Mohave County

Procurement Manual

Procurement and Central Services

TABLE OF CONTENTS

Introduction **3**

About Mohave County **4**

Mission Statement 4

Organizational Structure 4

Mohave County Board of Supervisors by District: 4

About Procurement and Central Services **5**

Department Mission Statement 5

Department Responsibilities 5

Department Organizational Structure 6

Department Staff and Responsibilities 7

Mohave County Procurement Code of Ethics **9**

Centralized Procurement Authority **10**

Operational Procedures 10

General Responsibilities 10

Written Determinations 10

Contracting on Behalf of the County 11

Requisitions and Purchase Orders **12**

Requisitions 12

General Approval Flow 12

Procurement's Approval Flow 13

Purchase Orders 13

Procurement Thresholds **15**

Formal Procurement (Exceeding $100,000) 15

Informal Procurement (Up to $100,000) 15

Methods of Source Selection **17**

Formal Invitaton for Bids (IFB) 17
Formal Request for Proposals (RFP) 17
Formal Request for Qualifications (RFQ) 18
Informal Bid Requests (IBR) – Price Only 18
Informal Bid Request (IBR) – With Evaluation Criteria 18
Competitive Quotes 19
Direct Selection of Technical Registrants 19
Cooperative Contracts 20
Special Procurements 21
Sole Source Procurement 21
Competition Impracticable 21
Emergency Procurements 21
Contract Management 23
Contract Award Documentation 23
Project Management – Contract Representative 23
Contract Modifications (Amendments) 24
Central Services 25
Communication Services 25
Mail Services 25
Materials Management 26
EXHIBITS 28
Glossary of Common Procurement Terms 29
What Constitutes a Valid Sole Source 35
Administrative Procedure 2-1 Construction Contract Change Orders 37
Procurement Department Procedures – Magnitude of Construction and Engineer's Estimates 40
Procurement Department Procedures – Small Purchases 42
Procurement Department Procedures – Procurement of Goods and Services Under Federal Awards 44
Procurement Department Procedures – Selection Committee Member Makeup 46
Online Resources 50
Internal Training Resources 51

INTRODUCTION

Mohave County follows all applicable Statutes and Rules that govern the public procurement of goods and services including, but not limited to:

A.R.S. § 11-251	Powers of board
A.R.S. § 11-254.01	County purchasing procedures; purchases to be based on competitive bids; content and issuance of invitations and specifications; basis of awards and rejections of bids; professional services, buildings
A.R.S. §11-251.17	Use of county seal restricted, cease and desist order, violation, classification
A.R.S. Title 34	Public Buildings and Improvements

Mohave County Procurement Code.

The purpose of the Mohave County Procurement (MCPC) Code is to:

1. Serve as the written policy adopted by the Board of Supervisors that informs procedures for the acquisition of supplies and services,
2. Simplify and clarify procurement practices,
3. Provide safeguards and good stewardship of public funds,
4. Foster competition and public confidence by enabling consistent and equitable supplier treatment while maximizing value,
5. Encourage supplier participation and supplier and citizen confidence due to transparent processes,
6. Provide structure, foundation, and direction to Mohave County staff regarding procurement processes, and
7. Provide flexibility to the Procurement Director to adopt operational procedures, consistent with the code governing the procurement and management of all materials, services, and construction to meet the specific organizational needs of Mohave County.

The purpose of this Procurement Manual is to provide an introduction and brief overview of the services provided by the Procurement and Central Services Department. As a department, our professional and technical staff strive to provide excellent customer service while pursuing continued excellence and employing best practices in all that they do.

ABOUT MOHAVE COUNTY

MISSION STATEMENT

The mission of Mohave County is to serve its citizens through the efficient management of resources and the promotion of cooperation among communities, in a visionary manner that enhances the lives of those served.

ORGANIZATIONAL STRUCTURE

The Board of Supervisors is the governing body of Mohave County. Its duties, by State Statute, are both legislative and executive. The Board, as a body, is responsible for the overall management of the County government operations. The Board appoints a County Manager, responsible for the day-to-day operation of the County. The County Manager, the highest administrative position, is responsible for the appointment (with the concurrence of the Board) and supervision of all appointed (non-elected) department directors. Also, the Board appoints all members of the many boards and commissions that assist these programs.

The County Manager serves as a bridge of communication between the public, the various elected officials, and the Board of Supervisors. All non-elected department Directors report to the County Manager; these Directors include: Community Services, Development Services, Economic Development, Elections, Financial Services, Public Health, Human Resources, Information Technology, Indigent Defense Services, Public Defender, Legal Defender, Legal Advocate, Procurement, Public Fiduciary, Public Works, Risk and Emergency Management, Library District, and Administrative Services (oversight of the TV District and Animal Shelter).

MOHAVE COUNTY BOARD OF SUPERVISORS BY DISTRICT:

District 1	Travis Lingenfelter	LingeT@mohave.gov	928.753.0722
District 2	Rich Lettman	LettmR@mohave.gov	928.758-0713
District 3	Sonny Borrelli	BorreS@mohave.gov	928.453.0724
District 4	Don Martin	MartDo@mohave.gov	928.753.8618
District 5	Ron Gould	GouldR@mohave.gov	928.758.0739

ABOUT PROCUREMENT AND CENTRAL SERVICES

DEPARTMENT MISSION STATEMENT

Foster public trust in local government ensuring transparent, impartial, professional, and ethical decision making. Employ best practices in conducting business with the vendor and supplier community, while supporting all departments in achieving their objectives.

DEPARTMENT RESPONSIBILITIES

The Mohave County Department of Procurement and Central Services is responsible for ensuring a fair, competitive, legally defensible process for the procurement of countywide materials, services and construction; effective management and disposal of County surplus materials; and the management of Countywide services to include: the receipt, delivery and distribution of packages and mail throughout the County; the management of County issued cellular devices; and switchboard operation.

The Procurement Director ensures that all practices are completed in accordance with the Mohave County Personnel Policies & Procedures, Mohave County Procurement Code, and applicable State Statues, under the highest ethical standards, and using established best practices.

The Department is dedicated to customer service and the timely acquisition of goods and services, while seeking additional efficiencies in the provision of all procurement and central services. Utilizing technology and sound business judgement, we strive to bring the greatest value to Mohave County with a dedication to the principles of accountability, ethics, impartiality, professionalism, service, and transparency.

Procurement (Contracting) Division: Our objective is to ensure that maximum value is derived from each dollar spent. The County benefits from having experience, certified public procurement professionals who ensure all contracts are awarded in a manner which promotes public trust. As such we strive to:

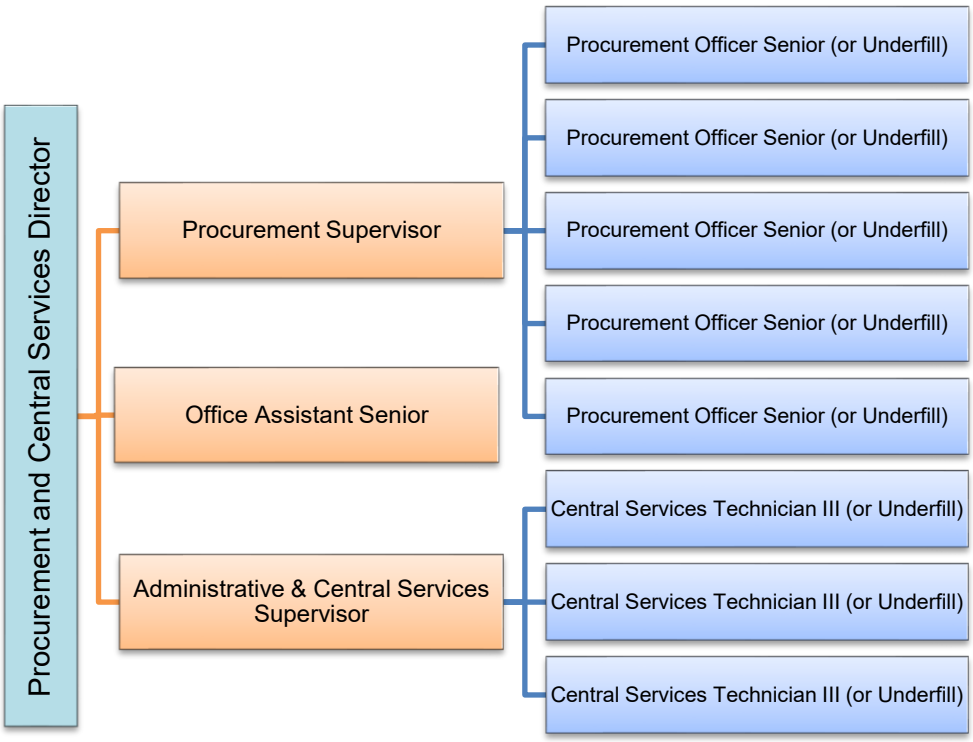
1. Provide professional, qualified procurement expertise, advice and services.
2. Develop, promote, and implement appropriate procurement strategies.
3. Procure required services, materials, and construction that are meet quality, safety, and service expectations in a cost-effective manner.
4. Conduct procurement processes that encourage full and open competition whenever practical.
5. Comply with procurement rules and applicable local, state, and federal laws and regulations.
6. Obtain the best value for the funding allocated.
7. Eliminate the possibility of corruption or unethical practices in the procurement process.

8. Build public trust through transparent and clearly communicated procurement practices.

Central Services Division: Our objective is to provide the central services of mail and package distribution, postage services, surplus property management, switchboard operations, and cellular device management to all County departments in the most cost-effective and efficient manner. As such we strive to:

1. Route incoming switchboard calls to the appropriate County departments.
2. Comply with all US Postal Service rules and regulations.
3. Distribute and process all County mail accurately and on time.
4. Recommend cost-effective methods for specialized mail processing.
5. Manage the County's surplus property to ensure disposal or redistribution adheres to state and local laws and regulations.
6. Manage County issued cellular devices serving as the County's contract representative.
7. Account for and allocate costs to appropriate County departments for internal central services with accuracy and efficiency.
8. Respond to internal customer concerns, issues and questions related to services being provided with thorough and timely information.

DEPARTMENT ORGANIZATIONAL STRUCTURE



DEPARTMENT STAFF AND RESPONSIBILITIES

Director of Procurement and Central Services – Serves as the Chief Procurement Official for the County. Responsible for the implementation of the Department's overall mission and objectives.

