



NOTIFICATION OF AWARD LETTER

February 15, 2024

Sent this day via email to larry@ens-az.com

Larry Potthoff, President and CEO
Enterprise Networks Solutions, Inc.
3633 North 55th Place
Mesa, AZ 85215

Congratulations, Enterprise Networks Solutions, Inc.'s response has been awarded a contract under RFP 23K_1128. Attached is a copy of the Mohave signed *Offer and Acceptance Form*. Important notes and action items regarding the award are listed on the following pages. **Some action items contain important deadlines noted in bold font. Be sure to meet the requests and/or requirements on or before the deadlines noted.**

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

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

Do not perform any work or provide any products until you receive an "MESC Reviewed" purchase order.

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

The procurement file for RFP 23K_1128 was made available for public inspection on February 13, 2024.

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

Your contract number is 23K-EENS-0308 and will take effect on March 8, 2024.

If you have any questions regarding your new contract, please call Melissa Jimenz at 520-888-9357. We look forward to working with you and your company in the future.

A handwritten signature in blue ink that reads "Michael S. Carter, CPPB, NIGP-CPP".

Michael S. Carter, CPPB, NIGP-CPP
Contracts Manager

NOTES ON AWARD FOR: Enterprise Networks Solutions, Inc.

Please remind the member of their responsibility to independently verify that quotations and purchase orders comply with the terms of the award of a contract or procurement. This responsibility is set by rule and statute and cannot be changed by Mohave. Members can go to (<https://mesc.org/plist/>) to assist in meeting this due diligence responsibility.

- Financial information included under Tab 2 of your response will be kept confidential.
- All products must be priced using contract pricing approved by Mohave.
- All quotes shall include your contract #23K-EENS-0308.
- **Promotional Pricing (temporary pricing reductions):** Your contract includes terms and conditions that allows your firm to offer temporary pricing reductions. A Promotional Pricing Offer allows you to provide products and services to members at a reduced cost for a limited time basis. Promotional pricing may increase your contract usage and exposure to members. Mohave encourages promotional pricing under the awarded contract to provide additional value to members. Promotional pricing requests are typically reviewed and approved the same day as submitted. Some reminders regarding pricing reductions:
 - Promotional Pricing may be offered at any time during a contract and shall become effective upon notice of acceptance from Mohave.
 - Promotional Pricing (e.g., quantity discounts, time sensitive offers, bundles) must apply to all Mohave orders of similar size and scope.
 - Promotional Pricing limited to a single member are not acceptable.
 - Special time-limited reductions are permissible under the following conditions: 1) reduction is available to all members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Mohave has approved the new prices prior to any offer of the prices to a member.
- Melissa Jimenez will be the Contract Specialist assigned to your Mohave contract. Send requests for pricing updates or contractual inquiries to Melissa Jimenez - melissa@mesc.org after the contract effective date of March 8, 2024. *All future pricing updates must be electronic. Updates on the original Excel workbooks are preferred. Similar formats in Word or PDF are acceptable.*
- Do not provide any goods/services until you receive a Mohave reviewed purchase order.
- Quick payment discounts must be approved by Mohave before being offered to members and must be available equally.
- **Order cycle overview:**
 1. The member will issue two purchase orders for services and equipment. One purchase order will be issued to Enterprise Networks Solutions, Inc. in the amount that the member will pay Enterprise Networks Solutions, Inc. (for the amount not funded by the SLD for service and equipment.) A second purchase order will be issued to Mohave for the one percent (1%) administrative fee of the total cost of the goods and services.
 2. Purchase orders will provide a description of the project; the E-rate FRN and SPIN numbers; Mohave contract number; list the item(s) to be purchased with the contract pricing or provide the project's description; and attach the detailed Enterprise Networks Solutions, Inc.'s quote. If the member is choosing to fund the project and then submit a BEAR form the purchase order should state this.
 3. **Prices in Mohave's E-rate contracts do not include the one percent (1%) administration fee.**
 4. Member will send the Mohave purchase order, Enterprise Networks Solutions, Inc. purchase order, a copy of the Enterprise Networks Solutions, Inc.'s quote, and a copy of the Schools and Libraries Division (SLD) Funding Commitment Decision Letter to Mohave.
 5. Mohave will issue an "E-rate Summary" (similar to a purchase order) to Enterprise Networks Solutions, Inc. Enterprise Networks Solutions, Inc. should only start work on E-rate projects under Mohave contract after receipt of Mohave's reviewed E-rate Summary.
 6. Enterprise Networks Solutions, Inc. will perform the work in accordance with the contract and the E-rate Summary.
 7. Enterprise Networks Solutions, Inc. will invoice the Universal Service Fund (using vendor's SPIN number) for the eligible percentage of the project noted in the SLD award document.

