

# MOHAVE COUNTY PROCUREMENT DEPARTMENT PRE-PROPOSAL WEB CONFERENCE AGENDA

## RFP 2025-027-RFP COURIER SERVICES

DATE: February 19, 2025 TIME: 10:00 AM (Local AZ Time)

Join via [Microsoft Teams Meeting](#) or Join by phone: +1-623-473-7231, ID: 99501626#

1. **Greetings and Introductions:** Barbara Spoonhour, Procurement Officer I
  - a. Purpose of this pre-proposal conference – to answer questions openly and provide clarification on the RFPs.
  - b. No verbal statements made shall change the solicitation.
  - c. Please email SpoonB@mohave.gov to confirm your attendance at this teleconference.
2. **RFP Overview:**
  - a. Solicitation documents are available at: <https://procurement.opengov.com/portal/mohavecounty>
  - b. Mohave County is seeking proposals for a consultant/lobbyist for water-related issues.
  - c. Overview of sections of the RFP.
3. **RFP Questions:**
  - a. All questions concerning the RFP are to be submitted in writing, preferably through email or OpenGov.
  - b. Questions are due by 5 PM on February 24, 2025.
  - c. Answers will be made through a solicitation addendum and will be made public.
4. **RFP Submission:**
  - a. **Proposals are due March 4, 2025 at 2:00 p.m. Local AZ Time.**
  - b. Late proposals will not be considered for any reason.
  - c. Options for submission:
    - i. Submit electronically through the County's online bidding system at: <https://procurement.opengov.com/portal/mohavecounty>, or;
    - ii. Submit physically on paper through mail, delivery service, or in-person.
  - d. Kingman is considered rural by delivery carriers - express and next day not guaranteed.
  - e. The Evaluation of Proposals sections of the RFP lists submittal requirements.
  - f. Check the County's procurement portal before submitting a proposal, include any addenda that have been issued.
  - g. Do not use the Mohave County Seal in your proposal – use of the Seal is restricted.
5. **Evaluation and Award:**
  - a. Evaluation will be made by a committee that will rank the proposals according to the Evaluation of Proposals section of the RFP, based on the information in your proposals. Award will be by line item, corresponding to each service location.
  - b. The Evaluation Committee's recommendation for award requires approval by the Mohave County Board of Supervisors, anticipated at a Board meeting in April or May of 2025.
6. Elaboration by Mohave County representatives.
7. Questions and Answers from vendors.