

MOHAVE COUNTY DEPARTMENT OF PROCUREMENT **PRE-PROPOSAL WEB CONFERENCE AGENDA**

Conference Date/Time:	July 8, 2026, at 10:00 a.m.	Microsoft Teams meeting Join: https://teams.microsoft.com/meet/228032018421237?p=OcepNMB28fbhO8bEGQ Q Meeting ID: 228 032 018 421 237 Passcode: qa9Go2Rp Need help? System reference Dial in by phone +1 623-473-7231,,933726292# United States, Phoenix Find a local number Phone conference ID: 933 726 292# For organizers: Meeting options Reset dial-in PIN
Solicitation:	2026-039-RFP Agenda Management Software	
Procurement Officer:	Barbara Spoonhour	
Questions Due:	July 17, 2026, at 5:00 p.m.	
Proposals Due:	July 23, 2026, at 2:00 p.m.	
Anticipated Award:	Board Meeting in August 2026	

1. Greetings and Introductions:

- a. Purpose of this conference – to answer questions openly and provide clarification on the RFP.
- b. No verbal statements made or items in this agenda shall change the solicitation.
- c. Note that attendance at this conference is not mandatory for offerors.

2. RFP Overview:

- a. Solicitation documents are available at: <https://procurement.opengov.com/portal/mohavecounty>
- b. Discussion of the purpose and who/what/why/when/where of the RFP and resulting contract.
- c. Overview of sections of the RFP.

3. RFP Questions:

- a. All questions on the RFP are to be submitted in writing, preferably through email or OpenGov.
- b. Questions are due by the date and time shown above.
- c. Answers will be made through a solicitation addendum and will be made public.

4. RFP Submission:

- a. **Proposals are due at the date and time shown above.**
- b. Late proposals will not be considered for any reason.
- c. Submit electronically through the County's [OpenGov online bidding system](#).
- d. Check the County's procurement portal before submitting a proposal for questions and addenda.
- e. Do not use the Mohave County Seal in your proposal – use of the Seal is restricted.

5. Award:

- a. Award will be made with reasonable promptness by written notification to the successful offeror after evaluation by a committee.
- b. The recommendation for award requires approval by the Mohave County Board of Supervisors, anticipated at the Board meeting shown above.

6. Elaboration by Mohave County representatives.

7. Questions and Answers from providers.