Tara Acton, NIGP-CPP, CPPB	ActonT@mohave.gov	Ext. 4194

Procurement Supervisor – Responsible for the direct supervision of the Department's procurement professional staff. May be assigned to manage the procurement of unique, complex, or high-profile commodities, services, or construction. Serves as backup for procurement professionals.

Morgan Michaels, CPPB	MichaM@mohave.gov	Ext. 4347

Administrative & Central Services Supervisor – Responsible for the direct supervision of the Department's technical and administrative staff. Responsible for all administrative support and records retention.

Tina Hartmann	HartmT@mohave.gov	Ext. 4685

Procurement Officer Senior – Responsible for advanced procurement of commodities, services or construction, working independently on the more difficult, complex, irregular or high-value procurement projects. This position requires several years of public procurement experience as a certified procurement professional.

Vacant

Procurement Officer II – Responsible for proficient procurement of commodities, services or construction, working independently on difficult, complex or high-value procurement projects. This position requires several years of public procurement experience and professional certification.

Dusty Lewis, NIGP-CPP, CPPB	LewisD@mohave.gov	Ext. 4376 or 5838

Procurement Officer I – Responsible for the procurement of commodities, services or construction, working with some independence on formal and informal procurement projects. This position requires some public procurement experience or formal education.

Shelli Whaley	WhaleS@mohave.gov	Ext. 4183 or 5838
Teresa Garrett	GarreT@mohave.gov	Ext. 4412
Barbara Spoonhour	SpoonB@mohave.gov	Ext. 4231

Procurement Officer Trainee – Responsible for coordination of the procurement of commodities, services or construction, under general supervision, and may work with some independence on informal procurement projects. This position serves as an entry level position with procurement related administrative experience.

Josh Kant-Wood	KantWJ@mohave.gov	Ext. 4458

Central Services Technician III – Responsible for performing advanced level support related to surplus and materials management, telecommunications, mail distribution, and administrative processes.

Curtis Shelton	SheltC@mohave.gov	Ext. 4604
Trent McKee	McKeeT@mohave.gov	Ext. 4001

Central Services Technician II – Responsible for performing intermediate level support related to surplus and materials management, telecommunications, mail distribution, and administrative processes.

Julio Castillo	CastiJ@mohav.gov	Ext. 4504

Central Services Technician I – Responsible for performing entry level support related to surplus and materials management, telecommunications, mail distribution, and administrative processes.

Vacant

Office Assistant Senior – Responsible for providing general administrative support to all professional and administrative staff of the Department.

Vacant

MOHAVE COUNTY PROCUREMENT CODE OF ETHICS

The following ethical principles shall govern the conduct of every individual employed by the Mohave County Procurement and Central Services Department.

- Procurement and Central Services staff shall abide by the highest ideals of honor and integrity in all public dealings in order to merit the respect and inspire the confidence of the organization and the public we serve.

- Staff shall strive to obtain the maximum benefit for funds spent as agents of Mohave County.

- Staff shall carry out their duties in accordance with Mohave County Procurement Code and applicable State law.

- At no time, or under any circumstances, shall staff accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence procurement decisions.

- Staff shall hold to the idea that personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

- Staff shall not seek or dispense personal favors of any kind. Staff will handle each procurement situation objectively and empathetically, without discrimination.

- All Procurement and Central Services staff shall maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions.

- Staff shall keep bidders' proprietary information confidential in accordance with the Mohave County Procurement Code and applicable State law.

- Staff shall support the professional aims and objectives of the Mohave County Procurement and Central Services Department, the National Institute of Governmental Purchasing, and the National Procurement Institute.

CENTRALIZED PROCUREMENT AUTHORITY

OPERATIONAL PROCEDURES

The Procurement Director may adopt operational procedures consistent with the Mohave County Procurement Code. *(MCPC, Art. II, Sec. 1(1))*

GENERAL RESPONSIBILITIES

The Procurement Director shall *(MCPC, Art. II, Sec. 1(2))*:

- Serve as the Chief Procurement Official
- Procure or supervise the procurement of all materials, services and construction needed by the County
- Award or recommend the award of all County contracts
- Establish guidelines for materials management; specification development; and the inspection, testing & acceptance of goods and services.
- Dispose of surplus materials
- Conduct procurement on behalf of all County Departments
- Authorize special procurements (exceptions to normal competition) including: emergency, sole source, and competition impracticable.

WRITTEN DETERMINATIONS

The Procurement Director shall issue Written Determinations *(MCPC, Art. I, Sec. 6)* to document and justify certain procurement decisions as noted below:

- Confidentiality of submittals *(MCPC, Art. I, Sec. 5(2))*
- Delegation of Authority *(MCPC, Art II, Sec.2(3))*
- Shortened bid period *(MCPC, Art. III, Sec. 3(2))*
- Withdrawal of bid after bid opening *(MCPC, Art. III, Sec. 3(6))*
- Sole Source Procurement *(MCPC, Art. III, Sec. 7(4))*
- Competition Impracticable Procurement *(MCPC, Art. III, Sec. 8(4))*
- Emergency Procurement *(MCPC, Art. III, Sec. 9(3))*
- Cancellation of Solicitations prior to opening *(MCPC, Art. III, Sec. 10(2))*
- Cancellation of Solicitations after opening *(MCPC, Art. III, Sec. 10 (3))*
- Non-Responsibility of bidder or offeror *(MCPC, Art. III, Sec. 12(1))*
- Use of proprietary specifications *(MCPC, Art. IV., Sec. 2(3))*
- Brand Name Specification *(MCPC, Art. IV, Sec. 5)*
- Stay of Procurement during Protest *(MCPC, Art. IX, Sec. 2(6))*
- Stay of Procurement during Appeal *(MCPC, Art. IX, Sec. 2(11))*
- Extension for Filing Report on Appeal *(MCPC, Art IX, Sec. 2(12))*
- Extension for Filing Appellant's Comments on Report *(MCPC, Art. IX, Sec. 2(13)*

- Final Decision of Appeal *(MCPC, Art. IX, Sec. 2(14))*
- Limited Participation during debarment *(MCPC, Art. IX, Sec. 4(10)*

CONTRACTING ON BEHALF OF THE COUNTY

Contracts are required for the purchase of **all** materials, services or construction. *(MCPC, Art. I, Sec. 7(2))*

- Only the Board has the authority to sign contracts. *(MCPC, Art. I, Sec. 7(1))*
- The Board has delegated authority to the Procurement Director to sign contracts with a total value of up to $100,000. *(MCPC, Art. III, Sec. 21)*
- Adequate funding must be approved before a purchase can be authorized. *(MCPC, Art. I, Sec. (3))*

REQUISITIONS AND PURCHASE ORDERS

REQUISITIONS

Requisitions entered in Munis, the County's Enterprise Resource Planning (ERP) software, are the first step in securing approval to make a purchase. Once a requisition has been fully reviewed and approved, a purchase order (PO) can be issued. The PO is more than a payment tool; it serves as the County's authorization to a selected vendor to proceed with assigned work.

Department Users are responsible for requisition entry to include adding appropriate notes and any substantiating documentation. Once a Department User has entered all necessary information in the County's ERP software, they "release" the requisition to trigger the automated approval process.

GENERAL APPROVAL FLOW

Each requisition requires various approvals prior to issuance of a PO. At minimum, the requisition will require department administrative or budgetary review and approval, Finance Department budgetary review and approval, and Procurement Department Director review and approval. Approval flows are managed within the County ERP software and are specific to funding sources.

Each required approver can either approve, reject, forward, or hold a requisition.

- **Approve:** Once all required approvers in a group have approved, that approval step is considered complete, and the next group of approvers will be alerted that the requisition is awaiting their review and approval.
- **Reject:** If any approvers in a group reject a requisition, the requisition will revert to "allocated" status, and the Department User will need to correct any errors and release the requisition to restart the automated approval process.
- **Forward:** An approver may choose to forward to a more appropriate user – if an "approval" is forwarded, the assigned approver is granting the selected user to approve on their behalf. This can be done on a case-by-case basis, or if an approver is not available (out of the office), they can set up automatic forwarding.
- **Hold:** If an approver places a requisition on hold this "pauses" the approval flow at that approval. This can be used as a tool when a small change is needed, but there isn't a need to reject and restart the automated approval process.

Approvals occur in sequential order; the first approval group must complete their review and approval before the next group will receive notice of pending approvals.

Changes to financial information – funding allocation, pricing, or quantities – will automatically restart the automated approval process.

PROCUREMENT'S APPROVAL FLOW

Procurement's approval flow is designed to ensure that Procurement is the final approver of all requisitions prior to issuance of a PO. When a Procurement Officer reviews a requisition, they are confirming that the contemplated purchase meets requirements of any applicable laws and rules. Some things a Procurement Officer may be looking for include:

- Values and descriptions in the requisition match the quote,
- The purchase is using an appropriately approved contract,
- Backup documentation provides evidence that appropriate competition was attempted,
- Notes (internal or to be printed) provide evidence of appropriate approvals,
- Applicable taxes are included in the overall purchase price,
- Confirm aggregate spend under any contract does not exceed the Procurement Director's authority without prior Board authorization.

Once the Procurement Officer has approved a requisition, the requisition will be advanced to the Procurement Director for confirmation of the Procurement Officer's approval. After the Procurement Director approves of a requisition, the Procurement Officer is authorized to issue the PO.

PURCHASE ORDERS

POs serve multiple purposes, and are not simply a method of payment.

Once the Procurement Officer has converted a requisition to a PO, they will send a "Vendor Copy" and an "End User Copy" PO document to the designated Department User. Department Users are expected to forward the "Vendor Copy" PO to the vendor contact they have been working with along with any other documentation authorizing commencement of work. Upon request, the Procurement Officer may send the "Vendor Copy" PO directly to the vendor.

A PO will only be issued after all obligations have been met prior to officially awarding a contract or approving a purchase. The PO serves as notice to a selected vendor that they have met all obligations of award and are authorized to provide the requested good or service. Some obligations that could delay PO issuance include but are not limited to:

- Contract approval and signature (Board or Procurement Director),
- Receipt of Proof of Insurance from the vendor and approval of certificates and policy documents from Risk Management,

- Receipt of Payment and Performance Bonds from the vendor and verification from Risk Management,
- Failure to provide necessary information to register the Vendor in the County ERP software (including W-9, vendor application, or UEI Numbers).

