



## **PURCHASING PROCUREMENT PROCESS**

Cincinnati Public Schools (CPS) is committed to forging a partnership with suppliers to provide goods and services that will give our students a pathway to an exceptional education. When you register as a supplier in our new IONWAVE Bidding software you are able to participate in our request for proposals (RFP), and quote process. Suppliers who are awarded a bid or quote will become a Vendor in our financial system.

To register as a supplier, click on the registration link found on CPS website <https://cps-k12.org>. **Do not skip any questions being asked!** The information you submit will give the departments and schools away to select by category, and what type of business you provide. This will allow for a more accurate and faster way to be considered for solicitation of RFP (bidding) and quotes.

All "Quotes" must contain:

- *A description of scope of services, specifications, or goods being provided.*
- *The number of "Units" being provided (each, sum, box, pack, etc...) is need on each line, when applicable*
- *Pricing and delivery schedule/time-frame*
- *Quote number*

Request for Proposal (RFP)

- *To review the Bidding Process, please click "[Formal Solicitation & Quote Qualification](#)" document.*

### **Payment Procedures:**

A valid **Purchase Order** (a purchase order issued within the fiscal year when the purchases are made or services are provided) is required before providing goods or services for Cincinnati Public Schools. The Purchase order is considered the contract/fiscal office certificate to approve purchases commitments and to encumber funds against the applicable appropriation account(s) as required by division (D) of section 5705.41 of the Ohio Revised Code. Every such contract made without such certificate shall be void, and no warrant shall be issued in payment of amount due there on.

All vendors should include the Purchase Order number on all invoices submitted for payment to the Office of the Treasurer, P.O. Box 5384, Cincinnati, OH 45201. Payment terms are net 30 after receipt of a valid and verifiable invoice. An invoice submitted without a purchase order could result in a delay of payment.

To reach the Purchasing Department email [nvendor@cpsboe.k12.oh.us](mailto:nvendor@cpsboe.k12.oh.us) or call 513-363-0460.