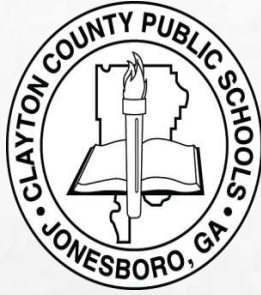


HOW TO DO BUSINESS WITH CLAYTON COUNTY PUBLIC SCHOOLS

PRESENTED BY:

PURCHASING DEPARTMENT, BUSINESS SERVICES DIVISION





ABOUT CCPS

VISION STATEMENT

The vision of Clayton County Public Schools is to be a district of excellence preparing ALL students to live and compete successfully in a global society.

MISSION STATEMENT

The mission of Clayton County Public Schools is to empower students to achieve academic and personal goals.

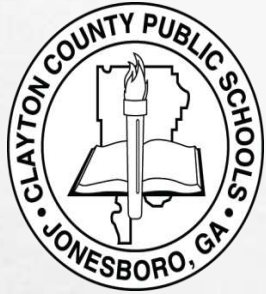
SUPERINTENDENT OF SCHOOLS

DR. MORCEASE J. BEASLEY



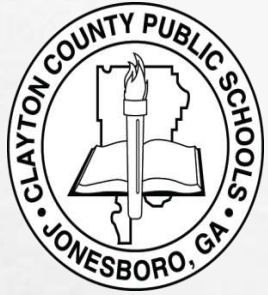
BOARD OF EDUCATION

District 1	Jasmine Bowles
District 2	Mark Christmas
District 3	Jessie Goree, Chair
District 4	Victoria Williams
District 5	Ophelia Burroughs
District 6	Mary Baker
District 7	Judy Johnson
District 8	Dr. Alieka Anderson, Vice Chair
District 9	Benjamin Straker



INTERESTING FACTS ABOUT CCPS

- **2018-19 ENROLMENT: 55,034**
- **5TH LARGEST SCHOOL SYSTEM IN GEORGIA**
 - **OVER 70 SCHOOLS AND FACILITIES AND 3,493 INSTRUCTIONAL UNITS**
 - **\$688.3 MILLION FY 2019 BUDGET**
 - **APPROXIMATELY 7,407 EMPLOYEES/3,531 TEACHERS**
 - **CULTURALLY DIVERSE-72+ LANGUAGES SPOKEN IN DISTRICT**
- **CCPS IS A FULLY ACCREDITED DISTRICT THROUGH ADVANCED – SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COUNCIL ON ACCREDITATION AND SCHOOL IMPROVEMENT (SACS CASI)**



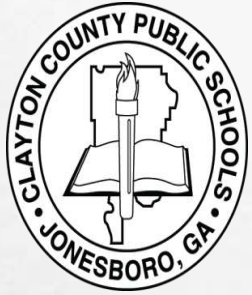
VENDOR SELF SERVICE MODULE

- **[HTTPS://CLAYTONSCHOOLSGA.MUNISELFSERVICE.COM/VENDORS/DEFAULT.ASPX](https://claytonschools.ga.muniselfservice.com/vendors/default.aspx)**
- **REGISTER AS A VENDOR**
- **24 HOUR ONLINE ACCESS TO YOUR PAYMENT HISTORY, CHECKS, PURCHASE ORDERS AND OTHER INFORMATION**
- **UPDATE YOUR CONTACT INFORMATION**
- **VIEW OPEN AND CLOSED BIDS/PROPOSALS**
- **SUBMIT BIDS/PROPOSALS ELECTRONICALLY**

WHAT WE BUY

(APPLES TO ZUCCHINI)

Books, Instructional Supplies, Materials	School Busses, Vehicles, Equipment
Food	Professional Services, Technology
Landscaping Equipment and Supplies	Painting, Pest Control, Repair and Other Services
Band and Athletic Uniforms and Equipment	Musical Instruments
Office and School Furniture	Office and Cleaning Supplies
Construction (Handled by SPLOST/Construction Dept.)	Other items needed to operate Schools and Facilities



