

CES PROCUREMENT PARTNER NEWSLETTER

January 2026



Simplify procurement.
Maximize results.



Dear CES Members, Partners, and Valued Vendors:

As we enter another year, all of us at Cooperative Educational Services (CES) extend our warmest wishes for a prosperous New Year. Your commitment to serving communities and children across New Mexico inspires us every day, and we are grateful for the opportunity to stand alongside you in that work.

First and foremost, we offer our heartfelt appreciation to the dedicated CES staff. Your exceptional service, steadfast support to our communities, and tireless efforts on behalf of the children of New Mexico embody the very best of public service. Your professionalism, compassion, and problem-solving spirit make a tangible difference statewide, and we are deeply proud of all you do.

To our members—our educational entities and our city and county partners—thank you for continuing to support your New Mexico-based purchasing cooperative. Your trust in CES enables efficient, compliant procurement, freeing you to focus on what matters most: delivering high-quality educational programs and services for the students you serve. We are honored to help you stretch resources, accelerate timelines, and sustain excellence in teaching and learning.

To our **best-in-class** vendors—our procurement partners—thank you for providing goods, services, and products of the highest quality to our valued members. Your reliability, innovation, and responsiveness have supported New Mexico's schools and public agencies year after year. We appreciate your many years of service and your continued partnership in advancing outcomes for our communities.

As the New Year dawns, we wish each of you new beginnings, renewed energy, and success in carrying out your New Year's resolutions. May 2026 bring you peace, good health, and meaningful progress toward your goals. We look forward to continuing our shared work—supporting students, strengthening communities, and building a brighter future across New Mexico.

With gratitude and best wishes,

David Chavez
CES Executive Director

Current & Upcoming Solicitations:

RFP #	RFP Description	Release	Pre-Prop.	Due	Evaluations	Award
2026-09 (ID & UT only)	<i>Vehicles - Car, SUV, Van, Trucks, Police Car and Related</i>	1/16/26	1/21/26	2/20/26	2/24 – 3/3	3/5/26
2026-10 (ID & UT only)	<i>Medium & Heavy-Duty Trucks</i>	1/16/26	1/21/26	2/20/26	2/24 – 3/3	3/5/26
2026-11 (ID & UT only)	<i>Truck Bodies</i>	1/16/26	1/21/26	2/20/26	2/24 – 3/3	3/5/26
2026-12 (ID & UT only)	<i>Trailers</i>	1/16/26	1/21/26	2/20/26	2/24 – 3/3	3/5/26

Note: All dates are subject to change without notice.

Note2: The listed solicitations are for service to CES members in Idaho and Utah.

Invoicing – Precautionary Reminder

If you have a **Traditional** contract with CES, those invoices are submitted directly to CES:

Procurement of goods or services involving construction as defined by Public Solutions.
Turnkey installation solutions (product + installation) - YES
Member makes PO to CES + submits PO & quote using completed online submission form in the BlueBook → CES creates PO to Vendor / Contractor → Vendor / Contractor invoices CES → CES invoices Member → Member pays CES → CES pays Vendor / Contractor

If you have a **Direct Purchase** contract through CES, those invoices are submitted directly to the Member:

Procurement of goods or services not involving construction as defined by Public Workforce Solutions.
Storage, assembly, deployment, delivery of products – YES
Member makes PO to Vendor + submits PO & quote using completed online submission form in the BlueBook → Vendor invoices Member → Member pays Vendor

CES is in the process of upgrading its systems. There will be many exciting enhancements. Additional information will be coming soon! Stay tuned!

VENDOR HOUSEKEEPING ITEMS:

- A. Please make sure your eProcurement and Bluebook profile AND pricing are always updated with the following, if not currently on file.
1. LOGO: For ease of identification of your company.
 2. NAME CHANGE: If you have changed your name or ownership, please contact CES Procurement Department as soon as you can, there are documents CES needs in order to update your contract and Bluebook profile.
 3. CERTIFICATE OF LIABILITY INSURANCE: CES and its members need your insurance updated yearly.
 4. PRICING: Please update pricing as needed. If pricing does not match a quote, you will be contacted by a Procurement Specialist and your quote, and member PO, will be placed on hold.
 - i. If a tariff surcharge is being added to your quotes and invoices, it must be pre-approved by CES. You must upload written supplier verification in the Pricing Documents section of the contract's eProcurement page, for CES review.
 - ii. With CES' active expansion into other states, there is now a Company Profile page where you should indicate which other states are locations in which you are prepared to "carry" your CES contract. Please update your Profile!