When purchases are made without a separately approved contract, the PO serves as the contract and the Standard Terms and Conditions of the PO apply to the purchase. This is often the case for one-time, small purchases of goods.

Confirmation POs, purchase orders issued after a purchase has been completed without prior Procurement review or approval, are discouraged. When a confirmation PO is issued, it is only being issued to enable the payment process, and may require documentation from the Department User explaining why the purchase was made in violation of the Mohave County Procurement Code or related procedures.

Changes to a PO can only be made by a Procurement Officer. Such changes are limited to those changes authorized by the contract, or based on the original Board or Procurement Director approval of the purchase. Changes may require a Contract Amendment or additional Board or Procurement Director approvals prior to the PO Change Order being issued.

PROCUREMENT THRESHOLDS

In April 2023, the Board of Supervisor's adopted the formal procurement threshold as set in A.R.S. 41-2535(A) as the County's "Small Purchase Threshold" [1] *(MCPC, Art. III, Sec. 6(1))*. The current threshold is $100,000. Purchases in excess of $100,000 will require formal competition unless a special determination is granted. Purchases of up to $100,000 can be completed using informal procurement processes defined as "Small Purchase Procedures" as adopted by the Procurement Director *(MCPC, Art. III, Sec. 6(2))*.

Purchase values are determined based on the total potential value of the commitment being made. For specific purchases, the value of the purchase inclusive of all taxes and fees will determine if it exceeds the small purchase threshold. For services or ongoing purchase needs (Term or Requirements Contract) the total potential value of the contract including all possible renewal options will be used to determine if it exceeds the small purchase threshold.

FORMAL PROCUREMENT (EXCEEDING $100,000)

Any purchase or contractual obligation that will exceed $100,000 for the life of the contract (including any available renewal options) will be awarded based on formal source selection (sourcing) methods. Recommendations for formal awards will be submitted to the Board of Supervisors by the Procurement Department.

Available Formal Sourcing Methods:

Invitation for Bids (IFB)
Request for Proposals (RFP)
Request for Qualifications (RFQ)
Direct Selection of Technical Registrants
Cooperative Contracts

INFORMAL PROCUREMENT (UP TO $100,000)

Any purchase or contractual obligation up to $100,000 for the life of the contract (including any available renewal options) will be awarded based on informal source selection (sourcing) methods defined as "Small Purchase Procedures" adopted and approved by the Procurement Director.

Available Informal Sourcing Methods:

Informal Bid Requests (IBR) – price only
Informal Bid Requests (IBR) – with evaluation criteria
Competitive Quotes

[1] Mohave County BOS Resolution No. 2023-072

Direct Selection of Technical Registrants
Cooperative Contracts

Requirements must not be artificially fragmented or divided with the intent to bypass the requirements and thresholds identified in the Mohave County Procurement Code or any adopted Small Purchase Procedures. Department Users should work with their assigned Procurement Officer to determine the most appropriate sourcing method.

Purchases of $10,000 or less (Micro Purchases): Purchases or contractual obligations with a full potential value of $10,000 or less may be made upon receipt of at least one (1) verbal or written quotation. Purchases for services will likely require a Contract signed by the Procurement Director. Purchases for the delivery of goods may be made with an approved PO, upon consultation with the Department's assigned Procurement Officer.

- **Micro Purchases for goods not exceeding $5,000:** Purchases for goods with a full potential value of less than $5,000 may be made with a Department Procurement Card (P-Card). The P-Card is a payment tool, not a sourcing method. [2]

- **Micro Purchases for services not exceeding $5,000:** Purchases for services with a full potential value of less than $5,000 will likely require a Contract signed by the Procurement Director. Once a Contract has been approved by the Procurement Director, P-Card may be used for payment convenience. Claims and Purchase Orders are also approved payment methods.

Purchases in excess of $10,000 but not exceeding $100,000 (Small Purchases): Purchases or contractual obligations with a full potential value of more than $10,000 but not exceeding $100,000 require a minimum of three written quotes. Purchases for services will require a Contract signed by the Procurement Director. Purchases for the delivery of goods may require a Contract signed by the Procurement Director, or may be made with an approved PO.

- **Small Purchases not exceeding $50,000:** Department Users are authorized to solicit written quotations. Documentation of the quote request and responses must be shared with the Procurement Department prior to purchase authorization.

- **Small Purchases exceeding $50,000:** The Department's assigned Procurement Officer shall solicit written quotes working with the Department Users to determine possible suppliers. When practical, an Informal Bid Request (IBR) will be issued.

[2] Any P-Card transactions shall be made in accordance with the County's Procurement Card Policy administered by the Financial Services Department in partnership with the Procurement Department.

METHODS OF SOURCE SELECTION

Source Selection (sourcing method) is the process used in public procurement for selecting awarded vendors. Various methods, described below, are approved for use to ensure that the vendor selection process is fair, transparent and encourages appropriate levels of competition. Procurement Officers will work with Department Users to determine the best sourcing method to meet the particular procurement needs. Factors considered when selecting the best method may include type of good or service being purchased; total value of the required good or service; applicable federal, state, or local laws; appropriate level of competition; timeframe for award and duration of contract; market conditions for the required good or service; funding source restrictions; and other procurement best practices.

FORMAL INVITATON FOR BIDS (IFB)

An Invitation for Bids (IFB) is a formal competitive sealed bidding method *(MCPC, Art. III, Sec. 3)* that is used when exact specifications or scope of work are known and can be adequately described. Contract award is based on the lowest price of a responsive and responsible bidder. IFBs are primarily used for goods and construction, and may be used for clearly defined services.

Competition: Highest Level – Any qualified (responsible) bidder may offer
Notification: Publicly Posted and Legally Advertised
Solicitation Period: 21 Calendar Days (or more)
Bid Opening: Sealed bids, publicly opened
Evaluator: Procurement Officer in partnership with End User(s)
Primary Basis for Award: Price

FORMAL REQUEST FOR PROPOSALS (RFP)

A Request for Proposals (RFP) is a formal competitive sealed proposals method *(MCPC, Art. III, Sec. 4)* that is used when sealed bidding is not practical or advantageous. Contract award is based on the best value upon recommendation of a selection committee scoring all proposals in accordance with established evaluation criteria. RFPs are often used for services, when the exact scope of work isn't known, or when factors other than price are more important for determining the best value.

Competition: Highest Level – Any qualified (responsible) provider may offer
Notification: Publicly Posted and Legally Advertised
Solicitation Period: 21 Calendar Days (or more)
Proposal Opening: Sealed proposals, confidentially opened
Evaluator: Committee appointed by Procurement Director *(MCPC, Art. III, Sec. 4(6)(b))*
Primary Basis for Award: Best Value (Price & Evaluation Criteria)

FORMAL REQUEST FOR QUALIFICATIONS (RFQ)

A Request for Qualifications (RFQ) is a formal sealed qualifications-based selection method used for the procurement of Professional Design Services *(MCPC, Art. V, Sec. 3)* and Construction Services including Design-Build, Construction Manager at Risk, and Job Order Contracting *(MCPC, Art. V, Sec. 4)*. RFQs are the only approved sourcing methods for these services in accordance with A.R.S. Title 34. Contract award is based on the most qualified offeror upon recommendation of a selection committee scoring all Statements of Qualifications in accordance with established evaluation criteria. Price is not a factor in determining the most qualified offeror; upon selection of the most qualified offeror the County will enter into negotiations in accordance with A.R.S. Title 34.

Competition: Highest Level – Any qualified (responsible) offer may submit
Notification: Publicly Posted and Legally Advertised
Solicitation Period: 30 Calendar Days (or more)
Submittal Opening: Sealed Statements of Qualifications, confidentially opened
Evaluator: Committee appointed by Procurement Director per A.R.S. Title 34
Primary Basis for Award: Qualifications and Experience

INFORMAL BID REQUESTS (IBR) – PRICE ONLY

An Informal Bid Request (IBR) is an approved Small Purchase procedure adopted by the Procurement Director *(MCPC, Art. III, Sec. 6)*. A traditional or "Price Only" IBR is used when exact specifications or scope of work are known and can be adequately described, and when formal competition is not required. The traditional IBR process communicates the scope and all contract terms and conditions to a targeted list of potential vendors to facilitate expeditions contract execution with the lowest bidding responsive and responsible offeror. Traditional IBRs are primarily used for goods, simple construction, or clearly defined services when the Procurement Department is facilitating the quote request process.

Competition: Limited – Only targeted vendors are invited to offer a bid
Notification: Direct Invite – email or eProcurement notice
Solicitation Period: Varies – often less than 21 Calendar Days
Bid Opening: Sealed bids not required – confidentially opened
Evaluator: Procurement Officer in partnership with End User(s)
Primary Basis for Award: Price

INFORMAL BID REQUEST (IBR) – WITH EVALUATION CRITERIA

As mentioned above, an Informal Bid Request (IBR) is an approved Small Purchase procedure adopted by the Procurement Director *(MCPC, Art. III, Sec. 6)*. An IBR with Evaluation Criteria is used when a traditional price-based award is not practical or most advantageous, and when formal competition is not required. The IBR with Evaluation Criteria process communicates the scope and all contract terms and conditions to a

targeted list of potential vendors to facilitate expeditions contract execution. It also includes a list of evaluation criteria in addition to price that will be used to determine a best value award recommendation. Although price is a factor, it is not the ONLY factor. IBRs with Evaluation Criteria are primarily used for ongoing services when the Procurement Department is facilitating the quote request process.

Competition: Limited – Only targeted vendors are invited to offer a response
Notification: Direct Invite – email or eProcurement notice
Solicitation Period: Varies – often less than 21 Calendar Days
Proposal Opening: Sealed proposals are not required – confidentially opened
Evaluator: Informal Committee approved by the Procurement Director
Primary Basis for Award: Best Value (Price & Evaluation Criteria)

COMPETITIVE QUOTES

The Department or assigned Procurement Officer may solicit quotes from a minimum of three (3) suppliers for Small Purchases not exceeding $50,000, in accordance with Small Purchase Procedures adopted by the Procurement Director *(MCPC, Art. III, Sec. 6)*. Names of businesses submitting written quotations, the date of the quote, the amount, and the rationale for selecting a particular vendor shall be maintained as a matter of public record. For quotes that result in a service component, a Shortform Agreement may be drafted based on the accepted quote, and the Contract must be fully executed prior to issuance of a PO and authorization to proceed with the purchase. Vendor selection and Contract award is routinely based on the lowest quote offered unless a service is being purchased and other factors have been approved. Competitive Quotes are primarily used for the purchase of low-cost goods, one-time small construction services, and may be used for short-term clearly defined services.

