

# CES PROCUREMENT PARTNER NEWSLETTER

January 2024



## Maximizing Success: The Benefits of Cooperative Contracts and Compliance Checks

In the competitive world of business, staying ahead and winning contracts is a constant challenge. One strategy that can give you a significant edge is participating in cooperative contracts that include compliance checking on each purchase. This approach not only simplifies the procurement process for both vendors and buyers but also offers several key benefits that can greatly enhance your success in the marketplace.

### Streamlined Procurement Process

One of the primary advantages of cooperative contracts is the streamlined procurement process. Instead of negotiating with numerous individual buyers, you can enter into a single contract with a cooperative entity that represents multiple organizations. This significantly reduces the time and effort spent on bidding and contract negotiations, allowing you to focus on delivering your products or services efficiently.

### Access to a Larger Market

Cooperative contracts open doors to a broader market. By partnering with a cooperative, you gain access to a pool of potential buyers that you might not have reached independently.

This expanded market can lead to increased sales opportunities and revenue growth.

### Consistency in Purchasing

CES' compliance checking is a critical aspect of great cooperative contracts, ensuring that each purchase complies with regulations and quality standards. This consistency benefits vendors as well. You can rest assured that all buyers under the cooperative contract will adhere to the same compliance criteria, reducing the risk of disputes and non-compliance issues.

### Reduced Administrative Burden

Dealing with multiple buyers can be administratively burdensome. Cooperative contracts simplify this process by consolidating communication, invoicing, and reporting. This reduction in administrative work allows you to allocate more resources to delivering high-quality products or services.

### Competitive Advantage

Cooperative contracts often result in competitive pricing and terms. When buyers collaborate, they can negotiate more favorable



deals with suppliers. This competitive advantage can make your offerings more attractive to potential buyers, leading to increased sales opportunities.

### **Enhanced Reputation**

Participating in CES' cooperative contracts with compliance checking can enhance your reputation as a reliable and compliant vendor. Buyers value vendors who meet regulatory requirements and quality standards consistently. This reputation can lead to repeat business and referrals, further expanding your market reach.

### **Risk Mitigation**

Compliance checks mitigate risks for both vendors and buyers. Vendors can be confident that CES' cooperative contracts are designed to ensure adherence to all relevant regulations, reducing the potential for legal issues and associated costs.

### **Access to Expertise**

CES has specialized staff and resources dedicated to contract management and compliance monitoring. Vendors can benefit from the expertise and knowledge provided, ensuring smoother interactions and fewer compliance-related hiccups.

### **Conclusion**

In conclusion, participating in cooperative contracts with compliance checking is a strategic move that can significantly benefit contract-holding vendors. This approach simplifies procurement, offers access to a broader market, and provides a competitive edge. Moreover, compliance checks enhance your reputation and mitigate risks, making cooperative contracts an attractive avenue for sustainable business growth.

As contract-holding vendors, it's essential to consider the advantages of cooperative contracts with compliance checking when seeking new opportunities and expanding your market presence. By embracing this approach, you can maximize your success and build strong, lasting relationships with buyers in the cooperative contracting landscape.

*by Jared Bomani*



---

# INFORMATION RELEVANT TO JOC COST PROPOSALS

Non-Prepriced items are only items that are not in the Construction Task Catalog or sole source items as directed by either the Member or through Drawings/Specifications. When submitting a cost proposal that has Non-Prepriced items through Gordian or RSMeans, don't forget to include the required three quotes or one quote if it is sole source. Subcontractor pricing cannot be submitted as a lump sum Non-Prepriced item. All subcontractor work must be included in the cost proposal using the Pre-Priced items found in the Construction Task Catalog.

For a change in the work after the cost proposal has been approved and a purchase order is issued, create a "supplemental" job order. To do this, you will create a "new job order" using the same job order name and adding (- supplemental) at the end of the job order name. This can be done for adding scope or providing a credit. Create and submit the new supplemental job order to the Member for review/approval.

RSMeans contracts require you to create a Non-Prepriced item for bonds (if the value is \$25,000 or higher)

RSMeans contracts require you to create a Non-Prepriced item for tax.

## TIPS

- Avoid building a cost proposal to support a number previously submitted to a Member using either Gordian or RSMeans contracts.
- Add "Notes" to your line items to justify the item or to clarify to the Member why it is in the cost proposal.
- If you hold both Gordian and RSMeans contracts, allow the Member to select the contract that best serves their needs.
- To avoid delays in the issuance of a purchase order, make sure that the cost proposal is submitted in the correct format and all required backup documents are included.

