

Your New Mexico Purchasing Cooperative

CES

NEWSLETTER

December 2019

Job Order Contracting (JOC) at CES

Cooperative Educational Services (CES) offers two JOC programs to its members. One is self-service and the other is full service. The selfservice program is great for those CES members that are comfortable with construction terminology and have the technical ability to review the contractors fully detailed proposal. The full service programs comes with a Gordian Account Manager that is there to assist the CES member throughout each step of the project procurement process. Job Order Contracting is a firm fixed price competitively bid contract. CES puts these in contracts in place in strict compliance with the New Mexico procurement code. All JOC contracts at CES are competitively bid and CES offers JOC for general, mechanical, electrical, plumbing, roofing, painting, site work, landscaping, paving and fencing. Self-Service JOC – JOC Core and the RSMeans Construction Procurement Catalog This JOC program is based on the RSMeans Construction Procurement Catalog, a dataset that contains 60,000 line items, and the contractor must use a software package known as JOC Core to assemble each proposal. The contractor will populate each proposal with line items from the RS Means Construction Procurement Catalog. Under this JOC program the owner selects the CES contractor they want to work with and this selection can be based on which contractor offers the lowest adjustment factor or which contractor has the best reputation for doing high quality work, on time. Each proposal must be reviewed by owner to ensure that the contractor has submitted a proposal that accurately reflects the detailed scope of work and the owner must verify that the proposal content complies with the terms and conditions of the CES solicitation for Job Order Contracting. Full Service JOC – eZIQC and the Construction Task Catalog® This JOC program is based on Gordian’s Construction Task Catalog, a dataset that contains 180,000 construction related line items and the contractor must use a software package known as eGordian to assemble and submit each proposal. The contractor will populate each proposal with line items from the Construction Task Catalog. Under this program the owner works with a Gordian Account Manager and the selected contractor. The Gordian Account Manager will first discuss contractor options with the owner and help the owner select the best contractor option for each job order. The Gordian Account Manager will attend the initial site visit with the owner and the contractor and the Gordian Account Manager will review the proposal on behalf of the owner to verify that the proposal is an accurate reflection of the detailed scope of work and verify that the proposal complies with the terms and conditions of the CES contract.