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8. Mohave will invoice the member for Mohave's one percent (1%) administration fee. Mohave will not invoice for the goods and services for the project. The only money Mohave will receive for the E-rate project is Mohave's one percent (1%) administration fee.
9. Mohave holds the contract and does not have a SPIN number. Therefore, we cannot invoice the Universal Service Fund.

Order cycle overview for optional time and materials:

1. An optional procedure is available for time and materials to allow work to be completed as needed.
2. The member will issue two purchase orders. One purchase order will be issued to Enterprise Networks Solutions, Inc. in the amount for the SLD approved amount. A second purchase order will be issued to Mohave and for one percent (1%) administrative fee of the total cost of the SLD approved goods and services.
3. Mohave will request invoicing from the contract vendor quarterly. The invoices will be reviewed for contract compliance, any errors will be identified and corrections requested from Enterprise Networks Solutions, Inc.
4. Mohave will invoice the member for Mohave's one percent (1%) administration fee.

Reporting Information – *Since this is a Mohave administrative fee "add" contract, monthly reconciliation reports are not required.*

REQUIREMENTS/ACTION ITEMS FOR THE AWARD:

- Your Procurement Specialist will be contacting you once orders have been processed under your contract. They will discuss the Open Order Report and Status Report requirements with you at that time.
- In order to assist members with new contract award notices, Mohave will be releasing your contract award information to the members prior to March 8, 2024. Information regarding your contract award will be posted to our website and will be made available in our product vendor finder. Pricing from your awarded contract will also be made available to our members. All of this information will be accessible by our members before March 8, 2024. You may provide quotes to members for this contract. However, it will be your responsibility to inform members the contract is not effective until March 8, 2024, and members should not be processing purchase orders until that date. Acting on purchase orders (delivering products or services) prior to March 8, 2024, **is a violation of the contract.** Please ensure that your staff is aware of the March 8, 2024, effective date, in order to avoid contract confusion.
- Mohave will be offering training for new vendors. This training is called "Mohave 101" and takes approximately 30-45 minutes. The training will be teleconferenced. All staff that provides support for the Mohave contract should be included in this training. **Please provide some preferred dates and times for the teleconference training to Melissa Jimenez - melissa@mesc.org no later than March 1, 2024.**
- You will be provided access to pricing and contract documentation regarding your new contract through our website. In order to access that information, you will need to submit a username and password that will be assigned to the contract. **NOTE:** Passwords may contain numbers, letters both upper and lower case, and these symbols: % # ^ !(@ * \$) & , . - **(NO SPACES ARE ALLOWED.)** Passwords must have a minimum of 12 characters and must include at least one upper case, number, and symbol. **Email this information to melissa@mesc.org no later than March 1, 2024.**
- We will feature marketing information about your contract in the product vendor finder on our website. That information should be kept to a 150-200 word description that best describes the benefits your company can provide to our members through your Mohave contract. This description should give a brief overview for members who may be accessing information about your contract. Mohave reserves the right to edit information for content or length. **Email this information to melissa@mesc.org no later than March 1, 2024.**

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- Provide an electronic copy of your company logo that we will include on our website, in the product vendor finder. Mohave will insert a clickable link from your logo that will take members directly to your contract information. Vector point files are highly recommended (.ai or .eps files). However, a large hi-resolution (150-300 dpi) JPEG, TIFF, BITMAP, GIF or PNG file will suffice. Please provide any necessary agreement that may apply for our use of your logo on our website. **Email this information to melissa@mesc.org no later than March 1, 2024.**
- **Provide a current insurance certificate naming Mohave Educational Services Cooperative, Inc., 211 N 7th St, Kingman AZ 86401 as the certificate holder. Email this information to melissa@mesc.org no later than March 1, 2024.**

