



Direct Purchase Member Q & A

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What is the CRS number changing to?	BTIN: Business Tax Identification Number. This change will begin in July 2021. Your number will not change, just the name is changing.
If we want to close an open PO with CES and open a new one through Direct Purchase with the vendor will this be OK?	Yes, upload your new PO through the Blue Book portal for that vendor (Direct Purchase portal upload).
When trying to investigate air purification systems vis CES, I had to do my own research to make sure that the vendors actually met the guidelines that was established via DOH, PED, HVAC. Most of the air purification systems did not meet the guidelines and I was afraid to purchase because I was not familiar with the specs needed. What prevents this from happening in the future?	<p>Please call your CES purchasing team when you have questions about whether vendors can meet your needed criteria. CES Procurement should be able to help direct you to qualified vendors.</p> <p>Vendors typically contact CES to make us aware of their ability to meet the state requirements.</p>
Are you recording the training? I would like to refer to it if in doubt. Do we have to contact somebody to get access?	The recordings as well as the Member Handbook can be accessed on our website, www.ces.org . Scroll down to the Announcements and open Direct Purchase Member Orientation.
Do we also issue a PO from our own PO system?	Yes, you will issue a PO from your own system to the vendor. However, you will upload it through the CES BlueBook's Direct Purchasing portal.
Just to confirm, we do not pay the vendor, right? Are we still receiving invoices from CES for payment? Do we have to contact somebody to get access?	When using a "Direct Purchase" vendor (noted beside their name in the blue book), you WILL pay the vendor directly . NOTE: <i>There are still construction contracts that are <u>not</u> eligible for Direct Purchase, and you must make those POs directly to CES, and you will pay CES.</i>
Could the vendor information include where payments are mailed? W-9 information and payment mailing information are rarely the same address.	Yes, this is something we are working to include.

<p>So, we are not submitting Pos through po@ces.org anymore? Only the construction vendors? What do you mean by Direct Purchase? Is that all other vendors besides construction? Where do I go to create an account to upload POs this new way?</p>	<p>As shown in the “exhibits” section at the end of the Member Manual, there are three ways to purchase through CES. When purchasing from vendors noted as “Direct Purchase” vendors, you will submit your PO by uploading it through the blue book Direct Purchase Portal. Direct Purchase is where you will make your PO out to the vendor but upload your PO to CES through the Blue Book Portal. Then vendor then invoices you and you pay the vendor. When buying from vendors who are not noted as “Direct Purchase” in the blue book, you will still make your POs to CES and send them to PO@ces.org. These will be primarily construction vendors but can be certain other vendors who have contracts to sell products, but sometimes also do construction. Please make sure you issue your PO after you verify whether you can use the Direct Purchase Portal. Contact Brad@ces.org to create an account for uploading POs the new way.</p>
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<p>Will CES also send a copy of the approved PO to the Member?</p>	<p>Both member and vendor will receive “approved” PO, and both will receive any “pending” PO notices from CES explaining why the PO could not be approved.</p>
<p>Do we have to itemize our PO?</p>	<p>Detail is not required, provided the quote is included.</p>
<p>When we contact the vendor for the quote, we may get the CRS # directly from them; still correct?</p>	<p>Of course, you may obtain the CRS# directly. Beginning in July 2021 CRS numbers will be changed to BTIN- Business Tax Identification Number. Numbers are not changing, just the name.</p>
<p>Does it cost anything to join CES?</p>	<p>No fee to join CES, for the Member or the Vendor</p>
<p>Will we also have the ability to review the actual procurement documents?</p>	<p>Yes, you will have access to the contract, pricing and other information i.e., W-9, through the digital Blue Book.</p>
<p>Where in the vendor page will it have pictures of the products?</p>	<p>Vendors will post links to their website where you can view pictures of the products with their pricing. Vendors may also post pictures on their home page in the Blue Book.</p>
<p>Are products shipped on the day of the order?</p>	<p>Direct Purchase process only affects the procurement time, not fulfilling the orders. Shipping time will continue to vary per vendor and product.</p>