RSMeans
FROM THE GORDIAN GROUP®

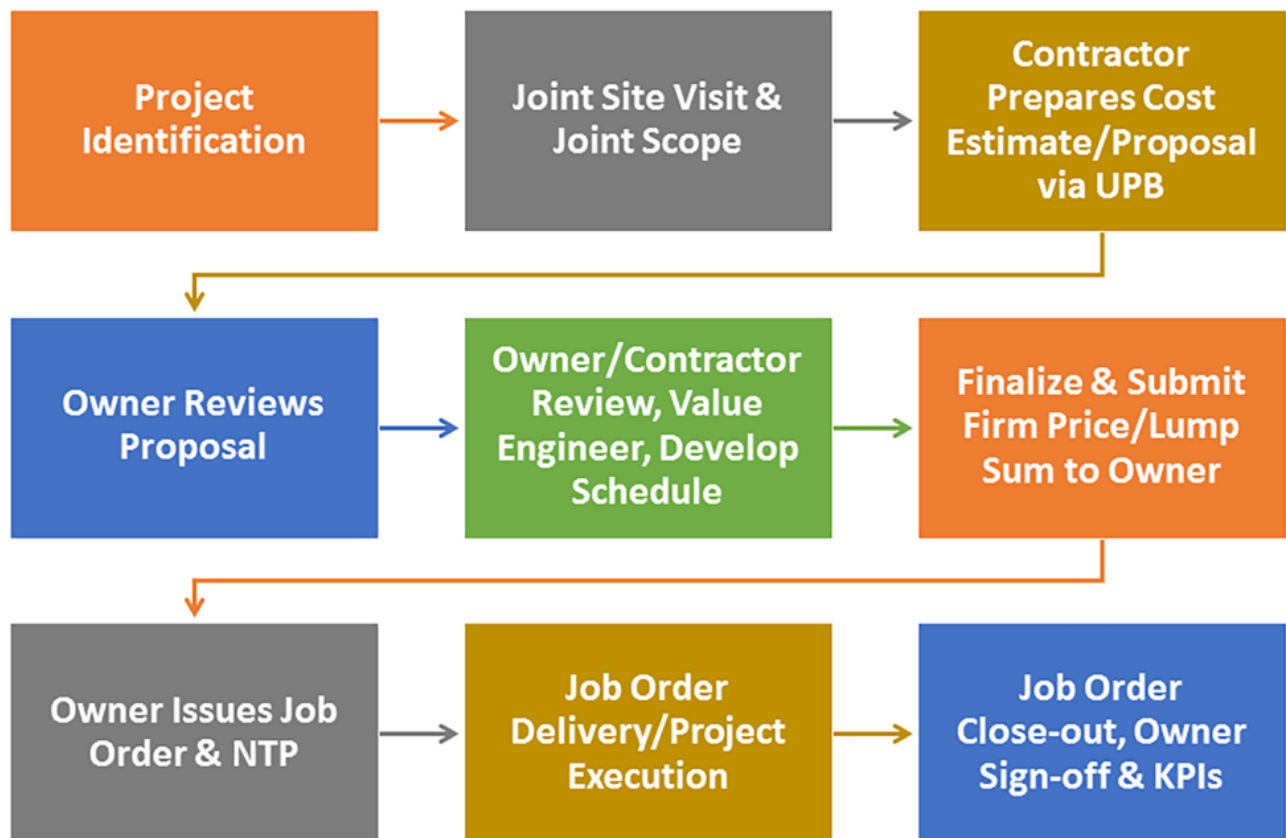
What is Job Order Contracting?

- Definition:
 - A Fixed Priced, Competitively Bid, Indefinite Quantity Type Contract
 - Designed to Accomplish Small to Medium, Multi-traded, Maintenance, Repair and Minor New Construction Projects
- The Contract is:
 - For a Fixed Term
 - Estimated Maximum Value - \$10,000,000 over three years
- Work is Accomplished by:
 - Joint Scoping of the Project
 - The Selection of Work Tasks from a Catalog of Pre-priced Construction Tasks
 - A Series of Individual Work Tasks



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The Job Order Process



Tip of the Month

Cooperative purchasing benefits everybody. Some of these benefits include:

- Giving government and educational entities another resource to ensure they are getting the best price, quality and service for the taxpayer's dollar
- Reducing the administrative burden of time and resources
- Offering the opportunity for greater efficiency and economies of scale in acquiring goods and services — both of which save money.

Procurement News

Nov. 2019 - Contract Renewals

17-011A (*Playgrounds, Waterparks, Site Furnishings - No Installation*)

17-012 (*Specialty & Promotional Uniforms*)

19-05 (*Educational Software and Library Media*)

19-06 (*Food Service Management Software and Hardware*)

New Contract Awards

- 16-013N-C1103-ALL, R&L Enterprises dba. GMX, (*Water Treatment*) → 1-year extension
- 2020-13 Structured Cabling Services
- 2020-16 Manufactured Housing

Status of On-going & Current Solicitations

RFP No.	RFP Title	Close Date
2020-02	Under \$25K & Under \$60K – Grounds and Landscaping Maintenance	12/20/19
2020-03	Under \$25K & Under \$60K – Mechanical / Electrical / Plumbing Maintenance	12/20/19
2020-04	Under \$25K & Under \$60K – Facility General Maintenance	12/20/19
2020-26	Commercial Food Service Equipment - Sales, Installation, Service, Repair, Kitchen Layout and Remodeling and Related	12/6/19
2020-25	Information Technology and Related, Products and Services	12/6/19

Calendar & Events

EVENTS: MORE INFO: [Here](#)

