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Chief Executive Officer  
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## DEPARTMENT OF PROCUREMENT

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[www.cps.edu/procurement](http://www.cps.edu/procurement)

### CPS Relocation Notification

Effective December 5<sup>th</sup>, 2014, The Department of Procurement at Chicago Public Schools will be moving to the following address:

<b><u>Department of Procurement</u></b> 42 West Madison Street, 9 <sup>th</sup> floor Chicago, IL 60602	<b><u>Bid/RFP Drop off Location</u></b> 42 West Madison Street, Garden Level Chicago, IL 60602	<b><u>All INVOICES</u></b> <b>Bureau of Accounts Payable</b> P.O. Box 661 Chicago, IL 60690-0661 773-553-2760
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Please note that telephone numbers and email addresses remain unchanged

### Insurance Certificates

Effective December 5<sup>th</sup> 2014, Insurance Certificates should **NOT** be sent to CPS. Any certificates received at the office will not be considered compliant. All Certificates should be uploaded through our third-party insurance tracker, Topiary Communications at [www.cpsvendorcert.com](http://www.cpsvendorcert.com)

### Important Reminders for Vendors

- Do not start any work without an approved PO. If you deliver goods and/or provide services without an approved purchase order, payment is not guaranteed or invoice processing will be delayed
- POs are only sent via email. If you have not signed up to receive POs via email, please contact [purchasing@cps.edu](mailto:purchasing@cps.edu). POs are also available in our [iSupplier Portal](#)
- Vendors will become inactive within 18 months of no activity. Inactive vendors must follow the same process of becoming a vendor as new vendors
- Do not attempt to bypass the procurement rules in anyway. This is [Stringing](#), which is strictly prohibited and against Federal and State law
- All suppliers are subject to the Procurement spend limits (\$10k for biddable goods and \$25k for non-biddable goods or services), unless authorized by a fully executed Board contract
- The Department of Procurement has a strict zero tolerance (meaning \$0.00) gift policy from vendors for Department of Procurement employees

We encourage all vendors to visit our website at [www.cps.edu/procurement](http://www.cps.edu/procurement) for information or email Procurement at [purchasing@cps.edu](mailto:purchasing@cps.edu).