

REGISTERING FOR NOTICE OF AN RFP

Our members often prefer to use CES-contracted vendors for their purchasing, as it significantly simplifies their procurement processes. We are a cooperative formed to serve schools, colleges and universities, counties, and municipalities in the State of New Mexico. You may find additional information on our website (www.ces.org) to help you understand our company.

Here is the link to register as a bidder in the CES Online Registration and Contract Management System - <https://eprocurement.ces.org/>. Once successfully registered, you will receive notices for future bidding opportunities.

The registration process requires internet access and an e-mail account. Registration information includes identifying your business type and selecting commodity codes relating to your products and services offered, so that you can receive notification of RFP solicitations. A brief demonstration video can be viewed at <https://youtu.be/ChHMCMQ8mNo>.

The process for registration is as follows:

- “Don't have an account? Click [here](#) to register”
- Then simply follow the directions provided on the screen. Following the completion of each tabbed page (section), you will click on “Submit and Continue Registration” at the bottom of the page to progress through the process.
 - Review the terms & conditions and mark the box at the bottom of the screen to accept.
 - Enter Company Information requested, paying particular attention to the required fields whose names are followed by “*”.
 - Select the Commodity Code(s) for which you wish to be notified of solicitations occurring. Please note that under current State guidelines, over 8,000 codes are provided (by expanding clusters). The Commodity Code(s) you select will appear in the list on the right side of the screen.
 - Enter Primary Account Information requested.
 - You then will be reminded to review and modify any or all of the information you have entered.
- The system will send you an e-mail indicating receipt of your registration and that it is being reviewed. Please be sure to check your inbox and spam filters.
- Please allow up to 5 days for review.
- If your registration is rejected, the e-mail will state the reason(s) why. Please log-on to the system and re-key your information, making sure that all reasons for rejection are corrected. Re-submit your registration after making corrections.
- If your registration is approved, you will receive an email confirming your username and a second e-mail providing a link by which you can complete your registration.
- Once your account is activated, you will be able to log on to the system to maintain your profile, including contact information and commodity selections, and to view and submit responses to solicitation events.
- Upon activation, you may also register additional members of your company staff that you want to receive e-mail and notifications relating to the commodity selections for which you are registered.

CES Solicitations and subsequent award of contracts occur on a two-, three-, or four-year cycle, depending upon commodity category. Your registration provides CES the information needed to notify you of solicitations pertinent to the commodity categories you selected while registering. Registration with CES **does not** mean you are a 'CES Vendor'. Only vendors that are awarded a contract through the process identified below can call themselves a 'CES Vendor'. Please check with the CES staff to determine when the current contract(s) are expiring that you are interested in pursuing in the next procurement cycle.

Next steps:

1. Once you have been approved as a member of the bidders list, we highly recommend that you double check the commodities you've chosen and add other users that should be notified of any upcoming RFP opportunities in the event you are away from internet access.
3. Upon approval, you can log on to <https://eprocurement.ces.org/> and see open & closed solicitations and to review the on-line solicitation process. Note: In order to view a solicitation, you have to select "Intend to bid" to see the solicitation, but it doesn't commit you to bidding. A friendly reminder here: Upon approval – you are **not** a 'CES Vendor', you **are** a 'Registered Vendor waiting for a RFP to be issued to which you may respond.'
4. Please note: When current contract(s) for the commodities you've identified are nearing expiration, CES will prepare a legal advertisement and post the new RFP on the eProcurement website. Instead of having only the legal section of five major NM newspapers upon which to rely, you will also receive an e-mail notice of the RFP opportunity that matches the commodities you've selected.
5. At that time, you may follow the instructions and prepare a complete proposal by responding to every question and section of the RFP. After the deadline for submission, CES convenes an Evaluation Committee of volunteers (knowledgeable in the scope of work) to review and score the proposals, and to make recommendations to the CES Executive Director for award of contracts. If you are awarded a contract, you will become a 'CES Vendor' with a unique contract number, and you will be listed in the BlueBook (catalog of contract-holding CES vendors).

For any further questions regarding the solicitation process, please communicate with bids@ces.org, which will connect you to our Procurement Department. (They can answer any more-detailed questions you may have.) As an alternative to email, you may telephone or correspond by mail with Gustavo Rossell, CES Procurement Manager, at

CES - Procurement Department
PO Box 81045
Albuquerque, NM 87198
Phone: 505-344-5470 ext 117

A listing of currently-awarded CES contracts (our BlueBook) is always available on our website (www.ces.org).

Thank you.