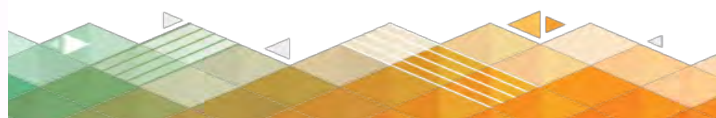
12/6-7	NMSBA ANNUAL CONVENTION
12/6, 9	TAP WORKSHOPS
12/7	PEARL HARBOR REMEMBRANCE DAY
12/13	CES ANNUAL OPEN HOUSE
12/13	NATIONAL GUARD BIRTHDAY
12/15	BILL OF RIGHTS DAY
12/20	CES OPEN HOUSE
12/22	WINTER SOLSTICE
12/24-25	CES CLOSED FOR CHRISTMAS HOLIDAY
12/31	NEW YEARS EVE

December 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **NMSBA ANNUAL CONVENTION**
- **TAP WORKSHOPS**
- **CES OPEN HOUSE**
- **CES HOLIDAY**

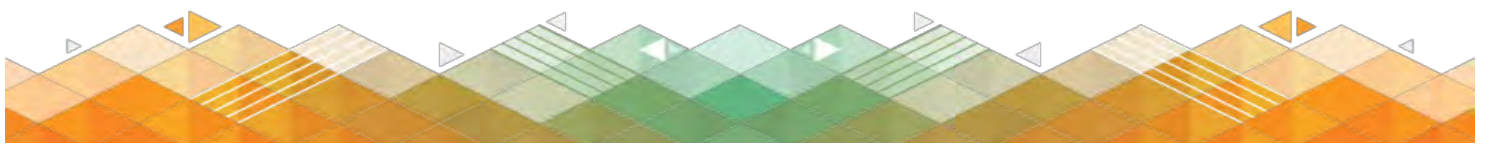
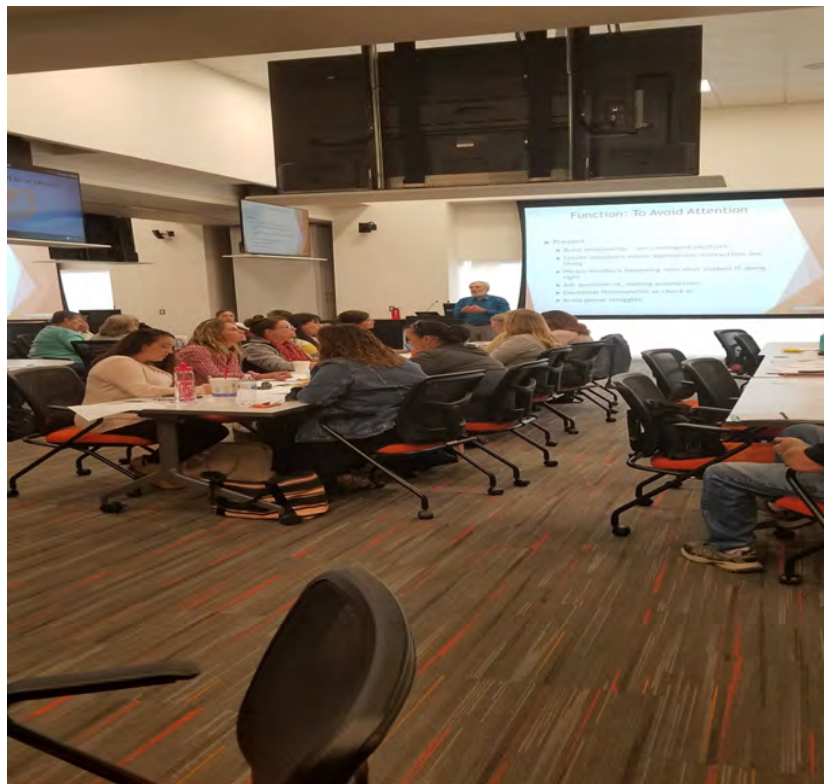
If you know of relevant events or would like yours in our next Newsletter please email: jim@ces.org



Its Technical Assistance Program (TAP) Workshop Season at CES!