Do we receive a receipt once a PO is posted?	When a PO is approved at the CES level, it will be forwarded to the vendor and you at the same time
Will every quote uploaded be verified for accurate pricing or is this strictly the member's responsibility?	The member is ultimately responsible for auditing quoted pricing. CES will check a sampling of items on POs to check for contract and pricing compliance.
Are the POs made out to CES or the Vendor?	Direct Purchase POs will be issued to the vendor but uploaded to CES through the Blue Book Portal
How will it be beneficial issuing the PO to the Vendor instead of CES?	Issuing the PO to the Vendors name via Direct Purchase gives you the ability to better track specifics regarding your spending with vendors and will make the purchasing process much quicker for you.
Do we need to obtain the W-9 from each vendor?	CES will have the vendors W-9 information uploaded into to Blue Book for your easy access.
How quickly will the POs be verified?	If the vendor quote and products and services comply with the vendor's contract with CES, your PO will be processed in one business or less. If there are contract compliance issues, it will take longer.
Will there be a trial time to go through the process to see exactly how it all works?	We have been carrying on a pilot project with some members and some vendors. We believe MOST of the glitches will be resolved by the time this goes live and we will continue to debug throughout the life of the system.
It would be so helpful and so much easier for our district to have multiple individuals with member log-in accounts. It could lead to delays on our side if one individual need to coordinate communication through the CES portal with our staff.	Our suggestion is that your organization create an email account used for only this purpose. Then you provide the login and password to anyone in your organization that is eligible, per your discretion, to access the portal, upload POs, view approval notices, download contract info, etc. Multiple people may be in the system at the same time with this one login.
The upload is our own issued Purchase Order, correct?	The PO is YOUR PO that will be uploaded, made out to the Vendor.
Will CES continue to apply for the Wage Rates?	Yes, there is no change in the process flow concerning construction POs.
I am unclear on quotes. I understand they are required. Do we get the quote directly from the vendor or through the Bluebook?	The vendor will provide the quote. You may go to the contract through the online digital BlueBook to verify pricing and product/services is per their contract.
Upon getting a quote from the Vendor, if the quote contains items not in the contract in the BlueBook, do we need to be concerned?	If the quote contains items not covered by the contract, please notify CES of this discrepancy. We will contact the vendor to see if those items can be added to their contract. They may or may

	not be able to add items to an existing contract. You will be notified of the result.
If there are technical issues, who would be our contact?	Brad@ces.org , however, you can contact anyone at CES for assistance. We will make sure the right person gets back to you.
There are a lot of salespeople employed by vendors who do not know what CES is or if they are a part of CES. What should they do?	Please have them contact CES. If they are with a vendor that has a contract with CES we will go through an orientation process. If they don't have a contract with CES we will instruct them on how to register with CES and be notified of solicitations. If you know of vendors that you wish held a CES contract, please refer them to us. We continually work to enlarge and diversify our awardee pool in order to best serve you. If they not listed in the BlueBook, chances are they do not have a contract.
Will Equal Level still be available?	Equal Level is being discontinued.
What vendors do these changes apply to, and how do we order from the remaining vendors? How do we know which is which? How is the support system at CES being "remodeled" to accommodate this process?	The Direct Purchase vendors are identified in the new interactive BlueBook with a Direct Purchase "button" beside their names. If there is no button, they are NOT Direct Purchase vendors. Direct Purchase will not include construction vendors, or any who may sell products, but also do construction. If any vendor has contracts that are both construction and other goods or services, ALL of their contracts will be exempt from Direct Purchase. CES' MSR's will now be called "Purchasing Specialist" or "Audit Specialist" by title. They will team with the procurement department who will be Contract Specialists. Their roles will change slightly, but all will be available as before, to help with any questions or problems you may encounter. All CES staff involved in the Direct Purchase have been trained and can be of assistance to you.
Is it possible to have more than one log in per municipality? We do not have a shared email for the Village of Los Lunas.	Your I.T. Department should be able to set up a shared email for this purpose. Multiple log ins may be added later, but initially, there will be only one.
How will PO Change Orders be handled?	Change orders will be processed in the same manner as the initial PO. CES will accept a revised PO or a new PO through the Direct Purchase option in the digital Bluebook. for the change order. Our system will connect the revised or new PO to your original PO for the change order

Will the administrative fee be paid by the vendor to CES?	Yes.