

HOW TO DO BUSINESS WITH GOVERNMENT

LOS LUNAS PUBLIC SCHOOLS



GOVERNMENT PROCUREMENT IN GENERAL

- **STRUCTURED MEANS OF ACQUIRING WHAT IS NEEDED TO OPERATE GOVERNMENT AGENCY**
- **DIRECTED PROCESSES AND PROCEDURES MUST BE FOLLOWED**
- **OPEN AND HIGHLY VISIBLE PROCESS-TRANSPARENT**
- **SUBJECT TO REVIEW BY MULTIPLE GROUPS**



WHY GOVERNMENT PROCUREMENT?

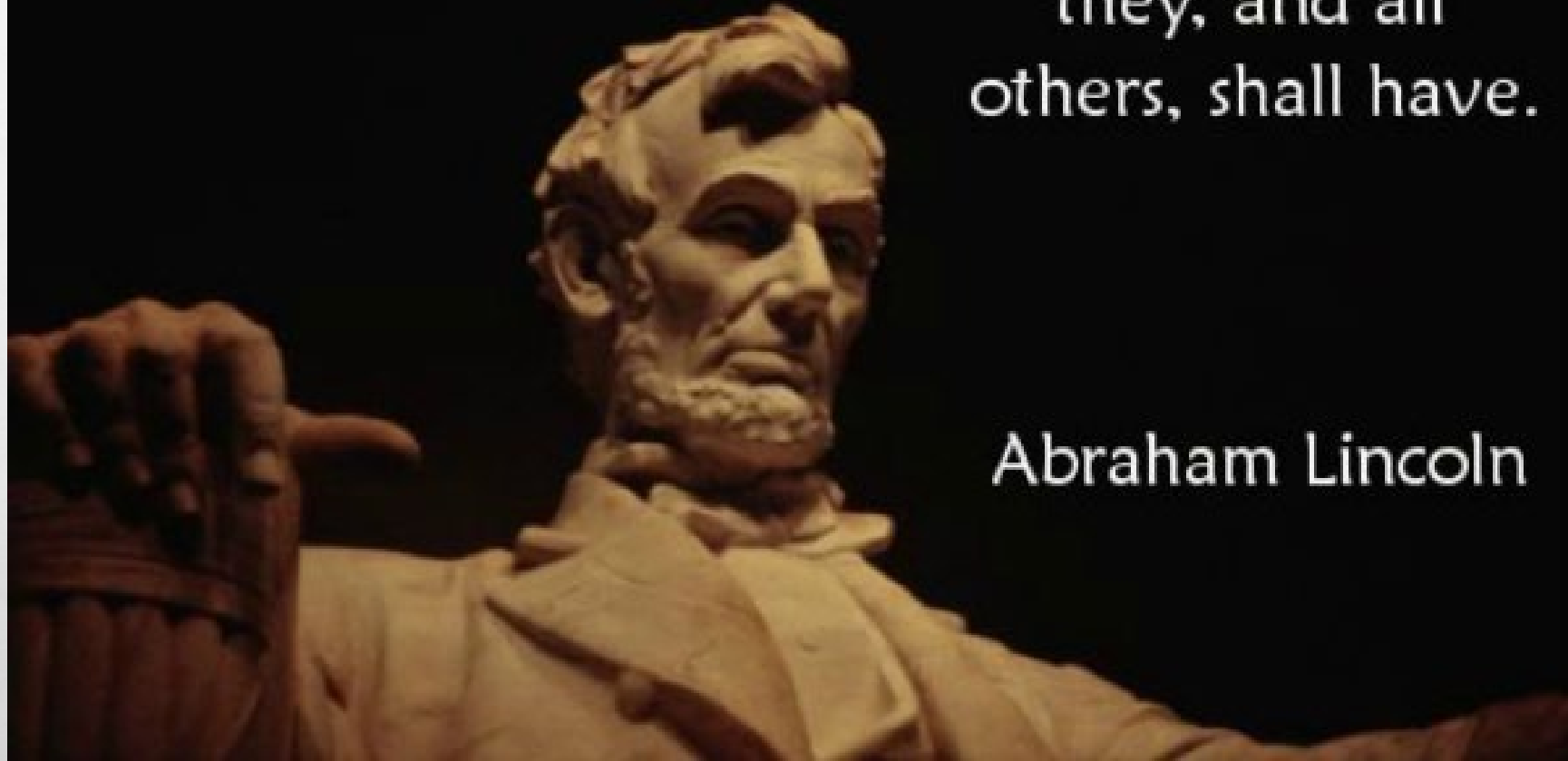


- **FAIRNESS TO STAKEHOLDERS**
- **VENDORS, END USERS, TAXPAYERS**



These men ask for just the same thing, fairness,
and fairness only. This, so far as in my power,
they, and all
others, shall have.