Competition: Limited – Only targeted vendors are invited to provide a quote
Notification: Direct Invite – email or documented phone call
Solicitation Period: Varies – often less than 1 week
Evaluator: Procurement Officer or End User (whoever requested quotes)
Primary Basis for Award: Price (may consider other factors)

DIRECT SELECTION OF TECHNICAL REGISTRANTS

Upon written determination by the County Engineer citing the basis for award, a particular technical registrant may be selected to provide services based on their primary field of expertise *(MCPC, Art. V. Sec. 6)*. Any contract awarded by direct selection shall be awarded in accordance with A.R.S. Title 34. Direct Selection is approved for the procurement of professional services from a technical registrant if the contract is for an amount of $500,000 or less *(A.R.S.§ 34-103(B))*. When the potential value of a Direct Select Contract is expected to exceed $100,000, a recommendation for award will be submitted to the

Board of Supervisors by the Procurement Department. Direct Select Contract awards valued at $100,000 or less may be signed by the Procurement Director.

Competition: Limited – Written Determination by County Engineer
Notification: Annually Updated Pre-Qualified Technical Registrants List
Evaluator: County Engineer
Primary Basis for Award: Determination of County Engineer

COOPERATIVE CONTRACTS

Cooperative Contracting is allowed *(MCPC, Art. X, Sec. 4)* so long as the assigned Procurement Officer has performed due diligence in vetting the recommended cooperative contract to ensure that it complies substantially with Mohave County's procurement rules and practices. Cooperative contracts can be used at any threshold upon recommendation of the Procurement Officer. The County will only authorize the use of formally competed awards to ensure maximum competition was attempted. When the potential value of the cooperative purchase is expected to exceed $100,000, a request for authorization to use the cooperative contract will be submitted to the Board of Supervisors by the Procurement Department. For cooperative purchases valued at $100,000 or less, the Procurement Director may authorize the use. When determining the potential value of a cooperative purchase, all County purchases expected under the contract for the duration of any renewal options shall be considered.

Competition: Highest Level – based on the Lead Agency's sourcing method
Notification: Publicly Posted and Legally Advertised by Lead Agency
Solicitation Period: 21 Calendar Days (or more)
Bid or Proposal Opening: Sealed and publicly opened by Lead Agency
Evaluator: Lead Agency
Primary Basis for Award: Either Price or Best Value (depending on sourcing method used by the Lead Agency

SPECIAL PROCUREMENTS

The Procurement Director may authorize exceptions to normal competitive procurement methods of source selection (Special Procurements) upon a written determination when no other reasonable sourcing methods exist *(MCPC, Art. II, Sec. 1(2)(i))*.

SOLE SOURCE PROCUREMENT

When only one source exists for a required material or service, the Procurement Director shall issue a written determination authorizing procurement without competition *(MCPC, Art. III, Sec. 7)*. Procurement Officers will work with Department Users to justify the request. Market conditions change frequently; a Sole Source Determination shall be based on conditions at the time the determination is made. Each new request will require confirmation that the sole source situation remains (if requested within a year of the most recent determination), or may require a new determination be issued (if requested more than one year after the most recent determination). Preference for working with a particular vendor or supplier, is not a valid sole source consideration. When the potential value of the sole source procurement is expected to exceed $100,000, a request for authorization to complete the purchase based on the Procurement Director's Sole Source Determination will be submitted to the Board of Supervisors by the Procurement Department. For sole source procurements valued at $100,000 or less, the Procurement Director's Sole Source Determination shall serve as adequate authorization.

COMPETITION IMPRACTICABLE

When more than one source exists for a required material or service, but it is impracticable to compete among the available sources, the Procurement Director shall issue a written determination authorizing procurement without competition *(MCPC, Art. III, Sec. 8)*. Procurement Officers will work with Department Users to document the totality of the circumstances making competition impracticable. If the Procurement Director finds, by clear and convincing evidence, competition is impracticable, the Director shall issue a Competition Impracticable Determination. Each new request will require a new determination be issued. When the potential value of the procurement is expected to exceed $100,000, a recommendation to award the contract or complete the purchase based on the Procurement Director's Competition Impracticable Determination will be submitted to the Board of Supervisors by the Procurement Department. For procurements valued at $100,000 or less, the Procurement Director's Competition Impracticable Determination shall serve as adequate authorization.

EMERGENCY PROCUREMENTS

When a threat to public health, welfare, property or safety exists, the Procurement Director, in consultation with the County Manager, may authorize emergency procurements limited to the goods or services necessary to satisfy the emergency need *(MCPC, Art. III, Sec. 9)*.

The Procurement Director shall issue an Emergency Determination describing the emergency condition and the basis for the determination. Emergency procurements shall be made with as much competition as is practicable under the circumstances. When the total value of purchases made in response to the emergency exceed $100,000, the Emergency Determination is subject to formal ratification of the Board of Supervisors.

CONTRACT MANAGEMENT

CONTRACT AWARD DOCUMENTATION

When Procurement facilitates the sourcing method, the Procurement Department maintains, as a matter of public record, all documents associated with the vendor selection and contract award.

When the Department User has requested quotes, Procurement may request additional documentation prior to approving a contract award. Any documentation shared with Procurement to substantiate an award recommendation will be maintained in the contract records.

In an effort to provide easy access to contract documents, and to encourage full transparency in procurement processes, many contract award documents are available on the Mohave County Contracts Portal. If specific contract award documentation can't be found on the Contracts Portal, please reach out to your assigned Procurement Officer for assistance.

PROJECT MANAGEMENT – CONTRACT REPRESENTATIVE

The Primary Using Department shall work with Procurement to designate an individual to serve as the County's Contract Representative (CCR). The CCR is responsible for day-to-day project management. The CCR interacts directly with vendors to address issues and ensure compliance with contract terms and conditions. Most contract performance issues can be addressed by working directly with the vendor, and by holding them accountable to the terms of the contract. If an issue needs to be escalated, please reach out to the signed Procurement Officer for guidance, or assistance with complex performance issues.

A Contract Representative must:

- Be thoroughly familiar with the scope, terms and conditions of the contract;
- After award of the contract, issue a written Notice to Proceed ("NTP") to the Contractor with a copy of the NTP to Procurement for inclusion in the official contract file;
- Advise the Contractor in writing, with copy to Procurement, of any failure to comply with the contract scope, terms and conditions, and in the event significant deviations occur, contact the County Procurement Department for direction on remedying the situation;
- Review any proposed or suggested changes (i.e. amendments) to the contract, and furnish your recommendations to Procurement;
- Promptly accept deliverables and services which are satisfactory and reject those which are not;

- Thoroughly review all submitted invoices. Where inaccuracies are found, ensure correction by the vendor before approval is provided for payment. Invoices must be submitted in accordance with the contract terms; and
- Ensure that a copy of any final reports(s) generated by the vendor are forwarded to Procurement for inclusion in the contract file.

A Contract Representative is NOT Authorized to:

- Amend the contract or enter into supplemental verbal or written agreements,
- Grant time extensions or otherwise modify the terms and conditions of the contract, or
- Commit Mohave County in any manner except as allowed under the contract.

CONTRACT MODIFICATIONS (AMENDMENTS)

If a contract performance issue can only be resolved by modifying contractual requirements, Procurement must be involved.

Contract Amendments: Most contract modifications will be authorized by mutual Contract Amendments, or by using the County authorized Change Order process.

- Only the Board has the authority to sign contract amendments. *(MCPC, Art. I, Sec. 7(1))*
- The Board has delegated authority to the Procurement Director to sign amendments to contracts with a total value of up to $100,000. *(MCPC, Art. III, Sec. 21)*

Change Orders: In accordance with Administrative Procedure 2-1, contract change orders are the tool used for modifying construction contracts. Change Order approval has been delegated to the County Manager provided that any change will not exceed the original contract value inclusive of the approved project contingency amount. Change Orders that would exceed the approved contract value require Board approval.

CENTRAL SERVICES

COMMUNICATION SERVICES

County Switchboard: Any calls that come to the County through the main number, (928)753-9141, are routed through Central Services. Department Users can also transfer a caller to the switchboard by using internal extension 4595. Central Services Technicians (CS Tech) answer all incoming calls from the general public and route callers to the requested departments. Switchboard services operate Monday – Friday from 8:00 am to 5:00 pm except for County recognized holidays.

Centralized Cellular Plan Management: Central Services serves as the County's Contract Representative (CCR) for the countywide cellular services plan. CS Techs manage the cancelation, activation, and suspension of cellular services. Cellular management also includes countywide account management, internal billing, and general troubleshooting/support assistance.

MAIL SERVICES

County Mailroom: All postal mail addressed to the County is processed through the County Administrative Building Mailroom. CS Techs oversee the receipt, preparation, distribution, and delivery of all posted County mail to the United States Postal Service (USPS). CS Techs also process, sort, and distribute intra-departmental mail with assistance from a contracted courier service provider (for distribution between Kingman, Bullhead City and Lake Havasu City). The CS Tech picks up and drops off mail at County locations throughout Kingman as a Daily County Mail Run.

The Mailroom, located on the first floor, is open to Mohave County employees Monday through Friday (excluding County recognized holidays).

Mail Services Offered:

- First class postage
- Certified postage with optional addition of return receipts
- Priority USPS labeling
- Interoffice mail delivery
- Folding/Insertion/Tabbing of bulk mailing projects
- Processing of Presort mailing projects
- Drop off to the United States Postal Service Offices

CS Techs serve as a resource to all Mohave County departments regarding mail processing, and can provide guidance on current USPS postal rules and regulations.

Daily County Mail Run:

The Daily Mail Run is regularly scheduled between 10:00 am and 12:00 pm (times may be adjusted at the discretion of the Procurement Director).

