



Simplify procurement.  
Maximize results.

## Be Alert, Be Skeptical: Why Email Fraud Demands Constant Vigilance

Email remains one of the most powerful communication tools in business—but also one of the most dangerous. In 2024 alone, the FBI’s Internet Crime Complaint Center (IC3) recorded 859,532 complaints and an estimated \$16.6 billion in losses due to cybercrime. A significant portion of that came from Business Email Compromise (BEC) scams, where attackers impersonate vendors, executives, or colleagues to redirect payments or extract sensitive data. These schemes cost U.S. organizations nearly \$2.8 billion last year.

The threat isn’t limited to high-tech attacks. Most email fraud relies on deception, not code. Cybercriminals prey on human behavior—urgency, fear, confusion, or misplaced trust—to manipulate employees into clicking, downloading, or transferring funds. Even with strong cybersecurity tools in place, one careless click can open the door to serious financial and reputational damage.

### Common Tactics You Should Watch For

- Impersonation of leadership or vendors, asking for wire transfers, W-9 updates, or gift card purchases.
- Spoofed or subtly altered email addresses that look legitimate at first glance.
- Unexpected invoices or attachments, especially from unknown senders.

# CES MEMBER NEWSLETTER

## August 2025

- Feature Article
- Calendar of Events
- Order Corner
- Purchasing News
- Construction Corner
- Education Articles
- CES Job Opportunities
- New CES Staff
- Bulletin Board

- Links that don’t match the displayed text—hover over links to see where they really lead.
- Language that creates urgency or pressure (“action required,” “payment overdue,” “approve today”).

### What Every Business Should Do

1. Verify before you act – If someone asks for sensitive information or a payment change, confirm it with a phone call using known contact information, not by replying to the message.
2. Implement and enforce MFA – Require multifactor authentication for all critical systems, especially email and financial platforms.
3. Train employees regularly – Include phishing awareness in cybersecurity training and run internal phishing tests to keep teams alert.
4. Tighten email security protocols – Use SPF, DKIM, and DMARC to help prevent email spoofing of your domain.

5. Limit user permissions – Not everyone needs the ability to authorize payments or enable risky features like macros in email attachments.
6. Have a response plan – Know what to do and who to contact if a suspicious message is received or a fraud attempt is suspected.
7. Whitelist those domains with which you wish to correspond

regularly. But STILL be aware of possible spoofs among the emails you receive.

Email fraud isn't going away—it's evolving. But with the right mix of awareness, processes, and technology, your business can avoid becoming a statistic. A little caution now can prevent a major loss later.

*by Jared Bomani*

## CALENDAR OF EVENTS

8/4 Coast Guard Birthday  
 8/13-15 NM Counties Finance & Purchasing Affiliate Conference  
 8/15 V/J Day – World War II ended  
 8/16 Deadline to register for PED's NUMeROS - Cohort 2  
 8/26 TAP- Bridging the Gap: Seamless Transitions from Part C to Part B  
 8/27 TAP- Gifted Teacher Toolkit: Beginning of the Year Edition  
 8/28 TAP- Educating Students with ASD: The Basics and Beyond  
 8/31 Deadline to apply for PED's Arts & Music Mini Grants

August						
S	M	T	W	T	F	S
					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						

## ORDER CORNER

CES strives to make certain each and every member has a clear understanding of how each purchasing/procurement process works. If you have not viewed the brief training video on a topic, you may feel a lack of prowess in using the CES Bluebook and associated tools.

The list to the right is a linked list of videos available for your assistance. They are also included at [www.ces.org](http://www.ces.org), under Procurement >> Resources, on the Member/Vendor

Service Resources page. The list continues to grow as additional videos are created for your use.

- [What is CES?](#)
- [Member Use of the Bluebook](#)
- [What is in the Bluebook?](#)
- [Ordering Food With CES](#)
- [Choosing the Right JOC Platform for Your Needs](#)
- [Wage Rates Etcetera](#)

## PURCHASING NEWS

### 1) Name Changes/Change of Ownership:

MW Electric is now Sychar 2023-04-G2135-1

### 2) New Contract Awards:

RFP	Awardee	Contract Number
2025-08 IT Professional Services	Blue Team Alpha	2025-08-C1116-ALL