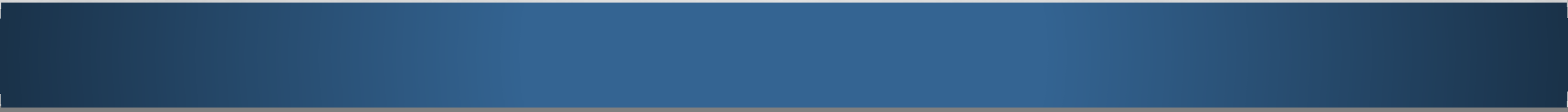
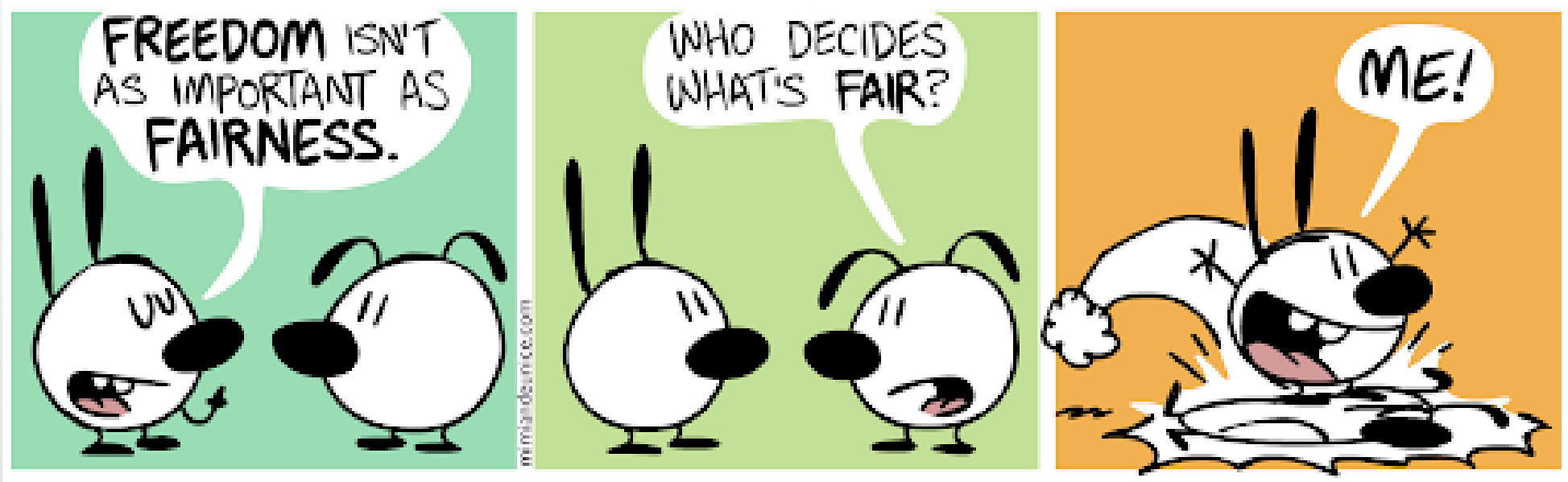
Abraham Lincoln



HOW DO WE MAKE IT FAIR?

- **CONSISTENCY**
- **PREDICTABILITY**
- **REPEATABILITY**
- **TRANSPARENCY**
- **USE OF AN UNDERSTANDABLE PROCESS**
- **PROVISION FOR PROTESTS**





WHAT IS THE INSTRUMENT TO MAKE IT FAIR?



GENERAL STRUCTURE OF THE LAW

- **FEDERAL CONSTITUTION**
- **STATE CONSTITUTION**
- **STATE LAWS-STATUTES, PROCUREMENT CODE, NMAC, NM GOVERNMENTAL CONDUCT ACT**
- **LOCAL LAWS-COUNTY ORDINANCES, SCHOOL BOARD POLICIES**

STATE PROCUREMENT CODE

- **STATE LAW-STATUTE & REGULATIONS**
- **LEGISLATURE CREATES/CHANGES**
- **APPLIES TO LOS LUNAS SCHOOLS-LOCAL PUBLIC BODY**
- **APPLIES TO CITIES, COUNTIES, VILLAGES**

HOW DO FEDERAL LAWS, STATE CODES & LOCAL POLICIES WORK TOGETHER?

- **FEDERAL LAW HAS THE HIGHEST PRECEDENCE**
- **STATE CODES & LOCAL POLICIES CANNOT SUPERCEDE FEDERAL LAW**
- **ALL THREE MUST BE CONSIDERED TOGETHER**
- **ALL THREE ARE LAW!!**



WHY DOES NM HAVE A PROCUREMENT CODE?

- **TO MAKE PUBLIC PROCUREMENT MORE EFFECTIVE**
- **PROVIDE FOR FAIR AND EQUAL TREATMENT**
- **TO GET THE BEST VALUE WHEN SPENDING PUBLIC FUNDS**
- **TO PROVIDE SAFEGUARDS TO MAINTAIN A SYSTEM OF QUALITY AND INTEGRITY**



WHO DOES THE PROCUREMENT CODE APPLY TO?

- **JUST ABOUT EVERYONE IN GOVERNMENT**
- **EXCEPTIONS:**
 - **TOWNS WITH HOME RULE-LIKE ALBUQUERQUE AND LAS CRUCES**
 - **NEW MEXICO STATE UNIVERSITY-STATE LAND GRANT INSTITUTION**

WHAT IS COVERED BY THE PROCUREMENT CODE?

- **EVERY PURCHASE NOT SPECIFICALLY EXCLUDED THROUGH AN EXEMPTION**
- **TANGIBLE GOODS**
- **SERVICES**
 - **PROFESSIONAL SERVICES**
 - **GENERAL SERVICES**
- **CONSTRUCTION**
- **DOES NOT COVER REAL PROPERTY-REAL ESTATE**

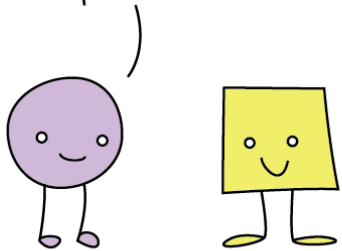
LOCAL PROCUREMENT POLICY

- **FILLS IN ANY GAPS IN STATE CODE**
- **SCHOOL BOARD CREATES/CHANGES-MAY NOT SUPERCEDE STATE CODE**
- **OTHER LOCAL GOVERNMENTS HAVE SIMILAR POLICIES/ORDINANCES**
- **GET COPIES OF THE POLICIES/ORDINANCES WHERE YOU WANT TO DO BUSINESS**
- **KNOWLEDGE IS POWER**