Below is a list of stops along the mail run in consecutive order:

- Adult Detention Center
- Juvenile Detention Center
- Fleet Services
- Golden Valley Improvement District (Public Works)
- Public Works
- Environmental Health (Development Services)
- Development Services
- Animal Shelter
- Kingman Branch Library
- Fairgrounds Administration
- Probation (and Mediation)
- Legal Advocate's Office
- Indigent Defense Services
- Public Defender's Office
- City of Kingman
- Kingman Superior Court
- County Attorney's Office
- Legal Defender's Office
- Victim Witness
- Downtown Post Office
- Sheriff's Administration
- Kingman/Cerbat Justice Court

MATERIALS MANAGEMENT

Administrative Warehouse: Central Services manages the Administrative Warehouse, located on the first floor of the County Administration Building. The warehouse is primarily used for short-term storage of County surplus property. Warehouse space may be available for temporary storage which can be coordinated with the Administrative and Central Services Supervisor.

Surplus Auction and Redistribution: CS Techs routinely host online surplus auctions for disposition of unwanted county surplus property. The Central Services also maintains a "Procurement Warehouse Thrift Store" to facilitate the redistribution of surplus property between County Departments.

Shipping and Receiving: The County Administration Building loading dock is located on the east end of the building near the Administrative Warehouse and County Mailroom. CS Techs receive and distribute packages delivered to the Administrative Building by express carriers like Federal Express and UPS. Department Users can schedule express carrier shipping directly with service providers, and the CS Techs will hold the package in the County Mailroom until the pickup has been made. CS Techs log incoming packages and deliver them to Administration Building Departments each day.

For special, or unusually large deliveries, Department Users should coordinate receipt of the deliveries with Central Services. With advanced notice, warehouse space may be available for temporary storage of special deliveries.

Administrative Building Paper Sales: In an effort to reduce the cost of standard copy paper, the Central Services Division purchases it in bulk (by the pallet) at a reduced cost for resale and delivery within the County Administration Building. Paper requests can be made through the Admin Building Paper Orders form in the Employee Quick Links section. Paper is sold by the case at the actual price paid when the pallet order was placed.

EXHIBITS

GLOSSARY OF COMMON PROCUREMENT TERMS

Advertise: To make a public announcement or legal notice of a forthcoming solicitation with the aim of increasing the response and enlarging the field of competition, required by law.

Amendment: 1.) An agreed addition to, deletion from, correction, or modification of a document or contract; 2.) To revise or change an existing document; a formal revision, improvement or correction.

Attachment: Any item in the Solicitation that the Offeror is required to submit as part of the Offer.

Auction: A public sale in which property or items of merchandise are so9ld to the highest bidder.

Best and Final Offer: Written request to offeror to improve their offer, such as lower price or further response to areas of the proposal that were unclear or did not fully meet the requirements.

Best Value: 1.) An assessment of the return which can be achieved based on the total life cycle cost of the item; may include an analysis of the functionality of the item; can use cost/benefit analysis to define the best combinations of quality, services, time, and cost considerations over the useful life of the acquired item. **2.)** A procurement method that emphasizes value over price. The vest value might not be the lowest cost. Generally achieved through the Request for Proposal (RFP) procurement method.

Bid Bond: A document for a specific amount of money or percentage of the total contract value, insured by a bond company, that guarantees an offeror will accept the contract if awarded.

Brand Name (or Equivalent) Specification: A descriptive form of specification whereby the commodity or product is described by a unique identifier specific to a particular seller or manufacturer that distinguishes it from its competition. It may be a name, term, symbol, design or any combination thereof.

Certificate of Insurance: A document provided by the Contractor's insurance company that indicates the amount of coverage and the duration of the policy. The COI must meet the minimum requirements as stated in the Insurance Module used in the Special Terms and Conditions of the Contract.

Change Order: A document that revises funding or line-item descriptions on an existing Purchase Order.

Clarification: Written or oral communication with an offeror, including demonstrations or questions and answers, for the sole purpose of information gathering or eliminating minor informalities or correcting nonjudgmental mistakes in a bid or proposal. This does not all the offeror to alter or change its bid or proposal.

Commodity: An item that is purchased for a specific purpose, for example, a microscope.

Competitive Range: That group of proposals, as determined during the evaluation process for competitive negotiation, which includes only those offerors considered to have a reasonable chance of being selected for award and who are therefore chosen for additional discussions and negotiations. Proposal not in the competitive range are given no further consideration.

Construction Change Order: A formal, documented amendment to a construction contract that may add or reduces scope of work, increase or reduce costs, or change the construction schedule.

Construction Manager at Risk: An alternative procurement method that allows the client to choose the Construction Manager based on qualifications. The entire operation is centralized under a single contract before the design stage is complete. The CM gives the client a guaranteed maximum price, and coordinates all subcontract work. Speed of the project and strengthened coordination is achieved between the Architect/Engineer and CM resulting in cost savings.

Contract: 1.) An obligation between competent parties upon a legal consideration to do or abstain from doing some act – the combination of the Solicitation; the Offer (and any Best and Final Offers); and any Solicitation or Contract Amendments. 2.) A legally binding promise enforceable by law. 3.) An agreement between parties with binding legal and moral force, usually providing for the exchange of goods or services for money or other considerations.

The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent; legality of purpose; and definiteness.

Contractor: Any person who has a Contract with Mohave County or a Cooperative Contract utilized by Mohave County.

Cost Avoidance: Actions taken to avoid having to pay some sort of cost – this could be financial (i.e. by negotiating an extension to current prices when the entity becomes aware that price increases are likely to occur) or in resource terms (i.e. the use of cooperative contracts to “avoid” the time and work involved in completing a procurement process).

Days: Calendars days, unless otherwise specified

Davis Bacon Act: A Federal Law (1931) which requires contractors who perform public works construction projects that are federally funded to pay their workers the prevailing wage rate paid in the area for similar work, as set by the Secretary of Labor.

Design-Bid-Build: The traditional delivery method for construction projects where design and construction are sequential and contracted for separately with two contracts.

Design-Build: A delivery method for construction projects that combines the architectural, engineering, and construction services required for a project into a single contractual agreement.

Discussions: Formal or informal communications involving an oral or written exchange of information for the primary purpose of obtaining the information essential for

determining acceptability of a proposal. To provide the offeror an opportunity to revise its proposal. Usually includes negotiation used in competitive negotiations, emergency, and sole source procurement.

Emergency: Document prepared to secure goods or services whenever the health, safety or welfare of the public is at risk and immediate action is required. They are written for the period of time it takes to resolve the emergency.

Exhibit: Any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.

Evaluation: The method used to determine a bidder or offeror's offer is valid and meets or exceeds the requirements. For an IFB, price would be the overriding consideration. For a RFP evaluation criteria are defined in the document and proposals are scored against the criteria to determine the best in class or best value.

Fiscal Year: The period beginning July 1st and ending June 30th for Mohave County.

Free on Board (FOB): Title changes hands from the supplier to the public entity at the destination of the shipments when the public entity signs for the goods; the supplier owns the goods in transit.

Gratuity: Any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

Health Insurance Portability and Accountability Act of 1996(HIPAA): This legislation protects the confidential medical and personal information of patients in the healthcare field. All information shall remain confidential, and all contractors shall obey and follow all rules and regulations, including taking training classes, signing confidentiality statements or agreements, if required.

Informal Bid Request (IBR): A competitive bid, price quotation or proposal for supplies or services that is conveyed by a letter, fax, e-mail or other manner that does not require a formal sealed bid or proposal, public opening or other formalities that fall under a stipulated price/cost threshold.

Intergovernmental Cooperative Purchasing: A variety of arrangements under which two or more governmental entities pool their commodity and/or service requirements to purchase aggregated quantities thus achieving economies of scale. The process usually involves a single combined bid or request for proposal in which all of the participating entities are named or their participation implied.

Invitation for Bid (IFB): Document used to secure goods, usually with a budget in excess of $100,000. Price is the determining factor as well as the offer being responsive, responsible and reasonable

Job Order Contracting (JOC): Based on competitively bid indefinite delivery-indefinite quantity contract between a facility owner and a construction contractor.

Liquidated Damages: Damages paid usually in the form of a monetary payment, agreed by the parties to a contract which are due and payable as damages by the party

who breaches all or part of the contract. May be applied on a daily basis for as long as the breach is in effect. May not be imposed as an arbitrary penalty.

Lowest Responsive and Responsible Bidder: The bidder who fully complied with all of the bid requirements and whose past performance, reputation and financial capability is deemed acceptable and has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents.

Materials: All property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.

May: Denotes the permissive in a contract clause or specification.

Must: Denotes the imperative in contract clauses or specifications.

Offer: Bid, proposal or quotation submitted for consideration, evaluation and award.

Offeror: A vendor who responds to the Solicitation.

Performance Bond: A document of a specific money value or percentage of the total budget, insured by a bond company, that guarantees performance by a contractor. Monetary penalties can be applied for non-performance.

Pre-Bid / Pre-Offer/ Pre-Proposal Conference: A meeting after the solicitation is advertised, but prior to the date of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements in the solicitation. May result in the issuance of an addendum to all potential providers.

Price Sheet / Bid Schedule: Reflects the manner in which the vendor should invoice and accounting will pay. Document indicates the service or commodity, quantity, unit and/or total rate. If there is conflict the unit price always prevails.

Procurement: Includes all functions that pertain to obtaining any material or services, including buying, purchasing, renting, leasing or otherwise acquiring such material or service.

Procurement Code: Rules and regulations concerning the purchase of goods and services using public funds as adopted by the Mohave County Board of Supervisors in compliance with all State law.

Procurement Officer: The person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.

Purchase Order (PO): Document that specifies commodities or services ordered from a specific vendor, including price, terms, and conditions of that order. Purchase orders are created from Purchase Requisitions (PR's) that have been issued by the Department and include accounting data that creates encumbrances so budgets can be tracked and vendors can be paid.

Purchase Requisition: Electronic transmission, whereby a Department or Program requests that a solicitation be conducted, contract be entered into or to request a PO for a specific need and may include, but is not limited to, the description of the requested item, delivery schedule, transportation data, criteria for evaluation, suggest sources of supply and any other information needed to make a written determination of type of procurement needed.

Purchasing Card (P-Card): Card issued to specific County employees for the purchase of office supplies or other approved expenditures less than $5,000.00.

Request for Information (RFI): All documents issued to vendors for the sole purpose of seeking information about the availability of materials or services. The information received may be used to develop the requirements and Scope of Work for a solicitation. A Request for Information is not a Sourcing Method, and does not result in a contract.

Request for Proposal (**RFP**): Document prepared to solicit services usually based on complex requirements and usually with a budget in excess of $100,000. Proposals are evaluated based on specific information required and price is not the sole determining factor.