### 3) Current & Upcoming Solicitations:

RFP #	RFP Description	Release	Due	Award*
2025-27 New Category	Storage Tanks for Public Utility, Emergency & Operational Services	5/19/25	6/20/25	7/2/25
2025-28 New Category	Road and Landscape Products	5/19/25	6/20/25	7/2/25
2025-29 New Category	Career Technical Education	5/19/25	6/20/25	7/2/25
2026-01 (2023-03 exp 12/12/25)	JOC - Fencing & Landscaping	7/14/25	8/22/25	9/15/25
2026-02 (2023-04 exp 12/12/25)	JOC - (MEP) Mech./Elec./Plumbing	7/14/25	8/22/25	9/15/25
2026-03 (2023-05 exp 12/12/25)	JOC GC - General Construction	7/14/25	8/22/25	9/15/25
2026-04 (2023-06 exp 12/12/25)	JOC - Painting & Stucco	7/14/25	8/22/25	9/15/25
2026-05 (2023-07 exp 12/12/25)	JOC - Roofing	7/14/25	8/22/25	9/15/25
2026-06 (2023-08 exp 12/12/25)	JOC - Paving & Site Work	7/14/25	8/22/25	9/15/25

\*Award dates are tentative and subject to change.

### 4) Procurement Issues and News:

#### LD Supply eCommerce Site

- CES Procurement has been working with LD Supply to implement their eCommerce site in the BlueBook.
- Members will buy directly from LD Supply's site.
- Go-live date : Aug 1, 2025 (tentative)

### CES Goal 3 - Expansion

- CES has signed strategic business partnerships with Idaho Assoc. of Counties and Utah Assoc. of Counties.

### Tariff Surcharges - Update

- CES will accept Tariff Surcharges with a valid official letter of justification from the manufacturer or distributor.

### New Contract Awards – Descriptions

#### Construction / JOC

- All CES JOC contracts are up for resolicitation. 2026 JOC consists of 6 RFPs in 11 trades.  
Released: 7/14/25

## CONSTRUCTION CORNER

### Avoid Payment Delays Double-Check Before You Submit!

Most construction payment delays occur because of small inaccuracies in the Application for Payment. Once submitted, any needed corrections must cycle back through the approval process—costing valuable time.

To help you get it right the first time, we encourage you to review our brief demonstration video, *Applying for Payment with CES*, at <https://youtu.be/7zuqe8aQ-aE>. A few extra minutes of review can make all the difference!

## EDUCATION ARTICLES

The education articles that regularly appear in the monthly newsletter will resume with the Fall semester.



## CES JOB OPPORTUNITIES

Ancillary job openings will resume publication in September's newsletter issue.

Other CES job openings:

- Administrative Assistant
- Professional Services Staff



Watch for CES job postings on [www.indeed.com](http://www.indeed.com).

## NEW CES STAFF



Brian Baca has joined CES as a Human Resources/Special Education Specialist. He is a dedicated 32-year educator who served as a teacher, administrator, and Deputy Superintendent before retiring from Los Lunas Schools in 2025. Now serving his third term in the New Mexico Legislature, he sits on the Legislative Education and House Appropriations Committees. He is a strong statewide and national advocate for education, focusing on school funding, staff compensation, professional development, CTE, and policies that support students and educators.



Hi, I am Jenny Malvern, and I'm excited to join CES as a Purchasing Specialist. I have a background in purchasing, AP/AR, and art. I am originally from Albuquerque's north valley, but I have had the opportunity to live in many other states across the country. Outside of work, I enjoy spending time with my son, painting, music, gardening, and watching the Dodgers. I am looking forward to a bright future here at CES!

# LEAP **Late Hire** Process: Cohort 7

## Timeline

- **Apply beginning July 23rd** — Open until filled (spots limited!)
  - **Application Window Closes** — late August or once capacity is reached

## Why Apply Early?

Enrollment closes **once capacity is reached**.

## Program Highlights

- Applications will only be accepted using the CES LEAP website [www.cesleap.org](http://www.cesleap.org)
- A successful interview & PD sessions (held on Aug. 8 or Aug. 16<sup>th</sup> – 8 a.m. – 4:30 p.m.) may not be missed
- Late Hire accepts and prepares teachers for immediate classroom placement
- Late Hire is for qualified individuals seeking licensure who possess a *Letter of Intent* or a teaching *Contract* at the time of application, only

## How to Apply

1. Visit [www.cesleap.org](http://www.cesleap.org) to complete the online application
2. Upload transcripts, resume, and recent professional references
3. Receive confirmation from CES LEAP and an interview time

## Who Should Apply?

Career-changers, recent grads, and professionals ready to make an impact and a difference in New Mexico classrooms who have a full time teaching position this year at a New Mexico school, charter or educational site.