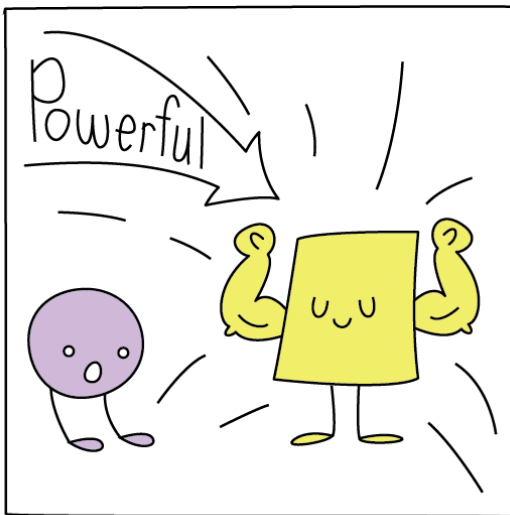
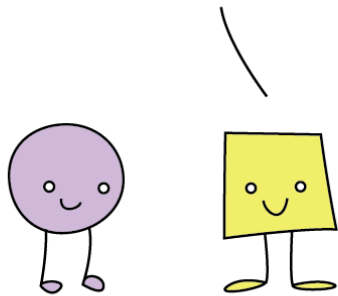
Knowledge
is
power!



knowledge
is power



i know that



DOMESTIC COWBOY COMICS

TANGIBLE GOODS



- **YOU CAN TOUCH, FEEL, HOLD**
- **GENERALLY MOVABLE**
- **“BID” PROCESS GENERALLY APPLIES**
- **INCLUDES EXPENSIVE TRACKED CAPITAL EXPENDITURES (OVER \$5K) AS WELL AS EXPENDABLE SUPPLIES**

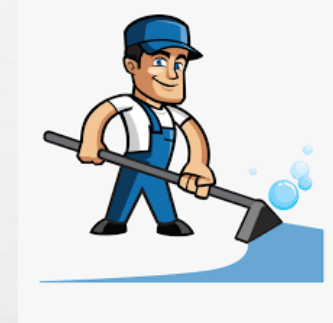
PROFESSIONAL SERVICES

- **DEFINED IN LAW**
- **RULE OF THUMB: COLLEGE DEGREE AND LICENSE**
- **DOCTORS, LAWYERS, ENGINEERS, ARCHITECTS**
- **“REQUEST FOR PROPOSALS” PROCESS REQUIRED BY LAW ABOVE \$60K**
- **SCOPE OF WORK/STATEMENT OF WORK (SOW)**
- **CHARACTERISTICS: EACH JOB IS VERY UNIQUE-REQUIRING HIGHLY TRAINED, SPECIALIZED JUDGEMENT-ENGINEER DESIGNING AN AIRPLANE OR DOCTOR TRYING TO FIGURE OUT WHY YOUR NOSE IS BLUE**
- **IT IS NOT THE SAME OLD THING OVER AND OVER**



NON-PROFESSIONAL SERVICES

- **ANY SERVICE THAT IS NOT PROFESSIONAL**
- **OFTEN REPETITIVE**
- **“BID” PROCESS GENERALLY APPLIES**
- **CLEARLY DEFINED SERVICE REQUIREMENT**
- **GENERALLY NO SEPARATE DELIVERABLES OR END PRODUCT**
- **MUST ESTABLISH PERFORMANCE STANDARDS**
- **MAY REQUIRE MORE OVERSIGHT THAN PROFESSIONAL SERVICES**



CONSTRUCTION

- **SPECIALIZED PROCUREMENT-BUILDING, ALTERING, INSTALLING, DEMOLISHING, INCLUDING EARTHWORK, DRILLING WELLS**
- **RFP PROCESS GENERALLY APPLIES**
- **SIGNIFICANT ADDITIONAL LEGAL REQUIREMENTS APPLY**
- **FREQUENTLY HIGH DOLLAR**
- **CAPITAL EXPENSE-LAND OR BUILDING IMPROVEMENT**



