



NOTIFICATION OF AWARD LETTER

April 24, 2017

Sent this day via email to phil@esiaz.us

Phil Tavasci, President
Educational Services, Inc.
21819 N. Scottsdale Road, #100
Scottsdale, AZ 85255

Congratulations, Educational Services, Inc.'s response has been awarded a contract under RFP 17A-0217. Attached is a copy of the contract signature page. Important notes and action items regarding the award are listed on the following pages. **Some action items contain important deadlines noted in bold font. Be sure to meet the requests and/or requirements on or before the deadlines noted.**

Your organization is bound by the terms of this contract; **only items specifically requested in this solicitation and awarded in your response to this solicitation will be authorized/allowed.**

Advise your Mohave customers to make purchase orders out to Educational Services, Inc. In the event you receive a purchase order from a member that does not contain the "MESC REVIEWED" stamp, it should be faxed to (928-718-3232), or emailed (orders@mesc.org) to Mohave for review.

Do not provide any services until you receive a "MESC Reviewed" purchase order.

We highly recommend having your staff review our vendor information pages at (<http://www.mesc.org/resources-brochures>) to learn more about working with Mohave. Especially helpful is the Vendor Handbook.

The procurement file for RFP 17A-0217 was made available for public inspection on April 24, 2017.

Please check all the entries on the contract record attached. You may make additions or revisions to the description (40 words or less), contact persons, etc. Email back any changes as soon as possible to michael@mesc.org.

Your contract number is 17A-ESI-0518 and will take effect on May 18, 2017.

If you have any questions regarding your new contract, please call me at (928) 718-3222. We look forward to working with you and your company in the future.

Michael S. Carter, CPPB
Contract Specialist I

NOTES ON AWARD FOR: Educational Services, Inc.

- Please remind the member of their 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. Members can go to (service.mesc.org/PVF/plist.php) to assist in meeting this due diligence responsibility.
- Financial information included under Tab 2 of your response will be kept confidential.
- All services must be priced using contract pricing approved by Mohave.
- All quotes shall include your contract #17A-ESI-0518.
- Maria Brissette will be the Contract Specialist assigned to your Mohave contract. Send requests for pricing updates or contractual inquiries to Maria Brissette – maria@mesc.org after the contract effective date of May 18, 2017. *All future pricing updates must be electronic. Updates on the original Excel workbooks are preferred. Similar formats in Word or PDF are acceptable.*
- Do not provide any services until you receive a Mohave reviewed purchase order.
- Quick payment discounts must be approved by Mohave before being offered to members, and must be available equally.
- Order cycle overview:
 1. Member forwards purchase orders to Mohave. Vendor is Educational Services, Inc.
 2. Mohave reviews and emails member order with "MESC Reviewed" stamp, to Educational Services, Inc.
 3. Educational Services, Inc. provides services.
 4. Educational Services, Inc. invoices member.
 5. Member pays Educational Services, Inc.
 6. Educational Services, Inc. sends Usage and Reconciliation Report to Mohave.
 7. Educational Services, Inc. remits administration fee monthly, based on invoices paid.
 8. Mohave audits selected purchases.

REQUIREMENTS/ACTION ITEMS FOR THE AWARD:

- You agreed to provide a Reconciliation Report detailing activity under the contract, and payment for Mohave administration fees for invoices paid in the previous month. Your report is due on the 10th of each month. **Mohave's Audit Specialist will contact you and provide you with a sample report, based on reports provided under contract 12E-ESI-0517.**
- If no invoices were paid under the contract in the previous month, you may send an email to adminreport@mesc.org advising of no sales to report for the month.
- Because you have an existing Mohave contract, we want to address how to properly report invoices on your monthly reconciliation reports because it may be necessary to submit two separate reports until all 12E-ESI-0517 purchases are closed:
 - Line item purchase orders that remain open under 12E-ESI-0517 should be reported on 12E-ESI-0517 reconciliation reports.
 - Blanket purchase order invoices with a ship date prior to, or on May 17, 2017 should be reported on the 12E-ESI-0517 reconciliation report.
 - New purchase orders issued under the 17A-ESI-0518 contract should be reported under 17A-ESI-0518 reconciliation reports.
 - Blanket purchase order invoices with a ship date after May 17, 2017 should be reported on the 17A-ESI-0518 reconciliation reports.
- Administration fee payments should be mailed to:

Mohave Educational Services
625 E. Beale St.
Kingman, AZ 86401

NOTES ON AWARD FOR: Educational Services, Inc.

- In order to assist members with new contract award notices, Mohave will be releasing your contract award information to the members prior to May 18, 2017. Information regarding your contract award will be posted to our website and will be made available in our product vendor finder. Pricing from your awarded contract will also be made available to our members. All of this information will be accessible by our members before May 18, 2017. You may provide quotes to members for this contract. However, it will be your responsibility to inform members the contract is not effective until May 18, 2017, and members should not be processing purchase orders until that date. Acting on purchase orders (delivering products or services) prior to May 18, 2017 **is a violation of the contract**. Please ensure that your staff is aware of the May 18, 2017 effective date, in order to avoid contract confusion.
- We feature marketing information about your current contract in the product vendor finder on our website. Please visit our website (www.mesc.org) and go to the "All Products/Vendors" under the "Contracts & Solicitations" menu. Find your company from the list and click on your name. Once on your company information, review the "About Vendor" section of the "Overview." Confirm in writing if that information is still accurate, or if changes need to be made. Mohave reserves the right to edit information for content or length. **Email this information to Michael@mesc.org no later than May 12, 2017.**
- Your submitted pricing included rate adjustments for Year 2-5. These adjustments have been removed from awarded contract pricing. Mohave will not approve future rate increases beyond the initial contract term. Any future rate adjustments must be submitted to Mohave for approval prior to offering under an awarded contract. Provide confirmation that the rates for Years 2-5 have been removed from awarded contract pricing for the initial contract term of 5/18/17 to 5/18/18. **Email this information to Michael@mesc.org no later than May 12, 2017.**
- **Provide a current insurance certificate naming Mohave Educational Services Cooperative, Inc. as the certificate holder. Email this information to Michael@mesc.org no later than May 12, 2017.**