Visit [www.cesleap.org](http://www.cesleap.org) or email Tim Flores at [tflores@ces.org](mailto:tflores@ces.org)





# Instructional Coaching Conference

**Facilitator Coaches:**

**Michele McWilliams and Evan Edwards**

## **OUTCOMES FOR PARTICIPATING ICS:**

- ICS will clearly identify their role as an IC.
- ICS will define their coach mindset.
- ICS will learn and practice coaching powerful skills.
- ICS will discuss the unique challenges of being an IC including:
  - dealing with difficult teachers
  - coaching novice teachers
  - upholding administration's academic goals ensuring student academic growth

*Register  
Now*



**August 12 & 13 2025**

**Both days from  
8:30-4:00 PM**

**CES**

**10601 Research Road  
ABQ, NM 87123**



# Momentum: Principal Mastery Series

Facilitated by: Evan Edwards and Michele McWilliams



**Empowering Leaders. Building Capacity. Leading for Impact**

Momentum is a year-long, high-impact learning experience designed for principals and building leaders at every stage of their journey. Through monthly virtual sessions and individualized executive coaching, participants engage in relevant, actionable leadership development that supports personal growth and school transformation.

## What You'll Experience:

- 40+ hours of professional learning through monthly collaborative sessions
- 10 hours of personalized executive coaching to deepen reflection and growth
- A supportive network of peers, thought partners, and expert facilitators
- Preparation for 2025-2026, your best school year ever! 😊

## Topics Include:

- Leading with Purpose & Presence
- Discipline and Restorative Practices with Students and Employees
- Navigating Difficult Conversations with Confidence
- Creating a Culture of High Expectations & Belonging: Equity for All
- Using Data for Impactful Instructional Leadership
- Talent Management & Staff Development
- Leadership Wellness & Sustainability
- Systems Thinking for School Improvement
- Roundtables: Real Talk with Real Leaders

## Who Should Attend?

Principals, assistant principals, and campus leaders who are ready to:



Expand their leadership toolkit



Network and collaborate with other leaders



Embrace new practices for school improvement



Receive targeted, individualized support for personal leadership growth

**Cost: \$2,000 per participant**



## Leadership is a journey!

Momentum helps you move forward, build confidence, and lead with vision.

### Dates:

**Virtual from 8:30am - 11:00am**

August 26, 2025

September 30, 2025

October 28, 2025

November 18, 2025

December 9, 2025

January 27, 2026

February 24, 2026

March 17, 2026

April 21, 2026

May 12, 2026

Register today!

Click [HERE](#) or Scan the QR CODE below.



Procurement | Ancillary | Professional Services | NMREAP

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

Have questions? Email us at [Leadershipdevelopment@ces.org](mailto:Leadershipdevelopment@ces.org)





## Executive Coaching

An executive coach empowers educational leaders to enhance their leadership skills, become more self-aware, and drive success for everyone!



### Our Service:

- ✓ Individual Coaching
- ✓ Monthly Sessions
- ✓ Trusted & Ethical Coaches
- ✓ Annual Packages

### About CES coaches:

All of the executive coaches for CES are skilled coaches that invest in clients' growth and success. All coaches are practitioners that are committed to their own growth to better serve!

This is an opportunity to gain momentum, to have a safe place to think out loud while your coach supports you, chance to plan for the future, structure difficult conversations, or reflect to become more self-aware. Unleash your potential today. A CES Coach is waiting for you!



Package Cost: \$2400



**REGISTER NOW**

Questions? Contact [leanne@ces.org](mailto:leanne@ces.org)

## CES CONTACTS

Mohamed Al-Hussaini  
Procurement & Contract  
Specialist  
Email: [mohamed@ces.org](mailto:mohamed@ces.org)  
Phone: Ext 128

Kim Alvarado  
Purchasing Specialist  
Email: [kalvarado@ces.org](mailto:kalvarado@ces.org)  
Phone: Ext 137

Brian Baca  
HR/Special Ed Specialist  
Email: [bbaca@ces.org](mailto:bbaca@ces.org)  
Phone: Ext

Jim Barentine  
Southern Services Manager,  
Media  
Email: [jim@ces.org](mailto:jim@ces.org)  
Phone: 575.646.5965

Kelly Bassham  
Financial Specialist (AP)  
Email: [kelly@ces.org](mailto:kelly@ces.org)  
Phone: Ext 135

Mathew Bayhan  
IT Specialist  
Email: [mathew@ces.org](mailto:mathew@ces.org)  
Phone: Ext 152

Paul Benoit  
Northern Services Manager,  
REAP  
Email: [paul@ces.org](mailto:paul@ces.org)  
Phone: 575.562.2922

Kimberly Buckner  
Purchasing Specialist  
Email: [kbuckner@ces.org](mailto:kbuckner@ces.org)  
Phone: Ext 131

Valarie Castillo  
Purchasing Specialist  
Email: [vcastillo@ces.org](mailto:vcastillo@ces.org)  
Phone: Ext 106

David Chavez  
Executive Director  
Email: [dchavez@ces.org](mailto:dchavez@ces.org)  
Phone: Ext 109

Katherine Densmore  
Purchasing Specialist  
Email: [katherine@ces.org](mailto:katherine@ces.org)  
Phone: Ext. 148