PURCHASING PROCESS

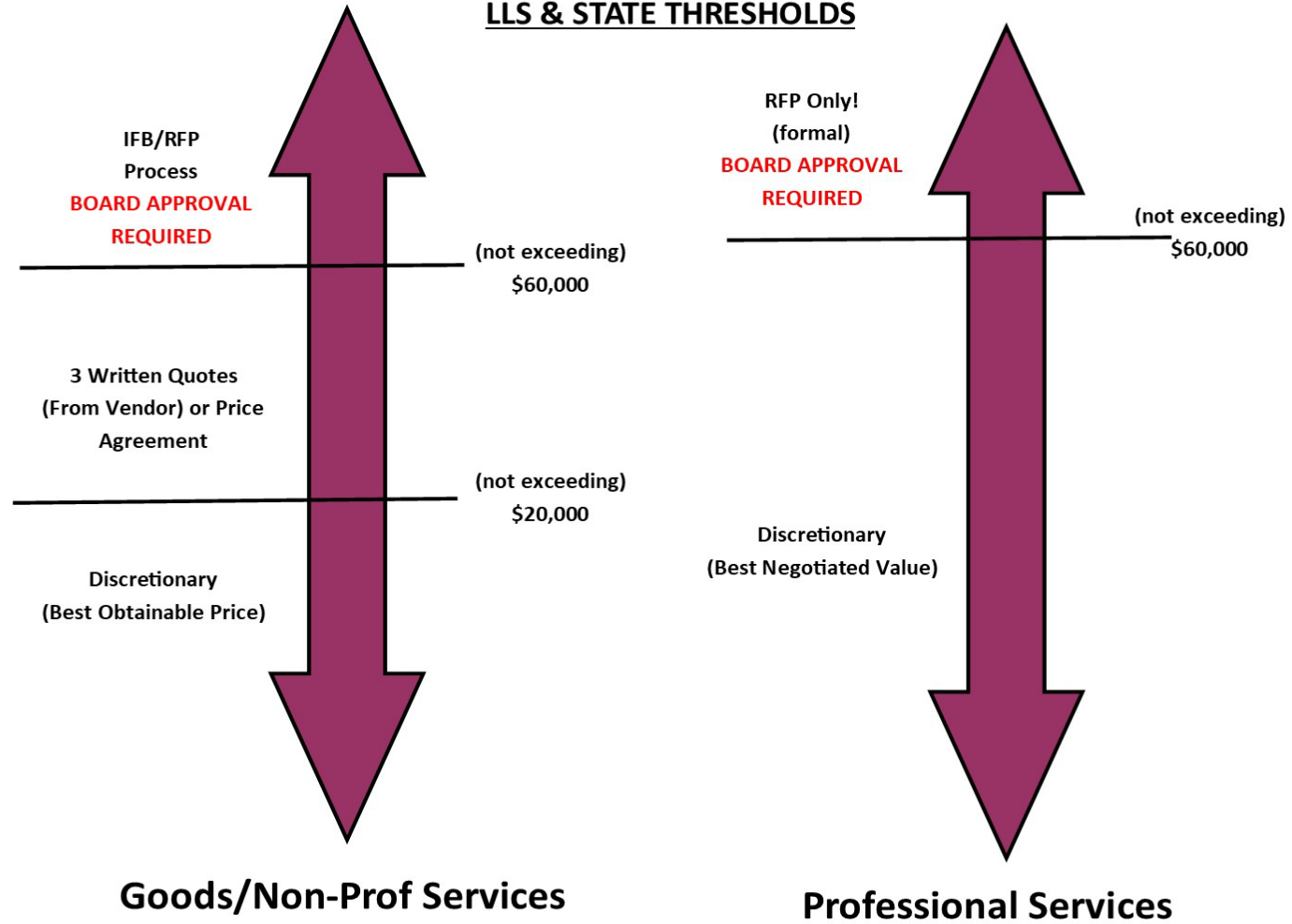
- **A NEED IS IDENTIFIED**
- **THE NEED IS EVALUATED AND DOCUMENTED**
- **REQUEST IS ISSUED**
- **PURCHASING DEPARTMENT HANDLES THE REQUISITION**
 - **IDENTIFIES BEST OR REQUIRED PROCUREMENT METHOD. USER MAY SUGGEST OR REQUIRE A SPECIFIC SOURCE**
EX: QUOTES, RFP, IFB
 - **ISSUES A PO OR INITIATES A PROCUREMENT**
- **VENDOR RECEIVES PO**
 - **VENDOR THEN BEGINS PROVIDING THE NEEDED ITEMS OR SERVICE**

SMALL PURCHASE VS FORMAL PROCUREMENTS

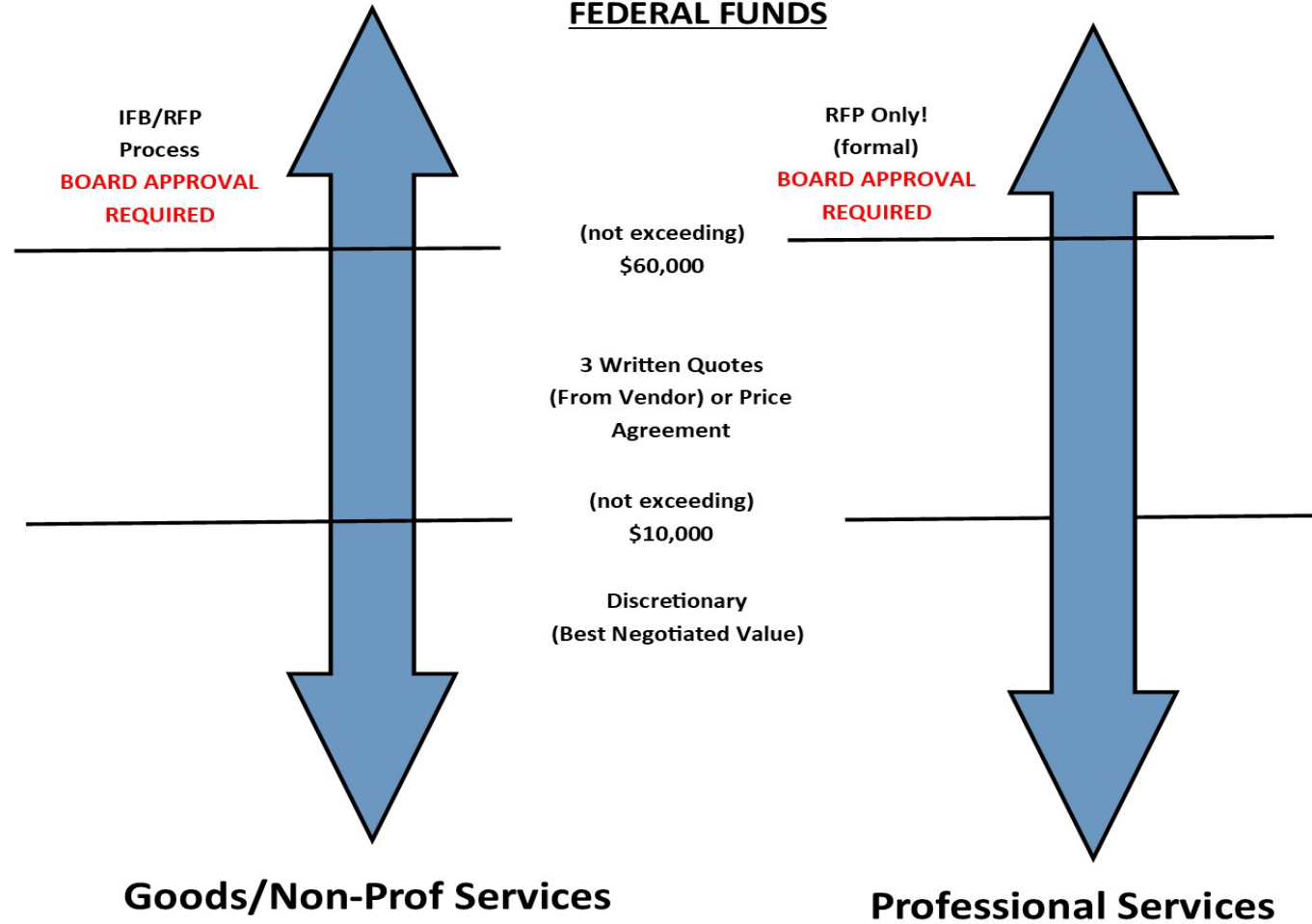
HOW DOLLAR VALUE AFFECTS THE PROCUREMENT