Be sure to also upload pricing documents for those states!

- iii. The CES Contract Administrative Fee for outside New Mexico is 2%.
 5. W-9: If you have recently updated your company information, please let CES know as well.
 6. Social Economic Indicators are acknowledged/checked. This is important when federal funds are used.
- B. **Price Quote/Proposal:** When preparing a quote/proposal under a CES awarded contract, clearly identify and break out quantities, descriptions, supplies, materials, and equipment,

and services into individual line items as they appear on your awarded price schedule or pricing methodology proposed in your RFP response. At a minimum all quotes or proposals shall include the following: description, “hourly labor rate or the list/catalog unit price”, “the per cent discount offered” and the final “CES price”. **All stated prices must include the CES Contract Administrative Fee.**

Do not show the CES Contract Administrative Fee as a separate line. It is included in your pricing, not added to it.

Shipping/Freight costs and the New Mexico Gross Receipts Tax as applicable must be stated in separate lines.

- C. For questions and general assistance, please contact Angela Valadez, Procurement Department, at 505-344-5470 ext. 116.

Special Article:

Why a Strong Company Description Matters

Helping Members Find *You*—and Helping You Win More Work

One of the primary ways members use the CES Bluebook on the website is to **identify vendors who can meet a very specific need**. Whether they are searching for classroom technology, architectural services, grounds maintenance, or something as specialized as a **walk-in freezer for a commercial kitchen**, members rely heavily on the **Company Description** field within the vendor’s Company Information page to decide which vendors to contact. This is actually the only informational field that the keyword search function references!

When that description is missing or overly generic, even highly qualified vendors may be overlooked—simply because members cannot tell what you actually do.

This article explains **why detailed descriptions matter**, highlights common pitfalls, and provides **practical guidance and examples** to help vendors present their capabilities clearly and effectively.

The Problem Members Encounter

Members often search among dozens of contracted vendors within a broad category. For example:

A member needs a contractor who can design and build a walk-in freezer for a commercial kitchen.

Within the cooperative, there may be **50+ HVAC or mechanical vendors** under contract. However, if only a handful explicitly mention:

- walk-in freezers
- commercial refrigeration
- food-service or institutional kitchens

...the member can only confidently identify those few vendors—even if many others are equally capable.

Two Common Description Issues

1. Overly generic descriptions

Example:

“Does residential and commercial new installation and remodel for electrical and heating and air conditioning as well as service and repairs on existing equipment and systems.”

While accurate, this description does not help a member determine:

- What *types* of commercial work you specialize in
- Whether you handle specialized systems (e.g., refrigeration, kitchens, laboratories, healthcare facilities)

2. Blank description fields

Vendors who leave the Company Description field empty are effectively **invisible** to members using the site to identify qualified providers.

How Members Use Company Descriptions

Members typically:

- Scan descriptions quickly
- Search for **keywords tied to their specific need**
- Narrow down vendors *before* making calls or sending emails

If your description does not clearly reflect your specialized services, **members may never reach out**, even though you are fully qualified and under contract.

What Makes a Strong Company Description?

A strong description answers three basic questions from the member’s perspective:

1. **What do you specialize in?**
2. **What types of facilities or environments do you commonly serve?**
3. **What specific products, systems, or services can you provide?**

Key Elements to Include

Consider incorporating:

- Specific services (not just broad categories)
- Types of projects you routinely perform
- Industries or facilities you commonly serve
- Specialized systems, equipment, or expertise
- Keywords sprinkled heavily within the description that will bring your company up when members are searching.

Example: Generic vs. Effective Descriptions

✗ Generic Description

“Provides commercial HVAC installation, service, and repair.”

✓ Improved, Search-Friendly Description

“Provides commercial HVAC and mechanical services with a focus on institutional and food-service environments, including installation and maintenance of walk-in freezers, walk-in refrigerators, commercial kitchen ventilation, make-up air units, and temperature-controlled storage systems for schools, hospitals, and municipal facilities.”

