

# MOHAVE COUNTY PROCUREMENT DEPARTMENT PRE-PROPOSAL WEB CONFERENCE AGENDA

## RFP 2026-011-RFP INMATE MEDICAL CLAIMS ADMINISTRATION

DATE: February 4, 2026 TIME: 1:00 PM (Local AZ Time)

Join via [Microsoft Teams Meeting](#) or Join by phone: +1-623-473-7231, ID: 254 25293#

1. **Greetings and Introductions:** Barbara Spoonhour, Procurement Department
  - 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](mailto: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 Inmate Medical Claims Administration.
  - 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 10, 2026.**
  - c. Answers will be made through a solicitation addendum and will be made public.
4. **RFP Submission:**
  - a. **Proposals are due February 25, 2026 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;
  - d. The Evaluation of Proposals sections of the RFP lists submittal requirements.
  - e. Check the County's procurement portal before submitting a proposal, include any addenda that have been issued.
  - f. 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.
  - b. The Evaluation Committee's recommendation for awards requires approval by the Mohave County Board of Supervisors, anticipated at a Board meeting in April 2026.
6. Elaboration by Mohave County representatives.
7. Questions and Answers from vendors.