## TRAINING

- CES is providing quarterly Vendor trainings on the use of JOC. The training will be in person at the CES offices and streaming via ZOOM. Emails will be sent out closer to the dates with the starting time.
  - Tuesday, February 13<sup>th</sup>, 2024
  - Tuesday, May 14<sup>th</sup>, 2024
  - Tuesday, September 17<sup>th</sup>, 2024
  - Wednesday, November 13<sup>th</sup>, 2024



# CES PROCUREMENT

## Upcoming solicitations – January 2024

RFP #	RFP Description	Release	Pre-Prop.	Due	Award
2024-15 (resolicitation of 2020-27)	<i>School &amp; Activity Buses</i>	1/12/24 (adv. 1/7/23)	1/17/24	2/9/24	2/23/24
2024-16 new category	<i>Public Safety – Products, Services, and Related</i>	1/12/24	1/17/24	2/9/24	2/23/24
2024-17 new category	<i>Utilities – Products, Services, and Related</i>	1/12/24	1/17/24	2/9/24	2/23/24

## Recent awards – January 2024:

RFP #	RFP Description	Release	Pre-Prop.	Due	Award
AEPA 024 (CES 2024-01)	A-H • 024-A Natural & Synthetic Surfaces for Sports Fields, Tracks, Courts, Playground & Landscaping Applications (JT, Gustavo) • 024-G Vehicles – Cars, SUVs, Light Duty Trucks/Vans, Emergency, Fuel, Hybrid, Electric (JT, Robin)	8/2/23	8/13/23	9/12/23	11/27/23

# INVOICING

- DIRECT PURCHASE METHOD – Vendor invoices member agency. Vendor remits the CES Contract Administrative Fee to CES. \*The CES fee is always built-in the vendors final cost to member.
- TRADITIONAL PURCHASING METHOD – Vendor invoices CES, CES invoices member agency. Agency pays CES, CES pays the vendor minus the amount of the CES Contract Administrative Fee. \*The CES fee is always built-in the vendors final cost to member.
- SHOP VENDOR ONLINE - Member agency pays vendors when shopping online. Vendor remits the CES Contract Administrative Fee to CES. \*The CES fee is always built-in the vendors final cost to member.
- JOC invoicing (same as Traditional Purchasing Method) - CES will not release payment until CES receives all the required documents, bonds, etc., from contractor. \*It is not CES delaying the payment, it is the contractor that fails to provide the required documents promptly.
- 

# PROFILES: 2024-UPDATING/CLEAN UP

- To avoid having your PO put on hold past our 24-hour turnaround time frame for processing PO's, please keep your Price Files updated in your Blue Book Profile. Here are 2 links to information that will help you update your E- Procurement and Bluebook Profiles: <https://bit.ly/3qxNr5t>, and <https://youtu.be/it6MLyjclto>.



- Please add your logo in your E Procurement Profile if you haven't yet. Our members are not able to locate you as easily, if your logo was listed.
- Please add your current certificate of liability insurance form to the [Additional Documents](#) section of your Bluebook Profile.
- If you need help or have questions, please contact Lisa Romo at: 505-344-5470.

---

## Can You Afford What Rudeness is Costing Your Business?

Have you ever thought about how much rudeness may be affecting your bottom line? What is the cost to your company when you or the people who represent you lack proper manners? Do you know how many clients are turned off by employees who would rather carry on a conversation with each other than with the person who came to purchase your service or product? Can you count the number of people who hang up and call someone else because the person who answered your phone put them on hold without asking permission? How does the client rate your professionalism when the employee who welcomes him to your office looks as if she is dressed for a day at the beach? Do your employees understand that it is more offensive than friendly to call the client by first name unless asked to do so? Are your employees treating each other with courtesy and respect? Do they honor the invisible walls of each other's cubicles? Do they work as a team and help each other or do they act like cast members on Survivor? In today's fast-paced business world where too many people claim that they don't have time to be nice, it's easy to overlook the details that can help you grow your business, increase your profits and build long lasting client relationships.

Try taking this quick true/false quiz to test your own business etiquette expertise. Then run it by your employees.