WHO BUYS

SCHOOLS

- **PRINCIPAL AUTHORITY**
 - **CONTRACTS/ PURCHASES UP TO \$5,000**
 - **PURCHASES MADE WITH SCHOOL INDIVIDUAL SCHOOL FUNDS**
 - **DISTRICT NOT RESPONSIBLE FOR PAYMENT**

DEPARTMENTS/CENTRAL OFFICE

- **DISTRICT CENTRALIZED PURCHASING**

APPROVED PURCHASING METHODS

PURCHASING (P-Card)

Works like Credit Card

Used to make low dollar value purchases

Authorized for use by the named cardholder only

Monthly and single transaction Limits imposed

Certain categories of purchases are restricted

PURCHASE ORDER (PO)

Legal contract giving a vendor authority to provide and invoice for goods and services

Issued only by the Purchasing Department (Individual School for School Purchases)

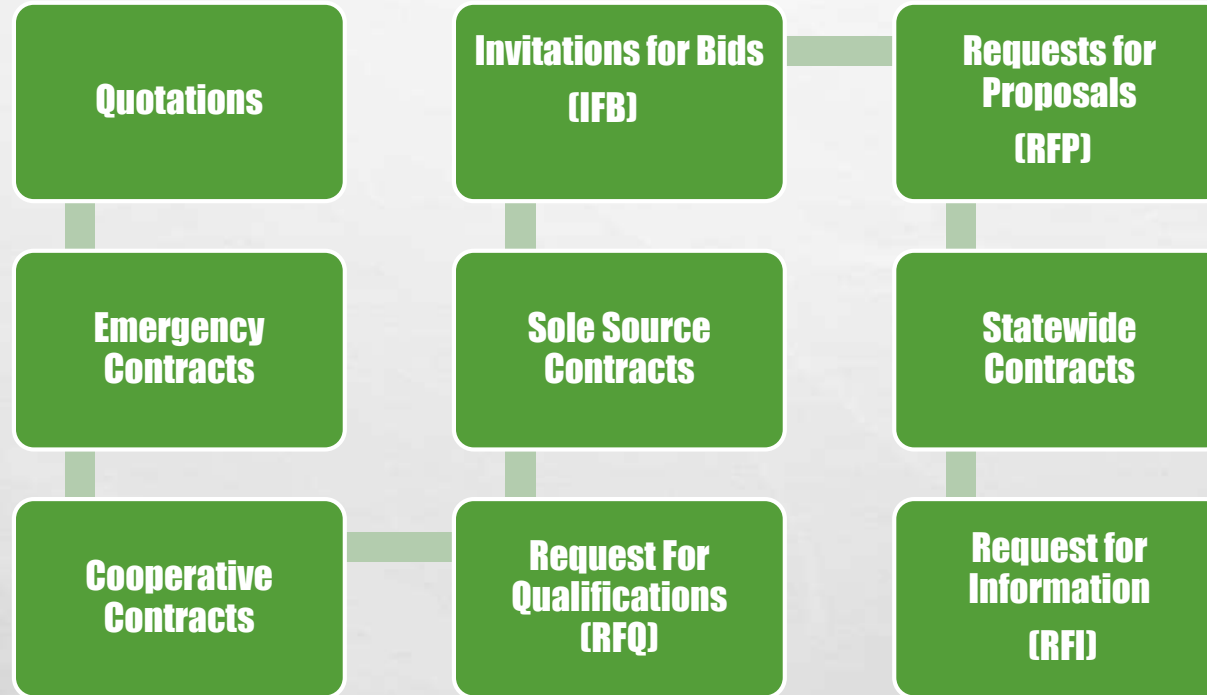
Once goods/services delivered and invoice received, payment is made to vendor

Goods/services should not be provided until the vendor has PO in hand

CHECK

Used for recurring utility-type payments and when P-Cards and POs are not acceptable forms of payment

