



Direct Purchase Vendor Q & A

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Will this new system/method be required, or is it optional? Can we continue doing business the old way?	The new system will be required for all purchases except Construction starting April 5, 2021.
Will you be going over the system and new process steps?	Yes. We will also have available to you a link to our website with this Direct Purchase Vendor Meeting, the Vendor Handbook as well as the Q & A's from the meetings once they are available.
How many contacts will we be able to input? We have individuals throughout the state.	The vendor can have as many contacts in the system as you want to list.
Will the vendor be responsible with reconciliation of the CES approved PO from client with the PO sent to the vendor directly?	Yes; the vendor is on the honor system. If you receive the PO from your customer, we ask that you put it through our system. The vendor manual will have the address, po@ces.org , where you can send the PO is CES. If the PO does not have, "CES Approved" on it, we have not seen it or performed contract and pricing compliance.
When is the fee due? If install is not complete, then the fee should not be due until complete.	The fee is due when you receive payment from Member. If more than one invoice will be generated, then the fee is due on that invoice when it is generated. We are asking for monthly reconciliation of the fee.
How does lease payments work with fees to CES?	We will invoice you for the total amount of the lease at the beginning. Fee will be remitted to CES when a payment is received by Vendor from Member.
What if a vendor can not get everything completed by April 5, 2021?	In order for a vendor to appear in the new digital Bluebook there will need to be content; the pricing pages will need to be in there to ensure your name will appear in the new Digital BlueBook. CES continues to construct and maintain the digital Blue Book, uploads continue to be allowed at this time.
When will this new System be implemented?	April 5, 2021

<p>Without the CES Purchasing Specialist Stamp a Project cannot be started?</p>	<p>You should not start a project until you receive the PO with the “CES Approved”. This is for non-construction only. If your company does any construction, you will be classified as “Construction” and the Direct Purchase will not apply to you. Construction PO’s will be processed the same way as they are currently.</p>
<p>Does this new system apply to the AEPA contract?</p>	<p>Yes , but with the AEPA contracts, if you have an online purchasing system already set up, that will stay in place.</p>
<p>Are there user categories? i.e, I don’t want the Finance person that handles your CES payment to be shown for schools to contact.</p>	<p>Don’t put any user information in the digital Blue Book that you don’t want displayed. You will have the option to list whichever contacts you want.</p>
<p>Can the added users have territories or zip/zones they are responsible for listed in the BlueBook?</p>	<p>Whoever you want to be assigned to any contract is up to you. The contracts are delineated by regions and you can put anyone as a contact to a specific region.</p>
<p>Can a vendor request to modify their service area to include additional CES procurement regions?</p>	<p>No. When a vendor submits a proposal in response to a CES RFP, it is at that time that the regions are declared. A Region cannot be added post RFP evaluation because the pricing for that Region would not have been competitively competed and by adding, it would circumvent the procurement process. The recommendation is to check all the regions.</p>
<p>What if you have active contracts, but the contract screen shows a “?” question mark? I thought all contracts were uploaded; is there another step?</p>	<p>No, there is not another step. We are in the process of getting all of our contract information into the system; we are working on getting all the data in. Being that the digital Blue Book is a new system, ongoing maintenance and support will be expected.</p>
<p>Materials and Equipment are going up by 15% to 30% this year. How is the pricing adjusting for this throughout the year?</p>	<p>You log into the Digital Bluebook and upload your new pricing and in the “Additional Document” section you would upload the letter from your supplier that the pricing has changed. We get that notification; we review and will either approve or decline depending as to whether the product is in line with the original scope of work for the contract.</p>
<p>Will general documents that are required on all bids be uploaded to your new system? This would help with having to submit the information with each bid.</p>	<p>No. The digital BlueBook and the eProcurement system (for RFP submissions) serve different functions and with the exception of the final contract, no documents are systematically migrated from eProcurement to digital BlueBook.</p>
<p>Will the Member be able to choose multiple Vendor email addresses for PO notification?</p>	<p>Yes.</p>

I have not seen anywhere for “Bonding” requirements on a project, and where a bond has been issued, etc?	Bonding is 99% of the time needed only in Construction Projects, which is not part of Direct Purchase at this time.
The process for the Member is still that they send the PO to CES (po@ces.org) but the PO does not carry the C/O CES address as before?	The PO will be issued by Member to the Vendor. The Member will send the PO in through the system along with your quote. After CES performs contract and pricing compliance, you will get the (Members`) PO from CES marked “CES Approved”.
Can multiple members from the same company be in the system at the same time?	Yes, they can all share the one email for their entity and be on at the same time.
Just to clarify, does this still apply to construction equipment vendors? I got confused when you said it doesn’t apply to construction.	Construction EQUIPMENT <u>is</u> part of Direct Purchase.
The PO does not come directly to the vendor, unless by mistake, in which case the PO is forwarded to CES from the vendor for approval?	That is absolutely correct.
Do orders we receive prior to the 4/5 date need to be changed to reflect the new process? Or is that the first date members must send new ones with the new stamp.	Up to April 4 everything will be processed the same. Effective Monday, April 5, the new system and business model will be launched
How do you reconcile pricing on fixed fee quotes? (A & E)	The quotes need to have the hourly rates for the different trades and services they supply.
How would that work for emergency work, such as emergency restoration calls?	Emergency repairs- the paperwork comes after the work is done. The Member will upload a PO for the work, we will review and if approved the vendor would receive that PO to bill against.
Can admin fees be due all at once at the end of the quarter? Instead of on each invoice.	This is a financial and procedural shift for CES; For the viability of CES` operations under this new model, Vendor will pay the Admin Fee per invoice when Member has paid the Vendor.
So this process does not apply to Architectural firms?	Yes, A/E firms will also benefit from this new business model.
What happens if we have a piece of equipment is priced on the price list, but the customer requests several different options which increases the cost?	Vendor may provide pricing pages structured in a manner that allows for the addition of “options” or customization to a product or service.
Can we use the portal to register new members with CES?	No. There is a different, separate process that needs to happen and be referred to Robin or David.
Is architectural services considered to be under construction?	No. It’s Professional Services and subject to Direct Purchase.
What is the best process to use, regarding urgent addendum requests, while waiting for contracts to be uploaded?	Contact the Procurement Department.
Will a vendor be able to add a link to our online catalog in the BlueBook?	Yes. It is recommended that Vendors upload a page with the link to the online catalog,

	instructions to Members on how to purchase, the level of discount offered, at a minimum.
We have outstanding PO's that will not be paid until June of this year. Will they be finished out on the old system?	Yes.
Our fees are usually based on a percentage of the MACC amount. This means it is not based on hourly rates, but on phases like Schematic Design, Design Development, etc... How do we send out a price quote based on this system?	Construction is not a part of Direct Purchase. A/E is. For situation-specific cases, contact the CES Business Office
Can you have the process written out, and sent to all of us vis PDF?	Reference Manuals and other resources will be available on CES` website
I'm still confused on A&E fixed fee quotes. Although we can provide our hourly price sheet per Title (qualification) the quote will be a lump sum for the service, not broken down (number of hours per title). Is having the price sheet in place sufficient? Do we need to attach that price sheet to our fixed fee quotes, even though the lump sum can not be directly tied to those rates?	Construction is not a part of Direct Purchase. A/E is. For situation-specific cases, contact the CES Business Office
Our products have many variations. Our contract lists a "generic" part number. SO a member's quote or order will show a different part number, which will define all the variations. Prices may vary based on member's selections would have appropriate discount applies. Will this cause an issue?	Vendor may provide pricing pages structured in a manner that allows for the addition of "options" or customization to a product or service.