LLS & STATE THRESHOLDS



FEDERAL FUNDS



Goods/Non-Prof Services

Professional Services

\$20K AND BELOW: BEST OBTAINABLE PRICE

***\$10K AND BELOW FOR FEDERAL FUNDS**

- **GOODS AND NON-PROFESSIONAL SERVICES**
- **PURCHASING DEPARTMENT DETERMINES “BEST OBTAINABLE PRICE”**
- **DIRECT PURCHASE ORDER**
- **SOME BUYER DISCRETION OK**
- **GOOD OPPORTUNITY FOR INITIAL “FOOT IN THE DOOR”**
- **GENERALLY UNIQUE, ONE-TIME PURCHASES**
- **CAN'T ARTIFICIALLY DIVIDE**
- **FOR FEDERAL FUNDS-MUST BE REGISTERED ON SAM.GOV**

GOOD COMMUNICATION MATTERS: HOW NOT TO WRITE AN EMAIL:

HEATHER,

THANK YOU FOT GIVING ME YOUR EMAIL ADDRESS. I WANTED TO GET IN TYOUCH WITH YOU BECAUSE YOIUR WEBISTRE SAID THAT YOU WERE THE MAIN LADY INC HARGE OVER THERE THAT DREALS WITH PPE SUPPLIES I.ER. FACE MASKS AND DISINFECTANT AND THOSE THINGS!

WELL I AM INCLUDING YOU IN MY LOOP OF EXCLUSIVE OFFERS ONLY TO FIRST RESPONDERS AND EDUCATORS AND THIER SUPPORT STAFF.

YOU MAY WANT TO FURTHER CHECK OUT _____WEBISTE. THERE IS A FULL LIST OF EVERYTHING WE SUPPORT AND IF ITS NOT THERE, PLEASE BELIVE WE CAN SOURCE IT!

I AM CONFRIDENT THAT I CAN EBE OF GREAT USEFULNES TO YOUR DEPARTMENT WITHIN THE DISTRICT!

PLEASE GIVE ME A CALL BACK OR EMAIL ME. I WOULD LIKE TO HEAR FROM YOU!

OK WELL, BEST WISHES.



\$20K-\$60K 3 QUOTES OR PRICE AGREEMENT *\$10K-\$60K FOR FEDERAL FUNDS

- **GOODS AND NON-PROFESSIONAL SERVICES**
- **“INFORMAL” PROCUREMENT**
- **REQUEST FOR QUOTATION-RFQ**
- **USERS/BUYERS HAVE SOME DISCRETION**
- **FOR FEDERAL FUNDS-MUST BE REGISTERED ON SAM.GOV**

**WHAT'S WRONG WITH
THIS PICTURE?**



WHAT'S WRONG WITH THIS PICTURE?

QUOTE #1

GARCIA ROOF REPAIR

FIX LEAK

SITE VISIT PERFORMED

\$12,275.85

QUOTE #2

BELEN ROOF REPAIR

FIX LEAK

PHOTOS SENT TO VENDOR

\$14,700.00

QUOTE #3

VALDEZ ROOFING & REPAIR

FIX LEAK

**PROBLEM DESCRIBED ON THE
PHONE**

\$19,000.00

FORMAL PROCUREMENTS

THE MAIN FORMAL COMPETITIVE PROCUREMENT METHODS



OVER \$60K FORMAL PROCUREMENT

- **GOODS, SERVICES, PROFESSIONAL SERVICES**
- **“FORMAL” PROCESS**
- **10 DAY ADVERTISING PERIOD-MINIMUM**
- **SEALED BIDS OR PROPOSALS, STRICT DEADLINES**

WHAT ARE THE MAIN APPROACHES?

INVITATION FOR BIDS-IFB

- **SIMPLEST, FASTEST APPROACH, MOST COMMON**
- **LOWEST PRICE**
- **SEEK A SPECIFIC END RESULT-ONLY 1 ANSWER**
- **MEET ALL SPECS? LOW COST WINS!**
- **NO NEGOTIATIONS ALLOWED**
- **PUBLIC BID OPENING/READING**

REQUEST FOR PROPOSALS-RFP

- **LESS SIMPLE, LONGER APPROACH**
- **BEST VALUE**
- **SEEK A SPECIFIC END RESULT-MULTIPLE ANSWERS POSSIBLE**
- **MULTIPLE SCORABLE FACTORS-COST IS ONLY 1 FACTOR**
- **HIGHEST TOTAL SCORE-BEST VALUE WINS**
- **NEGOTIATIONS ARE ALLOWED**
- **MORE "IN DEPTH" RESPONSE THAN A BID-EXPLAIN THINGS-DESCRIBE PROPOSED SOLUTION**
- **NO PUBLIC OPENING-SECURE PROCESS-DETAILS NOT PUBLIC UNTIL AFTER AWARD**

HOW DO I RESPOND TO AN IFB?