Providing School Districts Quality Consultation, Training and Technical Assistance in the Area of Special Education.





The Technical Assistance Program (TAP) was developed and funded in 2015 by the New Mexico Public School Insurance Authority (NMPSIA) in collaboration with CES to decrease Special Education Litigation in the state. TAP provides school districts in New Mexico the opportunity to receive specialized consultation, training and technical assistance on Special Education topics.

TAP GOALS

- Improve quality and ensure compliant IEP's (Individual Education Programs)
 - Improve the knowledge base in IDEA (Individuals with Disabilities Education Act) and New Mexico Regulations
 - Improve delivery of Special Education services
 - Provide information on current trends in education
- Problem-solve on potential litigation situations occurring on school campus

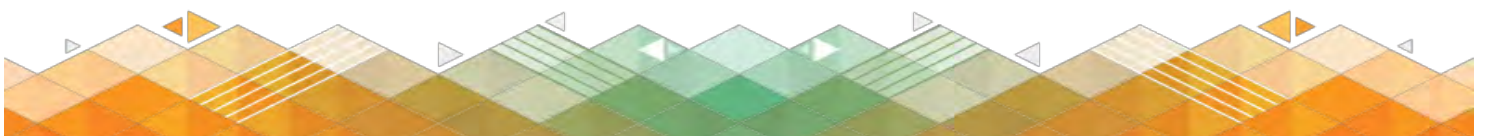
TAP Services Include:

- Complimentary email and phone consultation services
 - School site visits, file reviews, classroom and student observations
 - Full or half-day workshops on requested Special Education topics
 - Complimentary workshops provided at CES office (in Albuquerque) throughout the school year
- Complimentary "Special Education Hot Topics" webinars currently available at www.ces.org

Sample of TAP Topics Available:

- Writing a Compliant IEP
- Special Education Legal Compliance
- Writing Legally Compliant IEP Goals
- Discipline, MDR, 10 Day Rule, In-school suspension
- Autism: Researched-Based Methods for Instruction: Basic and Beyond, Visual Strategies (Make and Take), Social Skill Support, Challenging Behaviors Toolkit
- Transition Planning for Student Success, Indicator 13, Transition Needs of Seniors
- Behavior: FBA's/BIP's, Behavior Management, Programming For Emotional Disturbance, Avoiding Power Struggles
- Student Assistance Team (SAT) and Review Existing Evaluation Data (REED) for Teachers
- Guidance in Developing a 504 Plan
- Dyslexia and Multi-sensory Reading Instruction
- Emotionally Disturbed vs. Socially Maladjusted

Loretta Garcia
TAP Coordinator
TAP Hotline: 505-985-8454
lgarcia@ces.org



CES & NMCEL Proudly Present

Understanding New Mexico School Budgets Workshop

Want a better understanding of New Mexico school budgets? This is the workshop for you! This two-day workshop will benefit Superintendents with three or less years of school budgeting experience, however, all levels of experience are welcome to attend.

TOPICS

- \$ Job Descriptions for Business Staff
- \$ Departments/Functions of Business Department
- \$ Federal and State Aid to Schools
- \$ Financing Capital Projects and Department Management
- \$ Construction of the School District Budget
- \$ Managing the Budget
- \$ Legal Finance Perspective
- \$ Investments
- \$ Managing Ancillary Services
- \$ Risk Management
- \$ Visions for Superintendents

[CLICK HERE TO REGISTER!](#)



- WHEN: January 15-16, 2020
Time:
Day 1 - 8:30-4:00
Day 2 - 8:30-4:00
- Location: CES
4216 Balloon Park Rd NE
Albuquerque, NM 87109
- Registration Information
www.ces.org, under
Announcements
Fee: \$150
- Refreshments & Lunch
Included both days