Katie Effert  
Executive Admin Assistant  
Email: [katie@ces.org](mailto:katie@ces.org)  
Phone: Ext 127

Alexis Esslinger  
LEAP Director  
Email: [alexis@ces.org](mailto:alexis@ces.org)  
Phone: Ext 139

LeAnne Gandy  
Leadership Development  
Program Director  
Email: [leanne@ces.org](mailto:leanne@ces.org)  
Phone: 575.704.9904

Loretta Garcia  
TAP Director  
Email: [lgarcia@ces.org](mailto:lgarcia@ces.org)  
Phone: 505.985.8454

Norma Henderson  
Finance Manager  
Email: [norma@ces.org](mailto:norma@ces.org)  
Phone: Ext 104

John King  
Construction Analyst (N)  
Email: [jking@ces.org](mailto:jking@ces.org)  
Phone: Ext 150

VACANT  
LEAP Admin Assistant  
Email:  
Phone: Ext 144

Jenny Malvern  
Purchasing Specialist  
Email: [jmalvern@ces.org](mailto:jmalvern@ces.org)  
Phone: Ext 134

Yolanda Mares  
Purchasing Specialist  
Email: [ymares@ces.org](mailto:ymares@ces.org)  
Phone: Ext 120

Doug Marshall  
IT Director  
Email: [dmarrshall@ces.org](mailto:dmarrshall@ces.org)  
Phone: Ext 114

Margaret Mikelson  
Finance Specialist  
Email: [margaret@ces.org](mailto:margaret@ces.org)  
Phone: Ext 126

Kim Mizell  
SITE Director  
Email: [kmizell@ces.org](mailto:kmizell@ces.org)  
Phone: Ext 136

Monica Myers  
Business Office Admin  
Assistant  
Email: [monica@ces.org](mailto:monica@ces.org)  
Phone: Ext 145

Bertha Ochoa  
Purchasing Specialist  
Email: [bertha@ces.org](mailto:bertha@ces.org)  
Phone: Ext 123

Thad Phipps  
Construction Analyst (S)  
Email: [thad@ces.org](mailto:thad@ces.org)  
Phone: 575.308.3193

Lianne Pierce  
Director of Ancillary  
Email: [lianne@ces.org](mailto:lianne@ces.org)  
Phone: Ext 103

Jeanne Rayburn  
Office Assistant/Reception  
Email: [jeanne@ces.org](mailto:jeanne@ces.org)  
Phone: Ext 101

Lisa Romo  
Procurement & Contract  
Specialist  
Email: [lromo@ces.org](mailto:lromo@ces.org)  
Phone: Ext 129

Gustavo Rossell  
Procurement Director  
Email: [gustavo@ces.org](mailto:gustavo@ces.org)  
Phone: Ext 117

Teresa Salazar  
Chief Operations Officer  
Email: [teresa@ces.org](mailto:teresa@ces.org)  
Phone: Ext 149

Angelina Sandoval  
Ancillary Admin Assistant  
Email: [angelina@ces.org](mailto:angelina@ces.org)  
Phone: Ext 119

Ilene Sandoval  
Finance Specialist (AR)  
Email: [ilene@ces.org](mailto:ilene@ces.org)  
Phone: Ext 122

Kara Scheib  
Lead Purchasing Specialist  
Email: [kara@ces.org](mailto:kara@ces.org)  
Phone: Ext 125

Kelley Scheib  
Financial Specialist (Payroll)  
Email: [kelley@ces.org](mailto:kelley@ces.org)  
Phone: Ext 107

Robin Strauser  
Chief Financial Officer  
Email: [robin@ces.org](mailto:robin@ces.org)  
Phone: Ext 108

Tara Summers  
Leadership Admin Assistant,  
Media Assistant  
Email: [tara@ces.org](mailto:tara@ces.org)

Yvonne Tabet  
Human Resources Director  
Email: [yvonne@ces.org](mailto:yvonne@ces.org)  
Phone: Ext 113

Angela Valadez  
Procurement Admin Asst  
Email: [avaladez@ces.org](mailto:avaladez@ces.org)  
Phone: Ext 116

Anita Valencia  
Purchasing Specialist  
Email: [anita@ces.org](mailto:anita@ces.org)  
Phone: Ext 110

Joe Valencia  
Procurement & Contract  
Specialist  
Email: [joe@ces.org](mailto:joe@ces.org)  
Phone: Ext 124

Victoria Webb  
Purchasing Specialist  
Email: [victoria@ces.org](mailto:victoria@ces.org)  
Phone: Ext 147

Valerie Yoakum  
Ancillary Admin Assistant  
Email: [valerie@ces.org](mailto:valerie@ces.org)  
Phone: Ext 111