- **OBTAIN COMPLETE BID PACKAGE**
- **READ IT CAREFULLY, NOTE ALL “MUST” AND “SHALL” TYPE LANGUAGE, NOTE ALL INSTRUCTIONS**
- **COMPLETE THE REQUIRED FORMS, PAYING PARTICULAR ATTENTION TO UNIT PRICES, QUANTITIES, PRICE EXTENSIONS, ETC.**
- **BE SURE YOU INCLUDE ANY REQUIRED FORMS, CERTIFICATIONS, LICENSE COPIES, BONDS, ETC**
- **GO BACK AND RE-READ THE INSTRUCTIONS. MAKE SURE YOU ARE COMPLYING WITH EVERY REQUIREMENT**
- **SIGNATURE IS CRITICAL-DISQUALIFIED IF MISSING!**
- **MAKE SURE BID IS RECEIVED BEFORE THE DEADLINE. YOU ARE FULLY RESPONSIBLE! MAILING BY DEADLINE IS NOT ACCEPTABLE!**
- **ATTEND PRE-BID CONFERENCE-ASK WRITTEN QUESTIONS IF NEEDED/CLARIFY!**
- **KEEP COPIES OF EVERYTHING!**

HOW ARE BIDS EVALUATED?

- **RECEIVED ON TIME? LATE BIDS ARE NOT ACCEPTED**
- **PUBLICLY OPENED AND READ. CONTENTS BECOME PUBLIC AT THAT TIME.**
- **BIDS ARE REVIEWED FOR COMPLIANCE WITH ALL REQUIREMENTS. ANY NON-COMPLIANCE CAUSES DISQUALIFICATION**
- **COSTS ARE COMPARED TO DETERMINE WHO THE LEAST EXPENSIVE BIDDER IS**
 - **WHILE THERE MAY BE AN APPARENT WINNER, NO WINNER IS DECLARED AT THAT TIME**
- **PROCUREMENT MANAGER REVIEWS BIDS AND EITHER AWARDS OR RECOMMENDS AWARD**
- **IF NEEDED, APPROVING AUTHORITY REVIEWS, APPROVES AND AWARDS**

HOW DO I RESPOND TO AN RFP?

- **OBTAIN THE COMPLETE RFP PACKAGE**
- **READ IT CAREFULLY, NOTE ALL “MUST” AND “SHALL” TYPE LANGUAGE, NOTE ALL INSTRUCTIONS-USE HIGHLIGHTER**
- **WRITE THE REQUIRED NARRATIVE AND OTHER TEXTUAL MATERIAL THAT YOU MUST PROVIDE. COMPLETE ALL REQUIRED FORMS**
- **CAREFULLY ASSEMBLE YOUR PROPOSAL**
- **GO BACK AND RE-READ THE INSTRUCTIONS TO MAKE SURE YOU ARE COMPLYING WITH EVERY REQUIREMENT**
- **INSURE YOU ARE PROVIDING THE PROPER NUMBER OF PROPOSAL COPIES**
- **SIGNATURE IS CRITICAL-DISQUALIFICATION IF MISSING!**
- **MAKE SURE YOUR PROPOSAL IS RECEIVED BEFORE THE DEADLINE. YOU ARE FULLY RESPONSIBLE! MAILING BY THE DEADLINE IS NOT ACCEPTABLE!**
- **ATTEND PRE-PROPOSAL CONFERENCE-ASK WRITTEN QUESTIONS IF NEEDED/CLARIFY**
- **KEEP COPIES OF EVERYTHING!**

HOW ARE PROPOSALS SCORED?

- **RECEIVED ON TIME? LATE PROPOSALS ARE NOT ACCEPTED**
- **PROPOSAL CONTENTS ARE CONFIDENTIAL UNTIL AFTER AN AWARD IS MADE. THEY ARE OPENED PRIVATELY AND DISTRIBUTED TO AN EVALUATION COMMITTEE TO READ**
- **THE EVALUATION COMMITTEE MEETS TO FURTHER DISCUSS AND SCORE EACH SEPARATE SECTION OF THE PROPOSALS**
- **A SCORE SHEET IS PREPARED THAT INDICATES THE SCORING FOR EACH PROPOSAL**
- **TECHNICAL PROPOSAL IS SCORED FIRST AND THEN SEALED COST PROPOSAL IS OPENED**
- **AN EVALUATION COMMITTEE REPORT IS PREPARED THAT EXPLAINS THE FINDINGS AND SCORING ALONG WITH A RECOMMENDATION**
- **THE PROCUREMENT MANAGER REVIEWS THE DOCUMENTATION AND PROCEEDS WITH THE RECOMMENDATION FROM THE EVALUATION COMMITTEE**
- **IF NEEDED, APPROVING AUTHORITY REVIEWS, APPROVES AND AWARDS**
- **NEGOTIATIONS MAY TAKE PLACE BETWEEN RECOMMENDATION FOR AWARD AND BOARD APPROVAL**

WHO DECIDES TO USE AN IFB OR RFP?

- **PURCHASING DEPARTMENT-THE CHIEF PROCUREMENT OFFICER OF THE AGENCY MAKES THE DETERMINATION**
- **BASED ON MOST COST EFFECTIVE APPROACH TO GET WHAT USER NEEDS**
- **CONSIDERS:**
 - **COST OF THE PROCUREMENT**
 - **NEED/VALUE OF NEGOTIATION-RFP ONLY**
 - **VALUE TO USER DEPARTMENT AND THE TAXPAYER IF SEEKING BEST AND FINAL OFFERS-RFP ONLY**

HOW DO VENDORS FIND OUT ABOUT FORMAL PROCUREMENTS?

