
Office of Risk Management
4850 South Yosemite Street
Greenwood Village, Colorado 80111
720-554-4643
FAX: 720-554-4641
Email: riskmanagement@cherrycreekschools.org



It is very important the PTO work with the Principal and Main Office Staff to coordinate and approve proposed activities. Once the activity is approved by the school, the Principal/Office Staff will work with Risk Management and the Legal Department to finalize approval of the contract and review of insurance.

Vendor Contract Process and Insurance Requirements

Keep in mind that there is not an approved vendor list. Vendors are welcome to work in the district as long as they have submitted current proof of insurance and their contract is approved by the Legal Department. Follow the process below when using a vendor for an activity:

- Collaborate with the Principal to determine activities and to find a vendor to work with.
- Provide the contract from the vendor to the school as soon as possible to start the contract review process. (Ask the Vendor if they have a CCSD previously negotiated contract.)
- The school will submit the contract to legal for review and approval.
- Legal will notify the Principal when the contract is ready to sign.
- Check the Vendor's insurance: The school can access a Certificate of Insurance list on the Risk Management Backyard page to ensure current insurance is on file with the District.
- If the vendor has not provided insurance OR their current insurance has expired, the Vendor/Company must submit a Certificate of Insurance as follows:

CERTIFICATE HOLDER:

CHERRY CREEK SCHOOL DISTRICT #5
ATTN: RISK MANAGEMENT
4850 SOUTH YOSEMITE STREET
GREENWOOD VILLAGE, CO 80111

The certificate must list Cherry Creek School District #5 as the Certificate Holder and list Cherry Creek School District as Additional Insured with minimum liability limits of \$1,000,000 per occurrence.

- Email or fax the certificate to Cherry Creek School District Risk Management at: riskmanagement@cherrycreekschools.org or FAX: 720-554-4641.