

Independent Contractor FAQ's

- Who do I contact with insurance questions?
 - If you have any questions regarding insurance, you may contact Risk Management at:
 - Phone: 720-423-1300
 - Email: RiskManagement@dpsk12.org

- If the contract is closed prior to services, what do I do?
 - If your contract is closed prior to services, please reach out to Strategic Sourcing at ICAsupport@dpsk12.org.

- How do I submit an invoice?
 - Please submit your invoice directly to Accounts Payable at accountspayable@dpsk12.org. You must reference your Vendor Agreement PO# and Vendor Agreement # on ALL invoices. If you are missing this information, it will slow down the payment process.

- Can I be an Independent Contractor with DPS and not register in the Supplier Portal?
 - No. You must register in the Supplier Portal and become an active vendor. When this process is complete you will have **2 ID numbers**: 1. Supplier Number; and 2. Vendor Number.

- Can I complete services prior to getting a confirmation of approval from DPS?
 - No. You will be sent an email from DPS that will let you know when your contract has been approved. You will also be notified when your PO has been created allowing you to invoice. Any services performed prior to approval will be subject to termination in partnership.

- How do I attach a document in my ICA contract through Supplier Portal?
 - Please see our [QRG for Supplier Review, Negotiation and Approval](#). There is a step by step on how to attach a document under the section How to Attach Documents.