Another Example: Electrical Contractor

✗ Too Broad

“Electrical contractor providing residential and commercial services.”

✓ More Helpful

“Licensed commercial electrical contractor specializing in new construction, remodels, and system upgrades for schools, higher education facilities, municipal buildings, and public safety facilities, including lighting retrofits, emergency power systems, and code-compliant electrical infrastructure.”

Tips for Writing (or Updating) Your Description

- **Be specific** rather than general
- Use **plain language**, not marketing buzzwords
- Think about what a member would *search for*
- Include niche capabilities that set you apart
- Update your description as services expand

If you serve multiple specialties, it's fine to list them—**clarity is more important than brevity.**

Why This Benefits Vendors

A clear, detailed description:

- Increases the likelihood that members will find you
- Reduces time spent explaining basic capabilities
- Leads to better-matched project inquiries
- Helps you compete fairly with similarly contracted vendors

In short: a better description means better visibility—and more opportunities.

By Jared Bomani



Business/Procurement Departments Contact List and Information

Website: www.ces.org

Office: 505-344-5470

Fax: 505-344-9343

❖ Purchasing Specialist Contact Information for Member Support

Team 1 New Mexico Members A through D	Anita and Victoria - Team1@ces.org anita@ces.org Ext 110 victoria@ces.org Ext 147
Team 2 New Mexico Members E through K	Kimberly B. and Yolanda - Team2@ces.org kbuckner@ces.org Ext 131 ymares@ces.org Ext 148
Team 3 New Mexico Members L through P	Kim A. and Jenny - Team3@ces.org kalvarado@ces.org Ext 137 jmalvern@ces.org Ext 134
Team 4 New Mexico Members Q through Z	Bertha & Misty - Team4@ces.org bertha@ces.org Ext 123 mwade@ces.org Ext 106
Utah & Idaho Members	Katherine katherine@ces.org Ext 148 Utah 435-239-3040 TeamUtah@ces.org Idaho 208-366-5499 TeamIdaho@ces.org
Submit Invoices	invoice@ces.org
Lead Purchasing Specialist	Kara kara@ces.org Ext 125
Construction Documents Link	https://login.imagesilo.com/home/login
CONSTRUCTION DOCUMENTS UPLOAD INSTRUCTIONS LINK	https://www.ces.org/business-department-updates/construction-doc-upload-instructions/

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

Collections/Accounts Receivable	Ilene ilene@ces.org Ext 122
Accounts Payable	Kelly B. kelly@ces.org Ext 135

❖ **Business Department Administration**

Chief Financial Officer	Robin Strauser robin@ces.org Ext 108
Finance Manager	Norma Henderson norma@ces.org Ext 104
Administrative Assistant	Monica Myers monica@ces.org Ext 145

❖ **Procurement Department**

Procurement Director	Gustavo Rossell gustavo@ces.org Ext 117
Administrative Assistant	Angela Valadez avaladez@ces.org Ext 114
Contract Specialist	Lisa Romo lromo@ces.org Ext 129
Contract Specialist	Joe Valencia joe@ces.org Ext 124
Contract Specialist	Mohamed Al-Hussaini mohamed@ces.org Ext 128
Construction Analysts	John King jking@ces.org Ext 150 Cell: 575-607-5800 Thad Phipps thad@ces.org Ext 154 Cell: 575-308-3193
Blue Book	https://eprocurement.ces.org/public/bluebook.html

❖ **Member Services**

New Mexico Northern Services Manager, REAP Services	Paul Benoit paul@ces.org Ext 141 Portales Office Phone: 575-562-2922 Cell: 575-760-9002
New Mexico Southern Services Manager, Media Services	Jim Barentine jim@ces.org Las Cruces Office Phone: 575-646-5965 Cell: 602-689-0652
Utah Southern Regional Service Manager	Peggy Green pgreen@ces.org Ext 118 Cell: 435-327-1693
Utah Northern Regional Service Manager	Mason Goold mgoold@ces.org Ext 105 Cell: 801-664-0742

Idaho Regional Service Mgr

Drew Evans, devans@ces.org