- **FORMAL VENDOR REGISTRATION PROGRAMS**
 - **VENDOR REGISTRY**
- **LL SCHOOLS WEBSITE**
- **NEWSPAPER**
- **BUYER, END-USER CONTACTS**
- **WORD OF MOUTH**

SOLE SOURCE

- **LESS COST EFFECTIVE RESULT FOR USER AND TAXPAYER**
- **MUST BE JUSTIFIED AND APPROVED**
- **NO OTHER DEALERS OR DISTRIBUTORS ANYWHERE**
- **OFTEN APPLICABLE TO SOFTWARE AND PROPRIETARY ITEMS**
- **NEGOTIATION REQUIRED BY LAW**
- **MUST BE PUBLICLY POSTED FOR 30 DAYS AND MAY BE PROTESTED**

EMERGENCY PROCUREMENTS

- **IMMEDIATE THREAT TO PEOPLE, PROPERTY OR FUNCTION OF GOVERNMENT**
- **COULD NOT HAVE BEEN REASONABLY FORESEEN**
- **ESSENTIALLY SUSPENDS PURCHASING RULES-DETERMINATION IS MADE BY CPO**
- **CAN ONLY BE USED TO SOLVE THE IMMEDIATE PROBLEM**
- **MUST MAXIMIZE COMPETITION GIVEN THE CIRCUMSTANCES**

SPECIFICATIONS/ SCOPE OF WORK

HOW WE RELAY TO POTENTIAL SUPPLIERS EXACTLY WHAT WE NEED



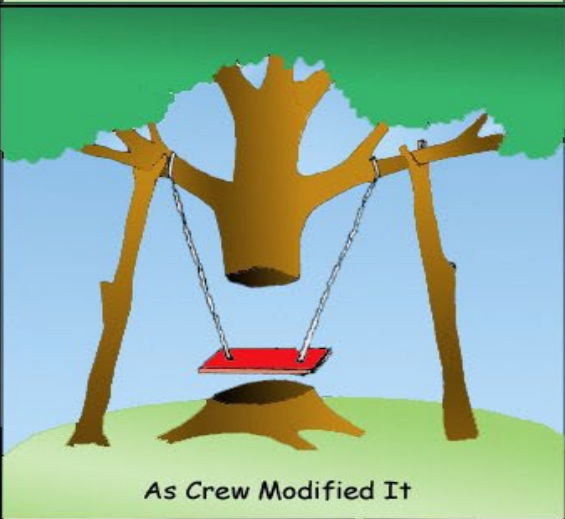
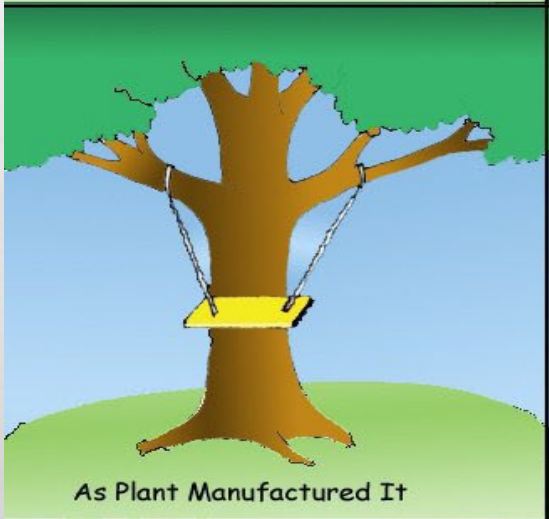
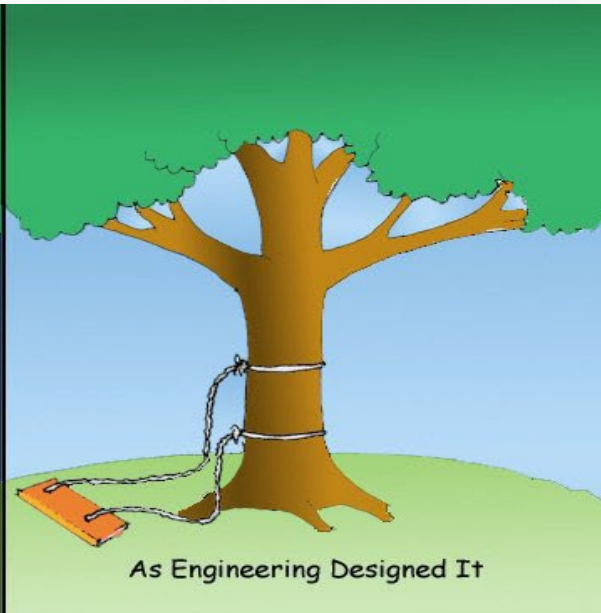
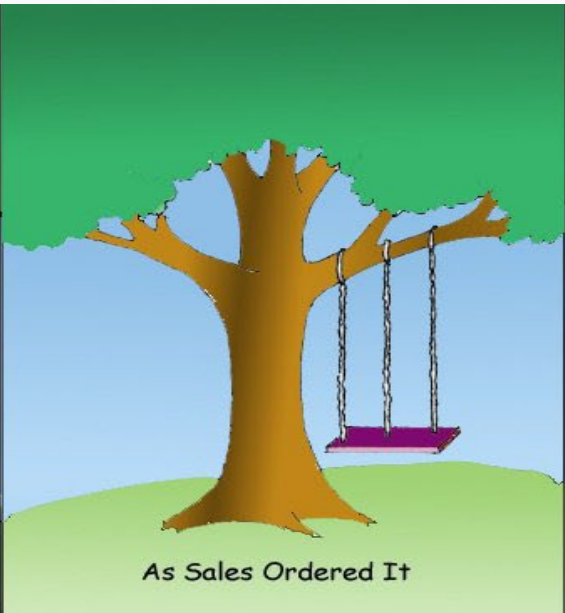
EXAMPLE: TRACTOR

- **MINIMUM OF 195 HP**
- **MINIMUM OF 145" WHEELBASE**
- **MUST HAVE AUTOMATIC TRANSMISSION**
- **MUST HAVE ROLLOVER PROTECTION STRUCTURE**
- **MUST HAVE ENCLOSED OPERATOR CAB**
- **MUST HAVE IMPLEMENT TOWING HITCH**
- **MUST HAVE A POWER TAKE OFF-PTO**
- **MUST BE PAINTED GREEN**

