



CHICAGO PUBLIC SCHOOLS

VENDOR MANAGEMENT OFFICE

125 South Clark Street, 10th Floor • Chicago, Illinois 60603

Telephone: 773/553-2280

<http://www.csc.cps.k12.il.us/purchasing/>

Vendor Number Q&A Document

Who needs a Chicago Public Schools' (CPS) vendor number?

- Any business or individual, who does business with CPS and uses a CPS Purchase Order for payment, must have a CPS vendor number. Also, no one should perform services or provide products without first obtaining a CPS vendor number **and** a CPS Purchase Order.

What do I need to do to obtain a CPS vendor number?

- You need to complete the Supplier's Application for a CPS Vendor Number, the Vendor Questionnaire and a W9 form, provide the documentation requested in the questionnaire and sign both forms. Incomplete Supplier Applications and Questionnaires will be rejected.

Where do I obtain the Supplier's Application for a CPS Vendor Number, Vendor Questionnaire and W9 form?

- You may obtain the forms on the Chicago Public Schools Procurement and Contracts webpage: <http://www.csc.cps.k12.il.us/purchasing>, and go to the "Forms" tab. You will see the Supplier Registration information. Or, you may visit the Procurement and Contracts Department on the 10th floor at 125 S. Clark Street, Chicago, IL and request a vendor application package.

What additional information must be supplied?

- All business entities must provide a Certificate of Good Standing from the Secretary of State of the State in which they are formed. This is not required for individuals or individuals doing business under an assumed name.
- If an Applicant wants to have direct deposits, they must submit the Automated Deposit Form.
- All Applicants that will enter CPS property are required to provide proof of \$1 million dollars of Commercial General Liability Insurance by providing a Certificate of Insurance with their Application naming the Board of Education of the City of Chicago ("Board") as the certificate holder issued by an insurance agent, broker or carrier.
- All such Applicants should ensure that its insurance company adds CPS as an additional insured with the following language: "The Board of Education of the City of Chicago, a body politic and corporate, and its members, employees and agents, and any other entity as may be designated by the Board are named as additional insured on a primary basis without recourse or right of contribution from the Board".

- The following language should be included in the “Certificate Holder “section of the Certificate of Insurance:

Board of Education of the City of Chicago
Department of Procurement and Contracts
125 S. Clark Street 10th Floor
Chicago, IL 60603

- Because some sole proprietors or small businesses that conduct educational / consulting / speaking engagements and visit CPS locations may not be able to obtain this insurance or, if obtainable, it is not available at a reasonable cost, the Board has established a program for such business with Mesirow Financial for the following CGL Insurance:
 - \$1million each occurrence / \$1million products / \$1million personal and advertising injury / and \$5 million umbrella.
 - This insurance is ***not*** intended for any individual or organization that engages in professional services, repairs or maintenance.
 - The Applicant **must be approved** by the underwriter prior to coverage being bound under this policy. If coverage is not approved, premium will be returned. The coverages and premium of \$155.00 are on an annual basis (the premium is per Vendor). A new vendor application and premium will be needed annually.
 - Coverage is only for services or work performed on CPS premises and does not extend to any services or work done for any person or entity other than CPS or which is done for CPS outside CPS locations.
 - See the attached form in order to apply for such insurance.

May I perform services or work or provide products outside of the services or products I listed in my vendor application or vendor questionnaire?

- No. You may only perform the services or provide products that are identified in your vendor application or vendor questionnaire.

I have been told that my employees need to submit to a fingerprint-based criminal background check, why?

- The Illinois School Code provides that all of vendor’s employees who have direct, daily contact with CPS students must submit to and pass a fingerprint- based criminal background check.

How long does it take to get a CPS vendor number?

- Typically, it can take up to 30 working days to obtain a CPS vendor number. Please note, if fingerprinting is required, this may increase this time period.

I have changed my business address, what do I do?

- Complete the vendor change of address form with supporting documentation from the Secretary of State, and return it to the Procurement and Contracts Department.

Can I fax or email my vendor number application to CPS?

- No. CPS does not accept faxed or emailed vendor number applications. You may mail the completed forms to:

Chicago Public Schools
Department of Procurement and Contracts
125 S. Clark St. 10th floor
Chicago, IL 60602

What Minority/Women Owned Business Enterprise (M/WBE) certifications does CPS accept?

- CPS accepts all governmental certifications including City of Chicago., State of Illinois, Cook County, and the SBA 8(a) certifications.