists U-Z		
3 Files - 9 Folders		

Bullet links outside of the year folders are for current pricing.

The year folder(s) (i.e., 2011) contain historical pricing.

Some Mohave Contracts are quite large. To assist member is finding desired pricing, folders are organized in a manner to simplify research. For this contract, current pricing includes a folder with a pricing summary, as well as folders for manufacturer price lists. Manufacturer price lists are grouped into folders by letters of the alphabet. We will select "D-H."

Contract Pricing . / Vendors / Arizona Furnishings (Furniture, Stage, Risers) / AZSC-Furniture-Multiple Product Lines / Manufacturers' Price Lists D-H /

File	Size	Modified
Parent Directory		
David Edward	1.1 MB	10-04-11
DESKMAKERS	11.8 MB	01-03-12
DIVERSIFIED WOODCRAFT INC		
EATON & ASSOC		
EGAN		
FURNITURE LAB	3.0 MB	10-04-11
GHENT	443.2 KB	01-03-12
GLOBAL	79.5 MB	01-03-12
GRAND RAPIDS CHAIR	25.6 MB	08-03-11
GRAND STANDS	774.9 KB	10-21-10
GRESSCO	405.2 KB	04-13-11
HICKORY BUSINESS FURNITURE		
HIGHMARK		
HON		
0 Files - 19 Folders		

This page contains pricing for all manufacturers whose name begins with the letter D, E, F, G, or H. We will select "GRAND STANDS"

Contract Pricing . / Vendors / Arizona Furnishings (Furniture, Stage, Risers) / AZSC-Furniture-Multiple Product Lines / Manufacturers' Price Lists D-H / GRAND STANDS /

File	Size	Modified
azsc grand stands 102210.pdf		
Parent Directory		
1 Files - 0 Folders		Total size: 3.2 MB

AutoIndex PHP Script

We selected the file named "azsc grand stand 102210.pdf." This file contains Price List for "Grandstand" products that was effective 10/22/10.



October 21, 2010

Mohave Educational Services
Nancy Colbaugh
625 E. Beale Street
Kingman, AZ 86401

10/21/10 11:22:48 AM

nancy Options

08J-AZSC-0128 Grand Stands

Approved/Effective Date: 10/22/10

Approved By: Nancy Colbaugh

Mohave price: The Mohave price is % off MSRP. NOTE: Add 5% to the list price before taking the discounts below.
See details below:
29% on all products, except for the products below.
23250 Combo = 45%
23200LM = 43%

Volume Discount: None

Shipping: PP&A

Other information: See discount summary for additional pricing information for installation, labor rates, travel, etc. Excluded items: Permanent auditorium seating, folding partitions, accordion doors, choral risers and portable stages, and gymnasium bleachers. Lease or rental of furniture for schools or offices is not allowed under an awarded contract. Call for quote or pricing is not allowed. Updated Grand Stand pricing.

Look for summary information in the price files. This information will be in the form of a note (see example to the above) or a separate first page of instructions.

Dear Nancy,

Enclosed, please find a 2010 Price List for "**Grandstands**". This pricing will be effective upon approval by MESC.

Please add to our existing Bid #08J-AZSC-0128. Call me anytime if you have any questions.

Thank you,

Elma Wessollek

Enclosure: Grandstands 2010 Price Lists Eff 10/21/10

Contract Pricing . / Vendors / General Acrylics, (Running Tracks, Tennis Courts) /

File	Size	Modified
Parent Directory		
10K-GAI3-0131 (Tennis Courts)		
11A-GAI-0422 (Running Tracks)		
0 Files - 2 Folders		

This is the main page for General Acrylics pricing. They currently have two contracts, each represented by a folder. Each folder contains the contract number, and a short description of what that contract provides.

Contract Pricing . / Vendors / General Acrylics, (Running Tracks, Tennis Courts) / 11A-GAI-0422 (Running Tracks) /

File	
gai promo track restriping 11711.doc	
gai full price update 120311.xlsx	
Parent Directory	
2011 Archive Pricing	
1 Files - 10 Folders	

The year folders (i.e.2011) contain historical pricing. Links outside of the year folders are for current pricing.

Similar current pricing may be grouped into folders such as "Promo Pricing" or "Used Buses."

Each price file name will contain the contract prefix, a short description and the file approval date.

Clicking on "Vendors" will take you to the main index folder which lists all of Mohave's vendors.

Clicking on the "Home" button will take you to the main index folder "Vendors".

Files Search

Help Guide Back Home

Contract Pricing . / Vendors / Auto Safety House /

File	Size	Modified
Parent Directory		
10K-GAI3-0131 (Tennis Courts)	1.5 MB	01-27-12
11A-GAI-0422 (Running Tracks)	118.5 MB	02-08-12
0 Files - 2 Folders		Total size: 1.6 MB

Clicking on the "Back" button will take you to the previous webpage.

Clicking on this dot will take you to the main index folder "Vendors." After clicking on the "Vendors" folder, you will arrive at the same location that the "Home" button located in the upper right hand corner will take you to.

AutoIndex PHP Script