Request for Qualifications (RFQ): Qualification based selection process, may be used in formal and informal solicitations. Only those vendors that successfully respond to the RFQ and meet the qualification criteria will be included in the subsequent, request for technical proposal and price, step.

Reasonable Bidder: Vendor's response makes good business sense, such as the offer is not priced too low to provide the goods or service and they will be able to complete the work in a timely or quality fashion.

Responsible Bidder: Vendor who has the capability, integrity and reliability to perform the contract requirements.

Responsive Bidder: Vendor who submits a bid, which conforms in all material respects to the solicitation.

Scope of Work (SOW): Detailed requirements and tasks the Contractor must perform to fulfill the Contract, including but not limited to background information about the project, deliverables, reports, approvals, notices, correspondence, and invoices. The SOW shall be written so that there is no question as to whether, or how, the Contractor is obligated to fulfill the requirements.

Services: The furnishing of labor, time or effort by a contractor or subcontractor, which does not involve the delivery of a specific end product other than the required reports and performance, but does not include employment agreements or collective bargaining agreements.

Shall: Denotes the imperative in contract clauses or specifications.

Sole Source Procurement: A situation created due to the inability to obtain competition. May result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation.

Solicitation: An Invitation for Bids, Request for Proposal or a Request for Qualifications to secure goods or services. Also includes the alternative delivery methods utilized in construction projects.

Sourcing Method: The process, formal or informal, used to identify and select suppliers. Processes often involves finding, evaluating, and potentially negotiating with suppliers to provide necessary goods or services.

State: The State of Arizona.

Subcontract: Any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.

Subcontractor: A person who contracts to perform work or render service to a contractor or to another subcontractor as part of a contract with a state governmental unit.

Subrogation: The substitution of one person in the place of another with reference to a lawful claim, demand, or right, so that the one substituted succeeds to the rights of the other in relation to the debt or claim and its rights, remedies, and securities.

Term Contract: A type of contract in which a source of supply is established for specified services or supplies; usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at the predetermined price or cost.

Vendor: A supplier/seller of good and services. A reference to a provider of products or services. A potential respondent to a solicitation.

WHAT CONSTITUTES A VALID SOLE SOURCE

A valid Sole Source Determination shall contain the facts that show there is only one source of supply for the required goods of services. Below are tips for providing strong request to document a sole source situation.

The Using Department shall provide detailed information regarding the requested purchase or contract award:

1. State the specific features or performance specifications that are essential or required.
   - Exterior/interior size or dimensions are only acceptable as justification if the space available is critical.
   - Justifications written by vendors or manufacturers are not acceptable, but may be submitted as additional backup.
2. Specify the name of known vendors who can furnish similar products and which of these vendors were contacted. For each contacted vendor provide:
   - Date of Contact
   - Method of Contact (email, phone, public website)
   - Description of the essential requirement(s) that they cannot furnish.
3. If your requirements involve purchasing equipment that must be compatible with existing equipment and is available from only one source of supply, explain this in and furnish details regarding the previous purchase of the equipment if able.
4. Provide a written quote with your request indicating any discount(s) the County is receiving.

Please remember that preference for a particular vendor or item following market studies, quotations, demonstrations, testing, etc., does not constitute a valid sole source.

Purchases over $10,000 are subject to competitive source selection. If the purchase is over the County's adopted formal procurement threshold of $100,000, the Procurement Department must send out a formal competitive solicitation if the good or service is not offered through a cooperative contract and can be supplied by more than one valid source.

The following list of criteria may be used in determining if a sole source situation exists:

- Only one manufacturer makes the required item meeting salient specifications; that manufacturer only sells directly or exclusively through one regional or national representative;
- The required item must be identical to equipment already in use by the Using Department, to ensure compatibility of equipment, and that item is only available from one source;
- For previously approved collaborative projects (Intergovernmental Agreements, or other specialized projects) – if the supplier is named by the funding source or

intergovernmental agreement; or if clinical trials are being conducted where the identical equipment is required for compatibility and continuity of research.

- Maintenance or repair calls by the original equipment manufacturer (OEM) are required for a piece of equipment, and the manufacturer does not have multiple agents to perform these services;
- If the use of non-OEM parts or supplies would void warranty protections; and the manufacturer does not have multiple distributors;
- Patented items or copyrighted materials, which are only available from the patent or copyright holder;
- A medical decision by a medical professional, where a specific brand is required for patient care, and the manufacturer has no multiple distributors for the product;
- Unique expertise or background in recognized field of endeavor is required to provide a service.

ADMINISTRATIVE PROCEDURE 2-1 CONSTRUCTION CONTRACT CHANGE ORDERS

MOHAVE COUNTY REQUEST FOR BOARD ACTION FORM

From: Ron Walker, County Manager

Date: June 10, 2010

BOS Meeting Date: June 21, 2010

FORMAL ACTION ☐
CONSENT ■
RESOLUTION ☐
OTHER ☐
INFORMATION ONLY ☐

SUMMARIZE THE ISSUE & DESIRED ACTION CLEARLY/ATTACH BACKUP MATERIAL:

DISCUSSION AND POSSIBLE ACTION RE:

RECOMMENDATION: Approve Administrative Procedure 2-1 , Mohave County Construction Contracts Change Orders, delegating the Change Order approval of the Board to the County Manager, provided that the amount of the original contract, inclusive of the approved project contingency amount, is not exceeded.

Reviewed and Approved By:

County Attorney ☐ Personnel ☐ Finance ☐ County Manager ■

Board Action Taken:

Approved as Requested ☒ No Action Taken ☐ Disapproved ☐

Continued to _____ ☐ Approved with the following changes:

(not-to-exceed 15%)

Acknowledged receipt and referred to _____

Filing Information and Retrieval

Filed Bid _____
BOS Resolution _____
Filed Petition _____
Filed Land Sold _____
Filed Franchise _____
Filed Improvement District _____
Filed Agreement _____
Filed Yearly Correspondence _____
Filed Dedication _____
Filed Land Acquired _____
I.D. Resolution _____
Filed Other Admin Procedure 2-1

Date Routed: 6-24-10

Additional Information: Please provide executed Admin Procedure

XC:

You are reminded that items for the agenda, along with complete backup, must be in the County Manager's Office 10 days prior to Board Meeting.

Item No. 41

Administrative Procedures (2-1)

MOHAVE COUNTY – Construction Contract Change Orders

Responsible Department: Public Works / Facilities
Effective Date: June 21, 2010 – BOS Approval
Revision Date:

Signed: Ron Walker , County Manager

PURPOSE: Construction contract change orders are a necessary tool for modifying construction contracts as required to accommodate unforeseen conditions or building code requirements on a construction project and/or make necessary additions or deletions to complete the project work.

SCOPE: This administrative procedure establishes the protocol for issuing construction change orders County-wide.

POLICY: All County construction contracts subject to formal competitive bidding under the *Mohave County Procurement Code* shall comply with this administrative procedure for preparing, processing and executing construction change orders.

RESPONSIBILITIES: The preparation of project change orders and recommendation for approval will be the responsibility of the Public Works Director and/or the Deputy County Manager Development & Public Works Services. The Financial Services Department will review and acknowledge the availability of project funds, prior to final approval of the County Manager. Project change order reporting will occur via the County Manager's Ordinance report.

PROCEDURES: The attached form, as amended from time to time, shall be used for all construction change orders. The following information shall be included in the construction change orders:

1. DESCRIPTION: All construction change orders must be accompanied by a succinct justification for the change (e.g., unforeseen conditions, value engineering, etc.).

2. SCOPE OF WORK: Describe all changes to the project scope of work, specifications, plans drawings, etc., pursuant to the change order and attach revised scope of work, specifications, plans, drawings, etc., as necessary and in sufficient detail so that the impact of the proposed change order on the current scope of work, specifications, plans or drawings is clearly and unambiguously documented.

3. PROJECT SUMS: Provide original contract sum, net change previously issued change orders, contract sum prior to this change order, the amount that the contract sum will be INCREASED/DECREASED, and the

4. PROJECT TIME: Specify contract days added or deleted to the contract as a result of the impact of the change(s) on the schedule's critical path. Whenever possible, each change

Administrative Procedures (2-1)

MOHAVE COUNTY – Construction Contract Change Orders

order should include all changes in contract days resulting from the change order and not defer changes in contract days to later in the project.

5. CERTIFICATION: Certifies that the change order is not valid until signed by the Architect, Contractor and Owner, as necessary.

6. CONTRACT TERMS: Acknowledges that all others terms and conditions of the Contract Documents remain the same.

7. REQUESTED BY: Identifies which party has requested the Change Order.

OTHER TERMS & CONDITIONS: The method of payment shall also be addressed in the change order, specifying either lump sum, agreed upon unit price, and whether the amount shall be subject to retention.

AUTHORIZATION: The Change Order approval of the Board of Supervisors shall be delegated to the County Manager, provided that the amount of the original contract, inclusive of the approved project contingency amount, is not exceeded.

DISTRIBUTION: Four (4) original change orders shall be executed by all parties. Original change orders shall be distributed as follows: 1 – client department; 1 – contractor; 1 – Clerk of the Board; 1 – Procurement Department.

BOARD REPORTING: The County Manager shall advise the Board of Supervisors if the construction project is anticipated to exceed the amount of the original contract, inclusive of the approved project contingency. The communication will include options for proceeding with the project (e.g., authorize additional contingency, reduce scope of the project, etc.). Requested increases in the construction project contingency will be presented at a regularly scheduled Board of Supervisors meeting.

The contractor shall not be authorized to perform any work that is not covered by an executed change order and approved budget.

Following completion of a construction project, a detailed project summary and cost breakdown shall be presented at a regularly scheduled Board of Supervisors meeting.

IMPLEMENTATION: The effective date of this administrative procedure shall be immediately following approval of the Board of Supervisors.

PROCUREMENT DEPARTMENT PROCEDURES – MAGNITUDE OF CONSTRUCTION AND ENGINEER'S ESTIMATES

MOHAVE COUNTY DEPARTMENT OF PROCUREMENT
Contracts Division Central Services Division
700 West Beale Street, 1st Floor East, Kingman, Arizona 86401-5711
PO Box 7000, Kingman, AZ 86402-7000
Phone: (928) 753-0752 Fax: (928) 753-0787

DATE: December 7, 2022

TO: Procurement Staff

FROM: Tara L. Acton, CPPB, Director of Procurement and Central Services

SUBJECT: **Procurement Department Procedures**
Magnitude of Construction and Engineer's Estimates

The following Procurement Department Procedure related to the procurement of construction and construction services shall be implemented immediately. Please distribute this information to the appropriate members of your assigned end user departments.