1. Business etiquette is based on rank and hierarchy. True/False
2. If the information on your business card is incorrect, draw a line through it and write the correct information on the card. True/False
3. Business casual means dressing down one notch from business professional. True/False
4. In today's relaxed business environment, it is not necessary to ask your clients' permission before using their first names. True/False
5. Callers do not mind holding for information as much as holding for a person. True/False
6. You don't have to smile or make eye contact with your customers unless you feel like it. True/False
7. Handwritten notes are out of place in the business world. True/False
8. A man should wait for a woman to put out her hand in business before offering his. True/False
9. When composing an e-mail message, complete the "To" line last. True/False
10. Small talk around the office is a waste of time. True/False
11. People can hear you eating, drinking and chewing over the phone. True/False
12. If you receive a call on your cell phone when you are with a client, look to see who is calling, but don't answer it. True/False



## Answers:

1. True. In business, you always defer to the senior or highest ranking person, regardless of age or gender.
2. False. Handing out business cards with information that is outdated or crossed off is unprofessional. Have new cards printed immediately.
3. True. Business casual is not an excuse to wear your favorite old clothes to the office. It is still business, and everyone needs to look professional.
4. False. Don't assume because our work world has become more informal that you can call clients by their first name. Use their titles and last names until they ask you to do otherwise.
5. True. Clients will wait contentedly while you search for information, working on their behalf. However, if they have to wait more than thirty seconds for you to come to the phone, they begin to wonder how much you value them or want their business.
6. False. This is only true if you are planning a going-out-of-business sale. Every client deserves a genuine smile and eye contact.
7. False. Handwritten notes have become almost as extinct as the typewriter. You will stand out from your competition every time you send off a short note written in your own hand.
8. False. Every woman should be prepared to shake hands as soon as she meets someone in business. For either a man or woman to hesitate could indicate a lack of confidence.
9. True. You can send e-mail without inserting an attachment, without checking for grammar and punctuation and without a subject line; but you cannot send e-mail without an address. If you wait until you have carefully proofed your message and added all attachments before you complete the "To " line, you will never be embarrassed or have to apologize for your mistakes.
10. False. Small talk carried on at the right time, in the right place and on the right subject is a great way to build relationships among co-workers.
11. True. Mouth noises are even louder over the phone. Just because your clients can't see you eating those potato chips doesn't mean they can't hear you munching on the other end of the line.
12. False. It is just as rude to pull out your phone to see who called as it is to have it on and take a call in front of a client. Turn your phone off and check your messages later in private.

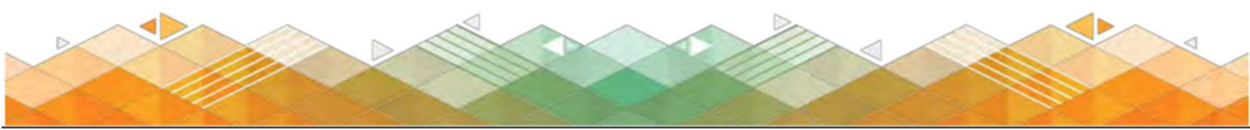
If you had trouble with any of these questions, your employees will, too. If you want your employees to be at ease in business situations, to represent you well and help build your business, give them the information they need. If you haven't done basic business etiquette skills training lately, do it now. Don't let rude behavior cost you business.

Make sure that your employees know how to handle clients over the phone, that they understand the importance of being attentive and alert to clients' needs, that the value of other people's time and that they can deal with difficult people and situations with grace.

No one is born with good manners. People have to be taught, and from time to time, they need to be reminded of what they already know.

by Lydia Ramsey

*Lydia Ramsey is a business etiquette expert, professional speaker, corporate trainer and author of MANNERS THAT SELL - ADDING THE POLISH THAT BUILDS PROFITS*





