

Doing Business with West-MEC

West-MEC is committed to a fair, open, and transparent procurement process that adheres strictly to the Arizona State Procurement Rules. This outlines the essential information and requirements for all vendors interested in providing goods, services, or construction to our district.

Procurement Compliance and Authority

As a public educational institution, West-MEC must follow all applicable Arizona state statutes and administrative code regarding procurement. Vendors are responsible for understanding and complying with these regulations.

- West-MEC's purchasing activities are governed by the State of Arizona Procurement Code (A.R.S. Title 41, Chapter 23) and related administrative rules.
- All vendors are expected to maintain the highest ethical standards and must not engage in any activity that could constitute a conflict of interest with West-MEC staff or the procurement process.

Purchase Orders are Mandatory

NO work, service, or delivery of goods may commence without an official, authorized West-MEC Purchase Order (PO) issued to the vendor.

- A valid, pre-issued Purchase Order is the only document that legally obligates West-MEC to pay for goods or services.
- If a vendor proceeds with work or delivery without a valid PO, the district may not be obligated to process payment for that transaction, as it is considered an unauthorized obligation under State law (A.R.S. § 35-154).
- All vendor invoices must clearly reference the West-MEC Purchase Order number to ensure timely and correct payment processing.

Utilization of Cooperative Contracts

West-MEC actively utilizes cooperative purchasing agreements to streamline the procurement process, save taxpayer money, and leverage the collective purchasing power of public agencies.

- What is a Cooperative Contract? These are contracts competitively solicited and awarded by a lead public agency (such as the State of Arizona, 1GPA, GPPCS, SAVE or others) that permit other eligible public entities, like West-MEC, to purchase off the contract's established terms, conditions, and pricing.

- If your company is awarded a contract through a recognized cooperative purchasing group, please ensure the contract allows for use by Arizona school districts/political subdivisions.
- Whenever possible and compliant with applicable rules, West-MEC staff are directed to first seek goods and services from vendors holding established cooperative contracts.

Vendor Registration & Solicitations

To officially do business with West-MEC and receive notifications for competitive solicitations (Bids, RFPs, RFQs), vendors are encouraged to register on the appropriate e-procurement platforms.

West-MEC has partnered with OpenGov and is excited to announce our transition from a paper-based bid solicitation process to a fully automated, web-based electronic bidding and vendor management system. Our new e-Procurement portal will allow interested parties to do the following:

- Register to bid and receive notifications of future opportunities in the e-Procurement portal by selecting Subscribe to create an account.
- Follow updates to existing solicitations by finding the solicitation and clicking the Follow button. This will allow all interested parties to receive amendments and addenda automatically.
- Submit questions and receive answers for open solicitations.
- Guide vendors through the process of responding electronically to RFPs, bids, etc. to ensure submissions have been accurately completed.
- Ultimately, be your one location for all bid opportunities issued by the school district.

To get started, [sign up online](#). You'll receive an email to activate your account. For more information about how to register, please [see our help file](#).

There is no cost for vendors to register with OpenGov.

West-MEC will not be using AzPurchasing.org as our vendor registration portal beginning November 2025. If you want notification of any solicitation you must register on the [OpenGov Procurement website](#).

Responding to Solicitations

- **Current Solicitations:** All current Invitations for Bids (IFB), Requests for Proposals (RFP), and Requests for Qualifications (RFQ) will be formally advertised as required by Arizona Procurement Code.

For questions regarding the West-MEC procurement process, required documentation, or the status of a Purchase Order, please contact:

West-MEC Procurement Services Email: purchasing@west-mec.org