NM PROCUREMENT CODE 13-1-164

(DOES THE TRACTOR REALLY NEED TO BE PAINTED GREEN?**)**

- **“ ALL SPECIFICATIONS SHALL BE DRAFTED SO AS TO ENSURE MAXIMUM PRACTICABLE COMPETITION AND FULFILL THE REQUIREMENTS OF STATE AGENCIES AND LOCAL PUBLIC BODIES”**
- **YOU SHOULD CHALLENGE SPECIFICATIONS YOU FEEL ARE VALIDLY UNFAIR TO ALL OR ARE UNFAIRLY BIASED TO A SPECIFIC COMPANY OR PRODUCT ASAP!**
- **IT'S VERY IMPORTANT TO ATTEND A PRE-BID OR PRE-PROPOSAL CONFERENCE EVEN IF IT'S NOT MANDATORY**



CONTRACTOR PREFERENCE

- **NMSA 13-1-21 AND 13-1-22**
- **RESIDENT BUSINESS OR NATIVE AMERICAN RESIDENT BUSINESS PREFERENCE**
 - **CERTIFICATE REQUIRED FROM TAXATION AND REVENUE DEPARTMENT**
 - **PREVIOUS CERTIFICATES ISSUED BY STATE PURCHASING NO LONGER VALID**
 - **8% PREFERENCE**
- **RESIDENT VETERAN BUSINESS OR NATIVE AMERICAN RESIDENT VETERANS BUSINESS PREFERENCE**
 - **CERTIFICATE REQUIRED FROM TAXATION AND REVENUE**
 - **10% PREFERENCE**

HOW ARE CONTRACTS AWARDED?

- **YOUR SIGNED BID OR PROPOSAL CONSTITUTES A VALID AND LEGAL “OFFER”**
- **ONCE THE GOVERNMENT ENTITY SIGNS TO SIGNIFY “ACCEPTANCE” OF A BID OR PROPOSAL, A CONTRACT IS FORMED**
- **FOR PROPOSALS, IF NEGOTIATIONS HAVE TAKEN PLACE, THE VENDOR MAY NEED TO RE-SIGN THE FINAL CONTRACT**

CAN I SEE MY COMPETITOR'S BIDS OR PROPOSALS?

- **YES!**
- **BIDS BECOME PUBLIC AT THE PUBLIC BID OPENING, BUT IT MAY MAKE MORE SENSE TO REVIEW EVERYTHING AFTER THE BIDS HAVE BEEN TABULATED AND EXAMINED FOR COMPLIANCE**
- **PROPOSALS BECOME PUBLIC AFTER THE CONTRACT IS AWARDED ALONG WITH THE REST OF THE PROCUREMENT FILE**
- **AGENCY IS ONLY OBLIGATED TO MAKE THE MATERIALS AVAILABLE.**
- **IPRA REQUEST**

WHAT IF I WANT TO PROTEST?

- **VENDORS HAVE 15 CALENDAR DAYS AFTER THE MATERIALS BECOME PUBLIC TO PROTEST**
- **ONLY BIDDERS/OFFERORS CAN PROTEST**
- **PROTESTS MUST BE IN WRITING TO THE CHIEF PROCUREMENT OFFICER CALLED OUT IN THE IFB OR RFP DOCUMENTS**
- **MUST SPECIFY IN DETAIL WHAT IS BEING PROTESTED**
- **MUST SPECIFY WHAT ACTION, OR END RESULT, IS BEING REQUESTED**
- **MUST BE RECEIVED WITHIN THE 15 DAY PROTEST PERIOD**

WHAT HAPPENS AFTER THE PROCUREMENT?

- **PROCUREMENT FILE IS MAINTAINED FOR AT LEAST THE LIFE OF THE CONTRACT**
- **NON-WINNING BIDS AND PROPOSALS ARE RETAINED AND MAY BE REVIEWED EVEN AFTER THE PROTEST PERIOD ENDS**

OTHER ITEMS TO BE AWARE OF

- **PROCUREMENT CODE DOES NOT COVER REAL PROPERTY/REAL ESTATE**
- **COUNTIES, CITIES, VILLAGES MAY HAVE VENDOR REGISTRATION PROGRAMS-ASK!**
- **THERE ARE EXEMPTIONS TO THE PROCUREMENT CODE-ARE YOU ONE OF THEM? 13-1-98**
- **FELONY LEVEL CHARGES FOR CERTAIN PROCUREMENT CODE VIOLATIONS**

WHERE CAN I GET MORE INFORMATION?

- **CONTACT THE BUYER FOR THE PROCUREMENT YOU ARE INTERESTED IN**
- **CONTACT FELLOW VENDORS WITH EXPERIENCE IN GOVERNMENT CONTRACTING**
- **LOS LUNAS SCHOOLS WEBSITE**
 - [HTTPS://WWW.LLSCHOOLS.NET/DEPARTMENTS/PURCHASING-WAREHOUSE](https://www.llschools.net/departments/purchasing-warehouse)
- **STATE PURCHASING WEBSITE**
 - [HTTPS://WWW.GENERALSERVICES.STATE.NM.US/STATEPURCHASING/](https://www.generalservices.state.nm.us/statepurchasing/) (505) 827-0472
- **COOPERATIVE EDUCATIONAL SERVICES WEBSITE**
 - [HTTPS://WWW.CES.ORG](https://www.ces.org) CONTACT LISA ROMO AT (505) 344-5470 EXT.116 LROMO@CES.ORG

HOW DO I BECOME A VENDOR FOR LOS LUNAS SCHOOLS?

- **GO TO LL SCHOOLS WEBSITE, PURCHASING SERVICES, CLICK ON THE BLUE “VENDOR REGISTRATION” BUTTON TO SIGN UP ON VENDOR REGISTRY TO BE NOTIFIED OF ANY SOLICITATIONS**
- **TO BECOME A VENDOR, YOU MUST SUBMIT A VENDOR REGISTRATION FORM AND A W-9. FORMS CAN BE FOUND ON THE LL SCHOOLS WEBSITE UNDER PURCHASING DOCUMENT MANAGER**



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