Presenters:

D'rese Sutherland

Joe Guillen

RBC

Gustavo Rossell

Jonathan Chamblin

Superintendent Panel



For more information contact Leslie Neely or David Chavez at 505-344-5470



RISK ADVISORY

HACKED! RANSOMWARE DEFENSE



TIPS TO LESSEN EXPOSURE

- ⇒ Change passwords frequently and use different passwords for all websites.
- ⇒ Take proactive measures to ensure all software is up to date.
- ⇒ Utilize pop-up blockers and close unwanted pop-ups by using keyboard command strokes (Ctrl + X) instead of clicking on the dialog box.
- ⇒ Ensure reliable antivirus software is in place and that it protects against spyware.
- ⇒ Safeguard important files by ensuring they are securely, properly, and frequently backed up.
- ⇒ Exercise caution when clicking on links or downloading attachments and be cautious of suspicious emails.
- ⇒ Ensure controls are in place that prevent the launch of executable files from emails. Executable files have the ability to run code when opened. Common executable files are: .BAT, .EXE, .BIN, and even .COM
- ⇒ If faced with ransomware, agencies should not send money; and they should immediately report the incident to local law enforcement and

The Office of the State Auditor (OSA) has issued this Risk Advisory to alert the public, business owners, and governmental agencies in the State of New Mexico of risks related to the dangers of ransomware. The OSA strongly advises its stakeholders to be aware of the potential risks associated with cybersecurity threats, such as malware, in which the victim's data is encrypted and payment is demanded for the release or decryption of data. The OSA further advises reviewing internal controls and developing procedures to aid in the prevention and detection of cybersecurity threats that may lead to waste, fraud,

What is ransomware?

Ransomware is a serious cybersecurity threat caused most often by malicious links, spam email, compromised websites, and other malware.

Red flags include: receiving emails with irrelevant headers and/or subject lines or no subject at all; being CC'd/BCC'd on an email from a sender or other receivers that are unknown; attachments that don't make sense or are executable files; or hyperlinks embedded that link to a different site.

Be Aware! Report Suspected Ransomware and other cybersecurity threats.

The OSA has received reports of potential criminal violations and suspected fraud associated with ransomware from school districts with encumbrances that totaled over \$1.3 million in recovery and repairs.

Reports of instances related to this and other cybersecurity threats should be made to the OSA as soon as possible. In accordance with 2.2.2.10(N)(2) NMAC, and NMSA 1978, Section 12-6-6, an agency or Independent Public Accountant shall notify the State Auditor immediately and in writing upon discovery of any violation of criminal statute in connection with financial affairs. Include the following information in the written report:

- Estimated dollar amount involved; and
- Complete description of the violation, including names of persons involved and any action taken or planned.

To report waste, fraud, or abuse in any public entity in New Mexico:

