

# CES PROCUREMENT PARTNER NEWSLETTER

January 2025



Simplify procurement.  
Maximize results.



## New Year, New Beginnings, Same Commitment

Dear CES Members, Vendors and Staff,

Wishing a Happy New Year to all of you! The New Year symbolizes renewal, but we often see enthusiasm fade after initial resolutions. At CES, we are embracing 2025 as a fresh start, maintaining our unwavering commitment that has established us as the cooperative of choice in New Mexico.

As we wrap up another successful year, I want to take a moment to express our heartfelt gratitude to each of you for your unwavering support and loyalty to the CES Purchasing Cooperative. Your commitment is truly the backbone of our organization, and we deeply appreciate how your continued engagement enables us to thrive.

To our exceptional vendors, thank you for your dedication to providing outstanding service to our members. Your professionalism and quality offerings are vital in enhancing the value of our

cooperative. We appreciate the seamless collaboration and innovative solutions you bring, ensuring our members have access to the best products and services available.

We also want to extend a big thank you to our dedicated staff. Your tireless efforts and commitment to customer service create a supportive environment for both our members and vendors. Your passion and professionalism do not go unnoticed—thank you for making the CES Purchasing Cooperative a leader in the industry.

We recognize that without the loyalty of our members, CES would not be able to provide the quality and variety of contracts that you enjoy today. Your trust and engagement allow us to continually expand our offerings and improve the experiences we provide.

Together, we have built a strong and vibrant community, and with your continued support, we look forward to achieving even greater success in the future. Thank you again for being a vital part of our journey.

Sincerely,  
David Chavez, Executive Director  
CES



## A Note From the Procurement Office

To help keep your contract up to date, and be able to process purchase orders as soon as possible, we are reviewing all Bluebook contracts.

We've noticed that many are missing information or need to update contract information. Please make certain your current W-9 and Certificate of Liability Insurance are uploaded into the Bluebook at your earliest convenience. Also, please check that your pricing is up to date.

Here is a link to a brief video that is useful in navigating your Vendor Profile in eProcurement. Once you have uploaded your information, the eProcurement system automatically moves it into the Bluebook.

### Video – How To Update Your Contract Information

<https://www.yout-ube.com/watch?v=it6MLyjclto>

We at CES thank you for being a Procurement Partner!

## Recent Contract Awards

- **Elevator, Escalator, Walkway – Products, Installation, Inspection, Service, Maintenance, Modernization and Related.**
  1. US Electrical Corp.
  2. Jer & Co. Elevators LLC

- **Professional Services for Education**

Category 1 – College-Career-Community Readiness

1. Digital Respons-Ability
2. Future Focused Education
3. Corwin Press
4. Catapult Learning West, LLC
5. Collegiate Edu-Nation

Category 2 – Grant Writing Services

1. Kellogg & Sovereign
2. New Mexico Grant Administration
3. The Grant Plant

Category 3 – Tutoring Services

1. Air Tutors, LLC
2. Catapult Learning West, LLC
3. One on One Learning
4. Rydholm, Inc.
5. Reading Quest
6. iTutor.com Inc.
7. Ten Talents Enterprises LLC
8. University Instructors LLC



# Construction Corner

CES is ready to assist you in all your construction projects. For more information, please contact one of our Construction Analysts for assistance; John King; [jking@ces.org](mailto:jking@ces.org) or Thad Phipps; [that@ces.org](mailto:that@ces.org)

## Information

- CES has two Job Order Contracts available through our strategic procurement partner, Gordian.
  - Gordian
  - RSMMeans JOC Core
- Both delivery methods are competitively bid following all state statutes, procurement codes and Federal requirements.
- If Federal funding or grants are paying for a portion or all the project, send a copy of the award language to the CES Procurement Department for review before issuing a purchase order to ensure compliance.
- Through the ID/IQ (Indefinite Delivery/Indefinite Quantity) procurement, vendors competitively bid an

## From the Business Office

Just a reminder that when you are doing business with a CES member organization, please make sure that you have a valid purchase order when submitting invoices

- “Adjustment Factor” that determines the increase or decrease for each Pre-Priced item contained in the Construction Task Catalog.

## Tips

- To avoid delays, verify that the RSMMeans detailed cost proposal received from the Vendor is compliant before issuing a purchase order.
- CES Construction Analysts are available to review the RSMMeans detailed cost proposal for compliance before the purchase order is issued.

## Training

- CES provides quarterly member training on the use of JOC. New and updated information will be presented. Be in the know! Training will be in person at the CES offices and streaming via ZOOM. Emails will be sent out closer to the dates with the specifics
  - **Trainings to be held TBA April 2025.**

to CES. Most CES Members will not pay an invoice without a purchase order. Also, if your invoice exceeds the purchase order amount, the member will need to submit a change order to increase the purchase order, which could delay your payment.