## Business/Procurement Departments Contact List and Information

**Website:** [www.ces.org](http://www.ces.org)

**Office:** 505.344.5470

**Fax:** 505.344.9343

### ❖ Purchasing Specialist Contact Information for Purchase Orders, Direct Purchase and Member Support

<b>Team 1</b> Members A through D	<b>Bryan and Gino - Team1@ces.org</b> <a href="mailto:bryan@ces.org">bryan@ces.org</a> Ext. 110 <a href="mailto:gino@ces.org">gino@ces.org</a> Ext. 137
<b>Team 2</b> Members E through K	<b>Maggie and Kimberly - Team2@ces.org</b> <a href="mailto:mastle@ces.org">mastle@ces.org</a> Ext. 148 <a href="mailto:kbuckner@ces.org">kbuckner@ces.org</a> Ext. 131
<b>Team 3</b> Members L through P	<b>Kara and Janet - Team3@ces.org</b> <a href="mailto:kara@ces.org">kara@ces.org</a> Ext. 126 <a href="mailto:janet@ces.org">janet@ces.org</a> Ext. 108
<b>Team 4</b> Members Q through Z	<b>Victoria and Bertha - Team4@ces.org</b> <a href="mailto:victoria@ces.org">victoria@ces.org</a> Ext. 147 <a href="mailto:bertha@ces.org">bertha@ces.org</a> Ext. 123
<b>EANs and ARP Non-Public School Support</b>	<b>Bertha</b> <a href="mailto:bertha@ces.org">bertha@ces.org</a> Ext. 123
<b>Submit Invoices</b>	<a href="mailto:invoice@ces.org">invoice@ces.org</a>
<b>Lead Purchasing Specialist</b>	<b>Monica Myers</b> <a href="mailto:monica@ces.org">monica@ces.org</a> Ext. 134
<b>Construction Documents Link</b> <b>Construction Documents Upload Instructions Link</b>	<a href="https://login.images10.com/home/login">https://login.images10.com/home/login</a>  <a href="https://www.ces.org/business-department-updates/construction-doc-upload-instructions/">https://www.ces.org/business-department-updates/construction-doc-upload-instructions/</a>

### ❖ Construction Collections / Accounts Receivable & Accounts Payable Specialist

<b>Collections/Accounts Receivable</b>	<b>Bridget</b> <a href="mailto:bridget@ces.org">bridget@ces.org</a> Ext. 122
<b>Accounts Payable</b>	<b>Kelly</b> <a href="mailto:kelly@ces.org">kelly@ces.org</a> Ext. 135

### ❖ Payroll Specialist

<b>Payroll</b>	<b>Kelley and Margaret</b> <a href="mailto:kschell@ces.org">kschell@ces.org</a> Ext. 107 <a href="mailto:margaret@ces.org">margaret@ces.org</a> Ext. 126
----------------	--

❖ Business Department Administration

<b>Chief Financial Officer</b>	<b>Robin Strauser</b> <a href="mailto:robin@ces.org">robin@ces.org</a> Ext. 108
<b>Business Office Manager</b>	<b>Norma Henderson</b> <a href="mailto:norma@ces.org">norma@ces.org</a> Ext. 104
<b>Administrative Assistant</b>	<b>Abigail Hansen</b> <a href="mailto:abigail@ces.org">abigail@ces.org</a> Ext. 145

❖ Procurement Department

<b>Procurement Manager</b>	<b>Gustavo Rossell</b> <a href="mailto:gustavo@ces.org">gustavo@ces.org</a> Ext. 117
<b>Administrative Assistant</b>	<b>Lisa Romo</b> <a href="mailto:lisa@ces.org">lisa@ces.org</a> Ext. 116
<b>Contract Specialist</b>	<b>John Tortelli</b> <a href="mailto:john@ces.org">john@ces.org</a> Ext. 129
<b>Contract Specialist</b>	<b>Joe Valencia</b> <a href="mailto:joe@ces.org">joe@ces.org</a> Ext. 124
<b>Contract Specialist</b>	<b>Richard Martinez</b> <a href="mailto:richard@ces.org">richard@ces.org</a> Ext. 128
<b>Procurement &amp; Member Analyst</b>	<b>John King</b> <a href="mailto:jking@ces.org">jking@ces.org</a> Ext. 150 Cell: 575.607.5800
<b>Blue Book</b>	<a href="https://eprocurement.ces.org/public/bluebook.html">https://eprocurement.ces.org/public/bluebook.html</a>

❖ Member Services

<b>Northern Services Manager, REAP Services</b>	<b>Paul Benoit</b> <a href="mailto:paul@ces.org">paul@ces.org</a> Ext. 141 Portales Office Phone: 575.562.2922 Cell: 575.760.9002
<b>Southern Services Manager</b>	<b>Jim Barentine</b> <a href="mailto:jim@ces.org">jim@ces.org</a> Ext. 140 Las Cruces Office Phone: 575.646.5965 Cell: 602.689.0652