As a standard operating procedure, estimates of probable construction costs (engineer's estimates) will not be released in solicitations for construction or construction services as defined by ARS § 34-201. Access to information regarding the engineer's estimate is limited to Mohave County personnel whose duties require knowledge of the estimate. Any exception must be approved by the Procurement Director prior to issuance of the solicitation.

Instead of releasing an engineer's estimate, the solicitation will state the magnitude of the County's requirements stated in terms of the estimated price range. Price ranges, provided below, are substantially based on Federal Acquisition Regulations (FAR), specifically FAR 36.204.

Price Ranges Substantially Based on FAR 36.204

a) Less than $50,000.[1]
b) Between $50,000 and $100,000.[2]
c) Between $100,000 and $250,000.
d) Between $250,000 and $500,000.
e) Between $500,000 and $1,000,000.
f) Between $1,000,000 and $5,000,000.
g) Between $5,000,000 and $10,000,000.
h) More than $10,000,000.

ARS § 34-201 Definitions:

Construction:
a) Means the process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property.
b) Does not include the routine operation, routine repair or routine maintenance of existing facilities, structures, buildings or real property.

[1] FAR 36.204 is "Less than $25,000."
[2] FAR 36.204 is "Between $25,000 and $100,000."

Construction Services: Means either of the following for construction manager at risk, design build and job order contracting project delivery methods:

a) Construction, excluding services, through the construction manager at risk or job order contracting project delivery methods.
b) A combination of construction and, as elected by the agent, one or more related services, such as finance services, maintenance services, operations services, design services and preconstruction services, as those services are authorized in the definitions of construction manager at risk, design build or job order contracting in this section.

Cc: Sam Elters, P.E., County Manager, County Engineer
Steve Latoski, P.E., PTOE, Public Works Director
Tim Walsh, P.E., Development Services Director
Luke G. Mournian, CPA, Chief Financial Officer

PROCUREMENT DEPARTMENT PROCEDURES – SMALL PURCHASES

MOHAVE COUNTY DEPARTMENT OF PROCUREMENT

Contracts Division Central Services Division
700 West Beale Street, 1st Floor East, Kingman, Arizona 86401-5711
PO Box 7000, Kingman, AZ 86402-7000
Phone: (928) 753-0752 Fax: (928) 753-0787
Website: www.mohavecounty.us

PROCUREMENT OPERATIONAL PROCEDURE SMALL PURCHASES

DATE: April 7, 2023

TO: Elected Officials, All Departments & Division Heads

FROM: Tara L. Acton, CPPB, Procurement Director

On April 3, 2023, Mohave County Board of Supervisors adopted Resolution 2023-072, modifying the Mohave County Procurement Code.

Modifications included establishing the threshold specified in A.R.S. § 41-2535 (A) for the purchase of supplies, materials, equipment and contractual services, except professional services. That threshold is currently $100,000.

In an effort to simplify the procedures for obtaining commodities and services at or below the County's formal procurement threshold, and in accordance with Mohave County Procurement Code, Art. III, Sec. 6 (Small Purchases), the following Procurement Operational Procedures apply to the purchase of all commodities and services not exceeding $100,000.

Requirements must not be artificially fragmented or divided with the intent to bypass the requirements and thresholds noted below. Using Departments should work with the Procurement Department to determine the most appropriate small purchase procedure.

Any small purchase, regardless of total cost; requiring acceptance of terms and conditions of purchase or service shall be executed in the name of the County by the Procurement Director in accordance with Mohave County Procurement Code, Art. III., Sec. 21 (Contract Form and Execution).

Purchases of $10,000 or less (Micro Purchases): Where the estimated total cost does not exceed $10,000, purchase may be made upon receipt of at least one (1) verbal or written quotation. Whenever there is reason to believe that a single quotation does not represent a fair and reasonable price, and in situations where more competition is practical, additional quotations should be sought. Names of the businesses submitting written or verbal quotations, the date of the quotation, the amount, and the rationale for selecting the supplier will be recorded and maintained as a public record.

Purchases in Excess of $10,000 but not exceeding $100,000 (Small Purchases): Insofar as it is practical for small purchases in excess of $10,000 but not exceeding $100,000, no less than three (3) suppliers will be solicited for written quotations. Award will be made to the lowest most responsive

and responsible supplier meeting the specifications and requirements. Names of the businesses submitting written quotations, the date of the quotation, the amount, and the rationale for selecting the supplier will be recorded and maintained as a public record in accordance with state law.

Small Purchases not exceeding $50,000: The Using Department is authorized to solicit written quotations in consultation with the Procurement Department.

Small Purchases exceeding $50,000: The Procurement Department shall solicit quotations working with the Using Department to determine a minimum of three (3) suppliers, if possible. When practical, an ***Informal Bid Request (IBR)*** (with or without additional evaluation criteria) will be issued. Award shall be made to the lowest most responsive and responsible supplier meeting the requirements and specifications. The Informal Bid Request (IBR) should be issued with sufficient time with appropriate detail to allow vendors to respond.

Service Purchases: For purchases of services, factors other than price may be considered. The Using Department and assigned Procurement Department employee shall evaluate the written quotations received to determine the best value to Mohave County based on the overall merits. Evaluation criteria and associated weights are not required. If a vendor is selected for factors other than lowest price, such as quality of the product or service, factors should be fully documented.

Practical Competition: If three (3) price quotations cannot be obtained, the assigned Procurement Department employee will review supporting documentation to determine if evidence exists supporting that practical competition was attempted. The Procurement Department employee's determination that Practical Competition was attempted shall be recorded and maintained as public record.

Cooperative Procurement: As an alternate method, the County may utilize an approved Cooperative Contract in accordance with Mohave County Procurement Code Art. X. (Cooperative Procurement).

Payment Methods:

Payment for Purchases of $5,000 or Less: The P-card is the preferred order and payment method for any purchase not exceeding $5,000 in accordance with the Uniform Accounting Manual for Arizona Counties (UAMAC) and the Mohave County P-card Policy.

Payment for Purchases Exceeding $5,000: A Purchase Order is the preferred order method for purchases exceeding $5,000 in accordance with the Uniform Accounting Manual for Arizona Counties (UAMAC).

For any question related to your procurement needs please contact your assigned Procurement Department employee.

PROCUREMENT DEPARTMENT PROCEDURES – PROCUREMENT OF GOODS AND SERVICES UNDER FEDERAL AWARDS

MOHAVE COUNTY DEPARTMENT OF PROCUREMENT
Contracts Division Central Services Division
700 West Beale Street, 1st Floor East, Kingman, Arizona 86401-5711
PO Box 7000, Kingman, AZ 86402-7000
Phone: (928) 753-0752 Fax: (928) 753-0787

DATE: July 3, 2025

TO: Procurement Staff

FROM: Tara L. Acton, CPPB, Director of Procurement and Central Services

SUBJECT: **Procurement Department Procedures**
Procurement of Goods and Services Under Federal Awards

The following Procurement Department Procedures related to the procurement of goods and services using funds that require compliance with Federal purchasing guidelines shall be implemented immediately and stay in effect until otherwise amended or canceled. Where additional written procedures are needed to comply with the requirements of a specific Federal agency, award, grant, or program, they may be added as an amendment to this document.

General Guidance

- Procurement of goods and services under Federal Awards must be made in compliance with 2 CFR Part 200, where it is applicable to that Award.
- Procurement of goods and services under Federal Award must meet all requirements specific to the program, grant, and funding agency.
- The Mohave County Procurement Code must be adhered to under Federal Award, where applicable, as adherence to the Procurement Code meets the requirements of many Federal Award regulations.
- Where the requirements under the Mohave County Procurement Code, Federal regulations, and grant- or program-specific requirements overlap, the stricter requirements shall apply. Nothing in the Procurement Code shall prevent the County from complying with the terms and conditions of any Federal award.
- The County may utilize contracts through cooperative purchasing agreements with other government entities for Federal Awards. However, they must first investigate both the cooperative contract and the Procurement process followed to ensure that all Award requirements have been met.
- It is the responsibility of the County Department receiving a Federal Award to investigate its requirements prior to acceptance of the Award and to inform Procurement of those requirements prior to the commencement of any Procurement activities.
- Departments receiving Federal Award funding should consider the difficulty, expense, and viability of compliance with applicable regulations prior to applying for or accepting a Federal Award.

Specific Federal Regulation and Clauses

- Currently, Per 2 CFR Part 200 Appendix II, contracts under Federal Award must include the following clauses, if required:
  - Addressing termination for cause and for convenience;
  - Equal Employment Opportunity regulations;
  - Davis-Bacon Act;
  - Contract Work Hours and Safety Standards Act;
  - Rights to Inventions Made Under a Contract or Agreement;
  - Clean Air Act;

  - Prohibiting the use of statutorily or administratively debarred or suspended contractors;
  - § 200.216 Prohibition on certain telecommunications and video surveillance equipment or services;
  - § 200.322 Domestic preferences for procurements; and,
  - § 200.323 Procurement of recovered materials.
- When required as part of a Federal Award, the County must take all necessary affirmative steps to assure minority businesses, women's business enterprises, and labor surplus area firms are used when possible (2 CFR Part 200.321). Affirmative steps must include:
  - Placing qualified small and minority businesses, and women's business enterprises on solicitation lists;
  - Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
  - Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in above.
- Federal Awards may also require compliance with other regulations, such as the Copeland "Anti-Kickback" Act and Byrd Anti-Lobbying Amendment, among others.

Please distribute this information to the appropriate members of your assigned end user departments.