**Report online: www.saonm.org
Hotline: 1-866-OSA-Fraud**



Vacant Position	Grade Level	Required license(s) and endorsement(s)	Preferred additional license(s) and/or endorsement(s)	Need to fill position by (date)	District/Charter name	Contact person	Telephone	Email
Language Arts	9-12	Language Arts 7-12	TESOL	1/1/2020	Dexter Schools	Heather Garner, Princ.	575-734-5420 x710	garnerh@dexterdemons.org
SPED	9-12	SPED License	Language Arts and TESOL	ASAP	Dexter Schools	Heather Garner, Princ.	575-734-5420 x710	garnerh@dexterdemons.org
Middle School Teachers (1)	6-8	As required for middle school		ASAP	Pine Hill School	Tranette Frank	505-775-3256	tranette@msb.k12.nm.us
Elementary Teachers, K-5 (1)	K-5	K-8 license		ASAP	Pine Hill School	Tranette Frank	505-775-3256	tranette@msb.k12.nm.us
Special Education Teachers (2)	K-12	SPED License		ASAP	Pine Hill School	Tranette Frank	505-775-3256	tranette@msb.k12.nm.us
Classroom Teacher	1	200		12/20/2019	Tularosa Schools	Brenda Vigil	575-588-8811	Brenda.vigil@tularosak12.us
Teen Specialist	6-8	MSW		ASAP	Belen Schools	Yvonne Tabet	505-966-1030	tabety@beleneagles.org
Teacher	4th grade	K-8 Elementary	TESOL/Bilingual	ASAP	Pojoaque Valley Schools	Staci Mascarenas	505-455-4075	sim@pvs.k12.nm.us
Teacher	5th Grade	K-8 Elementary	TESOL	1/6/2020	Pojoaque Valley Schools	Staci Mascarenas	505-455-4075	sim@pvs.k12.nm.us
Math Teacher	9-12th	7-12 Secondary	Math	1/6/2020	Pojoaque Valley Schools	Staci Mascarenas	505-455-4075	sim@pvs.k12.nm.us
Social Studies Teacher	9-12th	7-12 Secondary	History	1/6/2020	Pojoaque Valley Schools	Staci Mascarenas	505-455-4075	sim@pvs.k12.nm.us
Social Worker	K-12 Counseling	K-12 Social Work		1/6/2020	Pojoaque Valley Schools	Staci Mascarenas	505-455-4075	sim@pvs.k12.nm.us
Sped Teacher	Secondary	7-12 Secondary			Alamogordo Schools	Sherri Rieger	575-812-6062	sherri.rieger@alamogordoschools.org
SPED teacher	Elementary	SPED License			Alamogordo Schools	Sherri Rieger	575-812-6062	sherri.rieger@alamogordoschools.org
Mental Health Counselor		Counseling			Alamogordo Schools	Sherri Rieger	575-812-6062	sherri.rieger@alamogordoschools.org
Language Arts	Middle School	As required for middle school			Pecos Schools	Fred Trujillo	505-757-4700	frujillo@pecos.k12.nm.us
Special Education	Elementary	SPED License			Pecos Schools	Fred Trujillo	505-757-4700	frujillo@pecos.k12.nm.us
NM PreK Teacher	NM PreK	B-3			Estancia Schools	Cindy Sims	505-384-2006	cindy.sims@estancia.k12.nm.us
Math Teacher -Algebra/Geometry	9-12	Secondary Math	eligible for NMPED All Lic	ASAP	Moriarty-Edgewood Schls	Todd Biblano	505-832-5809	todd.biblano@mesd.us
Special Education Inclusion	9-12	SPED License & various core	eligible for NMPED All Lic	ASAP	Moriarty-Edgewood Schls	Todd Biblano	505-832-5809	todd.biblano@mesd.us
Special Education Inclusion	K-5	SPED License	eligible for NMPED All Lic	ASAP	Moriarty-Edgewood Schls	Todd Biblano	505-832-5809	todd.biblano@mesd.us
Early Childhood Teacher	PreK	B-3	eligible for NMPED All Lic	ASAP	Moriarty-Edgewood Schls	Todd Biblano	505-832-5809	todd.biblano@mesd.us
Gifted & Talented	6-12	SPED	eligible for NMPED All Lic	ASAP	Moriarty-Edgewood Schls	Todd Biblano	505-832-5809	todd.biblano@mesd.us
5th grade Teacher	5	K-8	eligible for NMPED All Lic	ASAP	Moriarty-Edgewood Schls	Todd Biblano	505-832-5809	todd.biblano@mesd.us
Culinary Arts/Hospitality & Tourism Teacher	9-12	Bachelor's, incl. 32 hours relevant vo-tech training OR Associate's + 2 years' verified relevant work experience OR A certificate + 3 years' verified relevant work experience OR A HS diploma/GED + 5 years' verified relevant work experience		11/5/2019	Carisbad Schools	Therese Rodriguez	575-234-3300	therese.rodriquez@carisbadschools.net

Professional
Openings
shared with
CES for
December
Newsletter

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