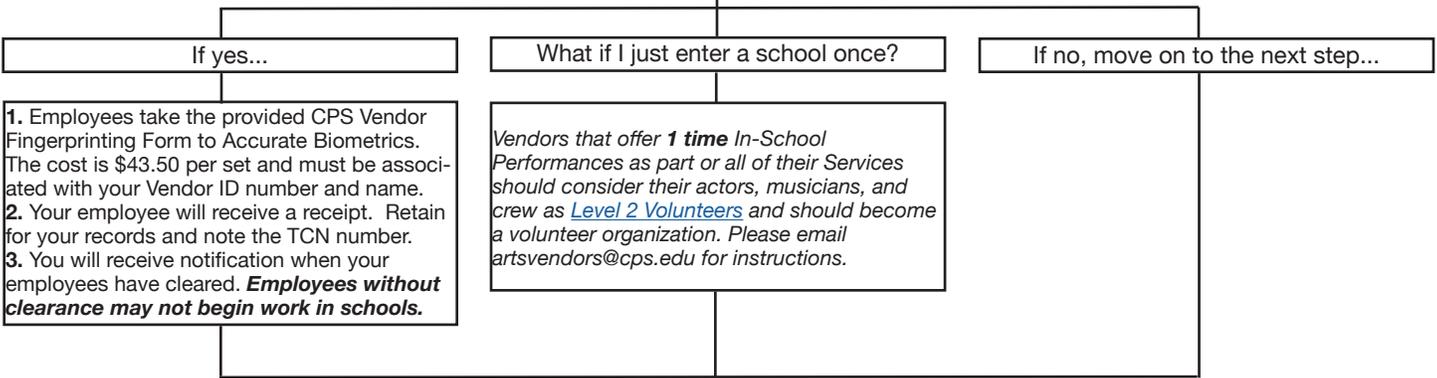


**I am an Arts Partner interested in providing arts education services to CPS students.
What steps must I take before I begin work in a school?**

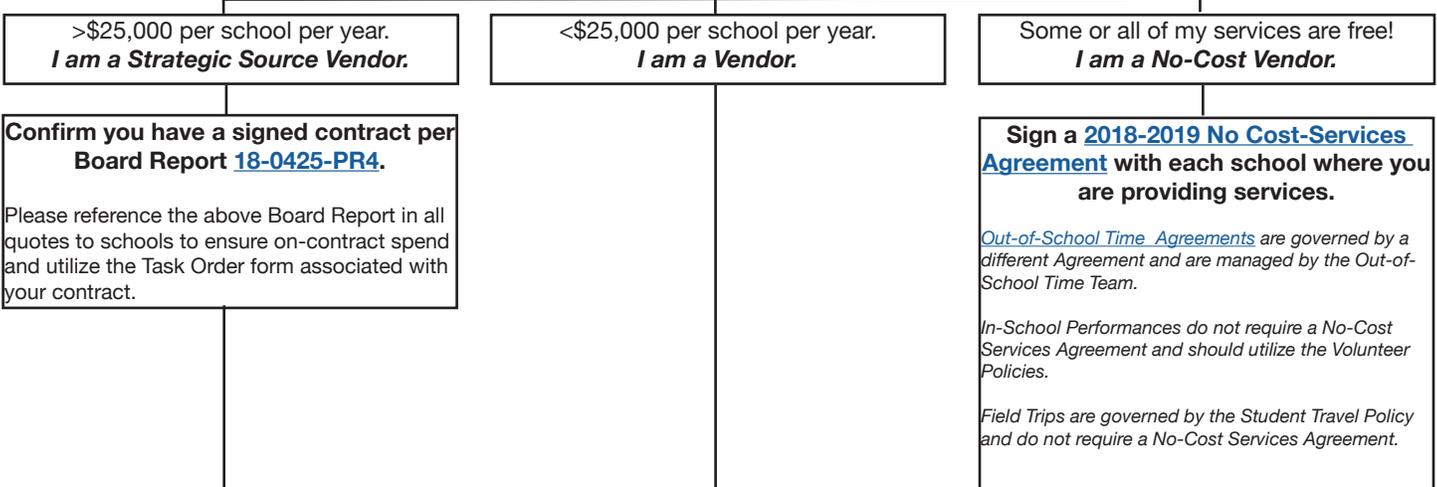
Step 1: Obtain a CPS vendor number. All Partners must have an active vendor number.

1. Any CPS principal can sponsor or re-activate your vendor number. They will ask a few questions and submit a request in Oracle.
 2. Once approved by our Procurement team, you'll receive an email inviting you to fill out a Supplier Application.
 3. Complete the Supplier Application and upload the following documents:**
 - Form W-9
 - Certificate of Good Standing from the State of Illinois
 - Certificate of Insurance, uploaded into Topiary
- **Please Note: Corporations and LLCs may have additional requirements.

Step 2: Determine whether your employees must complete a background check by using the [Vendor Background Check Rubric](#).



Step 3: Determine if any other agreements must be in place between you and CPS, based on how you much money you will be charging a school for your services.



I am ready to do business with Chicago Public Schools and may begin work.

Frequently Asked Questions

1. Some of my services have a charge for schools, while others I am able to provide free of charge. Do I need a No-Cost Services Agreement?

Yes, but only for those services that are free. All others should be managed through a Purchase Order in Oracle.

2. Some of my employees work in multiple schools. Can they have city-wide access?

Chicago Public Schools would prefer you limit the access to only those schools in which they will be working whenever possible.

3. I have some Teaching Artists that provide In-School Services that qualify them as a both Vendor Employee and a [Level 2 Volunteer](#). What do I do?

They will need to be background checked as a Vendor Employee and also register as a Volunteer for those dates when they will be entering a building as part of an In-School Performance.

4. I would like to bring a board member/funder/etc. in to view programming. How do I do that?

If they are entering the school once and will be in the line of sight of a CPS employee the entire time, they may be a Visitor and do not need to register beforehand. However, please let the school know in advance.

5. A principal has asked me to go through an additional process - do I need to do that?

Any Principal can require that any vendor who enters their school have a cleared background check, even if the rubric suggests that one is not required.

6. What about a Guest Artist that is entering a school once?

If they will have contact with students and will not have supervision by a CPS employee at all times, they are considered a [Level 1 Volunteer](#). If they will be in the line of sight of a CPS employee the entire time, they will be considered a [Level 2 Volunteer](#). If you have any questions about Volunteer processes, please email: volunteer@cps.edu or call (773) 553-1544.

7. I am wondering if my employee “_____” has cleared. How do I find out?

The authorized contact for your organization will receive an email with the results of employee background checks as they arrive. If you have questions, please email backgroundcheck@cps.edu. You may also CC artsvendors@cps.edu. At schools, principals have access to systems called ODA (Vendors) and Civicore (Volunteers) that will let them know which of your personnel have clearance. This is refreshed daily.

8. Do I have the correct CPS Background Check form?

For New Vendors or Re-Activations: All Vendor Employees listed in your Supplier Application should receive a form from Accurate Biometrics.

For Existing Vendors: If you have not received a new form since the Summer 2018 “Refresh” process, please email the Department of Procurement at purchasing@cps.edu and CC artsvendors@cps.edu. We will ensure you have the correct form for fingerprinting.

9. My Teaching Artists also work for other arts organizations. Why do they have to get multiple background checks?

Chicago Public Schools is working on a system that allows an employee to be listed as working for multiple vendors if they are background checked at the same time. We look forward to sharing it soon.

If you have further questions, please email the Department of Arts Education at artsvendors@cps.edu.