## Important Aspects

CES uses two major purchasing methods that differ primarily in to whom the member entity addresses their purchase orders. The method is identified within the CES Bluebook for each contract. For Traditional Purchase, the PO is made out to CES. This will result in a PO from CES to the vendor. All subsequent invoicing, payments, payment inquiries, etc., should be between CES and the vendor. The only exception is that pay applications for partial payment on projects must be signed by the member before CES can proceed with invoicing and payment.

The other major method is Direct Purchase. For this method, the PO is made out to the vendor but still funneled through CES for contract compliance checking prior to being approved and forwarded to the vendor. Once the vendor receives the approved PO from CES, all subsequent invoicing, payments, payment

inquiries, etc., should be between the member and the vendor.

Also important in working with CES members is that the vendor place their CES contract number on every quote provided to the member. Failure to include it can slow the approval process while a determination of the appropriate contract is made.

If you are in the Bluebook (i.e., hold a contract) but do not have an uploaded logo, please notice how poorly your company shows when listed with other companies. Please consider uploading an appropriate logo to help draw attention to your company!

Thank you, CES Procurement Partner vendors, for your work to support the needs of CES members.





## 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

Team 1 Members A through D	Maggie and Victoria - <a href="mailto:Team1@ces.org">Team1@ces.org</a> <a href="mailto:maggie@ces.org">maggie@ces.org</a> Ext. 148 <a href="mailto:victoria@ces.org">victoria@ces.org</a> Ext. 147
Team 2 Members E through K	Kimberly B. and Anita - <a href="mailto:Team2@ces.org">Team2@ces.org</a> <a href="mailto:kbuckner@ces.org">kbuckner@ces.org</a> Ext 131 <a href="mailto:anita@ces.org">anita@ces.org</a> Ext 110
Team 3 Members L through P	Kara and Kim A. - <a href="mailto:Team3@ces.org">Team3@ces.org</a> <a href="mailto:kara@ces.org">kara@ces.org</a> Ext. 125 <a href="mailto:kalvarado@ces.org">kalvarado@ces.org</a> Ext 137
Team 4 Members Q through Z	Valarie and Bertha - <a href="mailto:Team4@ces.org">Team4@ces.org</a> <a href="mailto:v.castillo@ces.org">v.castillo@ces.org</a> Ext. 106 <a href="mailto:bertha@ces.org">bertha@ces.org</a> Ext. 123
EANs and ARP Non-Public School Support	Bertha <a href="mailto:bertha@ces.org">bertha@ces.org</a> Ext. 123
Submit Invoices	<a href="mailto:invoice@ces.org">invoice@ces.org</a>
Lead Purchasing Specialist	Monica Myers <a href="mailto:monica@ces.org">monica@ces.org</a> Ext. 134
Construction Documents Link Construction Documents Upload Instructions Link	<a href="https://login.imagesilo.com/home/login">https://login.imagesilo.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>

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

Collections/Accounts Receivable	Ilene <a href="mailto:ilene@ces.org">ilene@ces.org</a> Ext 122
Accounts Payable	Kelly B. <a href="mailto:kelly@ces.org">kelly@ces.org</a> Ext. 135

### ❖ Payroll Specialist

Payroll	Kelley S. and Margaret <a href="mailto:kscheib@ces.org">kscheib@ces.org</a> Ext. 107 <a href="mailto:margaret@ces.org">margaret@ces.org</a> Ext. 126
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❖ Business Department Administration

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

❖ Procurement Department

Procurement Director	<b>Gustavo Rossell</b> <a href="mailto:gustavo@ces.org">gustavo@ces.org</a> Ext. 117
Administrative Assistant	<b>Angela Valadez</b> <a href="mailto:avaladez@ces.org">avaladez@ces.org</a> Ext. 114
Contract Specialist	<b>Lisa Romo</b> <a href="mailto:lisa@ces.org">lisa@ces.org</a> Ext. 129
Contract Specialist	<b>Joe Valencia</b> <a href="mailto:joe@ces.org">joe@ces.org</a> Ext. 124
Contract Specialist	<b>Mohamed Al-Hussaini</b> <a href="mailto:mohamed@ces.org">mohamed@ces.org</a> Ext. 128
Construction Analyst	<b>John King</b> <a href="mailto:jking@ces.org">jking@ces.org</a> Ext 150 Cell: 575.607.5800  <b>Thad Phipps</b> <a href="mailto:thad@ces.org">thad@ces.org</a> Ext 154 Cell: 575.308.3193
Bluebook	<a href="https://eprocurement.ces.org/public/bluebook.html">https://eprocurement.ces.org/public/bluebook.html</a>

❖ Member Services

Northern Services Manager, REAP Services	<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
Southern Services Manager , Media Services	<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