Cc: Sam Elters, P.E., County Manager, County Engineer
Luke G. Mournian, CPA, Chief Financial Officer

PROCUREMENT DEPARTMENT PROCEDURES – SELECTION COMMITTEE MEMBER MAKEUP

MOHAVE COUNTY DEPARTMENT OF PROCUREMENT
Contracts Division Central Services Division
700 West Beale Street, 1st Floor East, Kingman, Arizona 86401-5711
PO Box 7000, Kingman, AZ 86402-7000
Phone: (928) 753-0752

DATE: January 12, 2026

TO: Procurement Department – Contracting Division Staff

FROM: Tara L. Acton, NIGP-CPP, CPPB,
Director of Procurement and Central Services

SUBJECT: **Procurement Department Procedures**
Selection Committee Member Makeup

The following Procurement Department Operational Procedures[1] related to selection committees for best value procurement processes – Requests for Proposals (RFP)[2] and Requests for Qualifications (RFQ)[3] – shall serve to clarify the ongoing practices of the Procurement Department and shall be implemented immediately. Please distribute this information to the appropriate members of your assigned end user departments.

BACKGROUND:

On February 18, 2025, the Board of Supervisors Adopted Resolution 2025-024, approving the revised Mohave County Procurement Code (The Code). Such changes were intended to "streamline the procurement function in Mohave County, increase the County's efficiency and timelines in securing such commodities and services, make the appeals process more transparent and functionable, and permit the County to react more quickly as needs arise."[4] The Code enables multiple sourcing and selection methods[5], including the aforementioned RFP and RFQ, and clearly defines when the use of such methods are allowed.

Requests for Qualifications: The use of RFQs is limited to the procurement of professional design services[6], and construction services[7] (alternative project delivery methods to include Construction Manager at Risk, Design-Build and Job Order Contracting). Contracts for these services must be procured in accordance with Arizona Revised Statutes (ARS), Title 34 – Public Buildings and Improvements. Title 34 is highly prescriptive and clearly defines the requirements for selection committee makeup. All selection committee appointments will be made in strict compliance to ARS § 34-603 and ARS § 34-604.

Requests for Proposals: The RFP sourcing method is used for selection of a contracted service provider when competitive sealed bidding is either not practical or not advantageous to the County[8], and is the required sourcing method for high value specialized legal services.[9] The Procurement

[1] Mohave County Procurement Code, Article II, Sec. 1
[2] Mohave County Procurement Code, Article III, Sec.1(7) – "Request for proposals" means all documents, written or electronic, whether attached or incorporated by reference, which are sed for soliciting proposals in accordance with procedures prescribed in Article II, Section 4 (Competitive Sealed Proposals)
[3] Mohave County Procurement Code, Article III, Sec. 1(8) – "Request for qualifications" means all documents, written or electronic, whether attached or incorporated by reference, which are used for soliciting responses from qualified respondents in accordance with Article V.
[4] Resolution 2025-024
[5] Mohave County Procurement Code, Article III, Sec. 2
[6] Mohave County Procurement Code, Article V, Sec. 3
[7] Mohave County Procurement Code, Article V, Sec. 4
[8] Mohave County Procurement Code, Article III, Sec. 4(1) Conditions of Use
[9] Mohave County Procurement Code, Article III, Sec. 5

Director or designated representative is responsible for appointing an appropriately qualified selection committee to determine the award recommendation when an RFP is used.[10]

SELECTION COMMITTEE COMPOSITION REQUIREMENTS

The primary objective of the selection committee is to render an objective contract award recommendation in accordance with the requirements of The Code. Such recommendations shall be based on the stated evaluation criteria, and be free from conflicts of interest, personal influence, or bias.

Members who serve on selection committees will be appointed based on the unique requirements for the services or commodities being procured and shall be knowledgeable of the solicitation's subject matter, have a keen interest in the resulting contract, and/or be directly affected by the resulting contract.

The responsible Procurement Officer will work with the primary customer department's representative to recommend selection committee members prior to the solicitation's due date. All appointments to serve on a selection committee are subject to approval of the Procurement Director or designee based on the following criteria:

Procurement Officer's Role: The responsible Procurement Officer serves as a facilitator of the selection process to ensure compliance with The Code. Under no circumstance will the Procurement Officer act as a voting or non-voting committee member.

Number of Committee Members: The selection committee shall consist of at least three (3) voting members and should always have an odd number of voting members. Most committees will consist of three (3) or five (5) voting members. The empanelment of selection committees of more than five (5) voting members requires written justification[11] from the responsible Procurement Officer.

Mandatory Meeting Attendance: Selection committee members must commit to attending all scheduled meetings. Simple solicitations may only require a couple meetings. Complex solicitations may require multiple meetings over multiple phases (including interviews or technical proposals).

ARS § Title 34 Requirements[12]: In addition to the criteria established in this operational procedure, RFQ selection committees require that at least one voting member be an architect or engineer who is registered pursuant to ARS § 32-121, and may require that at least one voting member be a senior management employee of a licensed contractor.

No Departmental Majorities: No single County department[13] shall have enough voting members to constitute a majority[14] representation on a selection committee.

Parity of Authority: When practical, all County employed voting selection committee members shall be of similar authority or employment classification levels[15] within the overall County organizational structure. Under no circumstances shall a supervisor and subordinate serve as voting members on the same selection committee.

Non-Voting Committee Members: The primary customer department's representative may request permission for members of their department or other subject matter experts to participate in selection committee meetings. When permitted, these selection committee members serve as non-voting members. The use of non-voting committee members requires written justification[16] from the responsible Procurement Officer.

---

[10] Mohave County Procurement Code, Article III, Sec. 4(6) Evaluation of Proposals
[11] Large selection committees present logistical and scheduling issues resulting in inefficient evaluations
[12] ARS § 34-603 and ARS §34-604
[13] "Department" is defined as a unit of Mohave County that reports, directly or indirectly, to a single Department Head (appointed Director or Elected Official).
[14] "Majority" is defined as more than half of all voting members on the selection committee.
[15] Similarity of roles will be based on type of work assigned and if supervision is exercised in the individuals normal job duties. This does not necessarily mean equal pay classification.
[16] These members shall participate in committee discussion only, providing technical or operational expertise regarding the strengths and weaknesses of individual responses in relation to the stated evaluation criteria.

Outside Agency Representation: Unless waived by the Procurement Director, any selection committee larger than three voting members shall include voting representation from an outside government agency.

Certification of Evaluators Required: Prior to serving on a selection committee, each evaluator (voting or non-voting) must certify that they have no known conflicts, will maintain confidentiality of the process and any offers, and will not compromise impartiality. Evaluators have a duty to report any actual or potential conflicts to the responsible Procurement Officer; and if a conflict is confirmed the evaluator will be removed from service.[17]

Limited Confidentiality Agreement: Selection committee members (voting or non-voting) not employed by Mohave County will be required to sign the attached Limited Confidentiality Agreement to protect the County from any breach of confidentiality.

Procurement Director Waiver: The Procurement Director or designee reserves the right to waive any of these criteria upon request of the responsible Procurement Officer. Such requests shall be in writing and include documentation of the Procurement Officer's attempt to comply with the requirement, and provide justification for the requested waiver.

Attachments: Limited Confidentiality Agreement

Cc: Sam Elters, P.E., County Manager, County Engineer

[17] Response Reviewer Agreement acceptance in OpenGov Procurement software

Limited Confidentiality Agreement

This is a limited confidentiality agreement ("Agreement") between Mohave County ("County") and _____<name>_____ ("Evaluator") for a request for proposal (RFP) or request for qualification (RFQ) procurement process.

_____**Application.** This Agreement applies to any person who is not an employee of Mohave County but is participating on an evaluation committee as required by the Mohave County Procurement Code.

_____**Duration.** This agreement is in effect from the impaneling of the evaluation committee through the announcement of the recommended bid by the evaluation committee. After which the Evaluator shall be released from confidentiality. Except that the Breach section of this agreement shall through the life of the contract between the County and the awarded bidder.

_____**Terms.** During the empanelment of evaluation committee, communication to persons outside of the committee, with the exception of Mohave County Procurement, is strictly prohibited. Violating confidentiality voids the RFP and RFQ process, resulting in a new request from the County, empaneling a new committee, and a delay in the procurement of necessary services for the County.

Communication includes, but is not limited to:

a. The contents of all proposals, bids, or quotes received in response to the Solicitation.
b. Trade secrets, financial data, and proprietary workflows of responding vendors.
c. Internal scoring sheets, evaluator notes, and committee discussion records.
d. Any written or oral communication about any bid received, the scoring of any received bids, or any matter relating thereto.

Communications relating to the proposal and evaluation whether kept on government or private devices are public records under A.R.S. §§ 39-101 *et seq*.

_____**Breach.** The Evaluator acknowledges that a breach of this Agreement would cause irreparable harm to the integrity of the competitive bidding process and financial loss to the County that is difficult to quantify precisely. The County reserves the right to take available legal or equitable remedies, including injunctive relief.

_____
<Outside member of committee>
<DATE>

_____
<Name>
Mohave County Procurement Officer
<DATE>

ONLINE RESOURCES

RESOURCE	WEB ADDRESS
Mohave County (Main)	**https://mohave.gov**
Mohave County Procurement	**https://mohave.gov/departments/procurement/**
Mohave County Intranet	**https://mohave.gov/employees/**
Arizona Revised Statutes	**https://www.azleg.gov/arstitle/**
Presort Request Form	**https://lfp.mohave.gov/Forms/MailPresort**
Admin Building Paper Orders	**https://appsweb.mohave.gov/data_apps/employees/forms/paper_orders**
Arizona Registrar of Contractors (License Search)	**https://azroc.com/AZRoc/s/contractor-search**
Arizona State Board of Technical Registration (Firm/Branch Search)	**https://btr.az.gov/public/registered-firm-branch-search**
NIGP – The Institute for Public Procurement	**https://www.nigp.org**
National Procurement Institute (NPI)	**https://www.npi-aep.org**
System for Award Management (SAM)	**https://sam.gov**
Arizona Association of Counties	**https://azcounties.org**
OpenGov (eProcurement) Vendor Registration	**https://procurement.opengov.com/signup**
OpenGov (eProcurement) Mohave County Projects Portal	**https://procurement.opengov.com/portal/mohavecounty**
OpenGov (eProcurement) Mohave County Contracts Portal	**https://procurement.opengov.com/portal/mohavecounty/contracts**

INTERNAL TRAINING RESOURCES

RESOURCE	WEB ADDRESS
Procurement Training Video	**https://www.youtube.com/watch?v=cWKRfK5xvzQ**
Procurement Training Slideshow	**https://resources.mohave.gov/file/Procurement/Mohave%20County%20Procurement%20101.pdf**
Requisition Entry Process	**https://www.mohave.gov/media/yhpjgknt/2025-munis-requisition-entry-process.pdf**