Board of Education
2651 Burnet Avenue | Cincinnati | Ohio 45219
www.cps-k12.org

Ways to Become a Vendor with Cincinnati Public Schools

Cincinnati Public Schools (CPS) is committed to building strong partnerships with vendors who can help provide the goods and services that support our mission, giving every student a pathway to an exceptional education.

Vendors have three primary paths to become an approved vendor with CPS. We encourage you to take advantage of all opportunities for future business:

Pathway	Purpose	Step-by-Step Instructions	Outcome
1. CPS Vendor Opportunity Form	To be considered as a potential vendor for future CPS opportunities.	1. Complete the CPS Vendor Opportunity Form. 2. Provide details about your company, products, and services. 3. CPS Purchasing will review your information to determine alignment with district needs. 4. Your information will be kept on file for future opportunities where your services may be needed.	Vendor is added to the CPS vendor interest database for potential future opportunities. *(If not selected right away, your company information will remain on file and may be reviewed for future opportunities that match your services. The vendor may still register in IonWave for competitive opportunities.)*
2. School/Department Vendor Request CPS *School List* CPS *Department List*	To become an active vendor when a CPS school or department requests your services.	1. A CPS school or department submits a Vendor Request to the Purchasing Department for review. 2. Once approved, you will receive an email invitation from PaymentWorks to begin the onboarding process. 3. Complete all required sections in	Vendor becomes active in the CPS system and is eligible to receive purchase orders and payment. *(If the vendor request is not approved, the vendor will not receive a PaymentWorks invitation. The vendor may still complete the*

		PaymentWorks (including W-9, insurance certificates, and banking details). 4. After successful vetting and approval, you will receive a CPS Vendor ID number, confirming you are active in the CPS system. 5. Vendors can not provide services without receiving a district-issued valid Purchase Order.	*Vendor Opportunity Form for future consideration or register in IonWave for competitive opportunities.)*
3. **IonWave eBidding Platform**	To participate in formal CPS solicitations such as Bids, RFPs, and RFQs.	1. Register in the IonWave eBidding platform. 2. Select commodities that match your goods or services. 3. Receive notifications of open solicitations that match your profile. 4. Submit your bid, proposal, or quote online through IonWave. 5. If awarded, you will receive an email invitation from PaymentWorks to begin the onboarding process.	Vendor is awarded through a formal solicitation and becomes fully onboarded and eligible for CPS contracts. *(If not awarded, your registration in IonWave will remain active. You will continue to receive notifications of future solicitations that may match your selected commodities, and you may continue to bid again for future opportunities.)*

Note: Before any work or services begin, vendors must have both a CPS Vendor ID number and a valid Purchase Order (PO) issued by the District.

A Purchase Order serves as the District's formal authorization to proceed with the approved scope of services, rates, terms, and payment.

Please review the "Memo To Vendors" memorandum for additional details on district purchase order procedures. Questions email: procurement@cpsboe.k12.oh.us.