SOLICITATION METHODS



INVITATIONS FOR BIDS

- **CLEAR, CONCISE, AND DETAILED SPECIFICATIONS**
- **EACH VENDOR IS BIDDING ON THE SAME COMMODITY OR SERVICE (APPLES TO APPLES)**
- **SEALED BIDS. NEGOTIATION NOT ALLOWED**
- **AWARD IS TO THE BIDDER WITH THE LOWEST, RESPONSIVE, AND RESPONSIBLE BID MEETING SPECIFICATIONS**
 - **RESPONSIVE: SUBMITTED BID THAT CONFIRMS TO REQUIREMENTS OF THE IFB** (COMPLETED, SIGNED AND RETURNED ALL DOCUMENTS, COMPLIED WITH SPECIFICATIONS, ETC.)
 - **RESPONSIBLE: CAPACITY AND ABILITY TO SUCCESSFULLY PROVIDE GOODS/SERVICES** (FINANCIAL STABILITY, EXPERIENCE, REFERENCES)

REQUESTS FOR PROPOSALS

- **OFFEROR PROVIDES A SOLUTION TO THE NEED IDENTIFIED.**
- **PRE-PROPOSAL CONFERENCES HELP CLARIFY REQUIREMENTS.**
- **STRUCTURED REVIEW AND SELECTION PROCESS BY EVALUATION COMMITTEE.**
- **PROPOSALS EVALUATED ON ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE, PERSONNEL, METHODOLOGY, AND TOTAL SOLUTION PROPOSED, ETC.**
- **COST IS NOT THE OVERRIDING FACTOR.**
- **NEGOTIATION IS ALLOWED.**
- **AWARD IS MADE BASED ON BEST VALUE.**

SOLE SOURCE AND EMERGENCY PURCHASES

SOLE AND SINGLE SOURCE

- **GOODS OR SERVICES ACQUIRED FROM THE ONLY QUALIFIED VENDOR OR SUPPLIER THAT POSSESSES THE UNIQUE ABILITY OR AVAILABLE CAPACITY TO PROVIDE THEM.**
- **SOLE SOURCE LETTER FROM VENDOR AND JUSTIFICATION REQUIRED.**

EMERGENCY

- **USED WHEN GOODS OR SERVICES NEEDED DUE TO AN UNEXPECTED AND URGENT REQUEST WHERE HEALTH, SAFETY OR THE CONSERVATION OF PUBLIC RESOURCES IS AT RISK.**
- **PURCHASE PRICE MUST BE REASONABLE UNDER CIRCUMSTANCES.**

RFQs, RFIs, COOPERATIVE PURCHASES

RFQ

USED TO DETERMINE THE QUALIFICATIONS OF A VENDOR TO PROVIDE GOODS OR SERVICES.

CAN ALSO BE USED TO DEVELOP A LIST OF PRE-QUALIFIED VENDORS THAT WILL BE ABLE TO RESPOND TO FUTURE BIDS OR PROPOSALS.

RFI

USED TO OBTAIN INFORMATION FROM POTENTIAL VENDORS.

USED TO TEST THE MARKET FOR NEW IDEAS, PRODUCTS AND PRICING WITHOUT A COMMITMENT OR PROMISE OF A SOLICITATION TO FOLLOW.

MAY BE USED TO DEVELOP SPECIFICATIONS

COOPERATIVE

PURCHASES FROM OTHER GOVERNMENTAL AGENCY CONTRACTS, AND 3RD PARTY COOPERATIVE CONTRACTS.

CONTRACTS MUST HAVE BEEN ESTABLISHED USING GUIDELINES EQUIVALENT TO OR MORE STRINGENT THAN THOSE UTILIZED BY CCPS.

QUOTATIONS-PURCHASING THRESHOLDS

**\$4,999.99 OR
LESS**

- **One Quote**
 - **Discretion as to Price and Quality must be used**

**\$5,000-
\$9,999.99**

- **Two Quotes**
 - **Written Preferred, Oral Okay**

**\$10,000-
\$49,999.99**

- **Two Written Quotes**
 - **Must be on Vendor Letterhead**

PURCHASING THRESHOLDS (OVER \$50,000)

Requires Board Approval

Departments submit specifications/requirements to Purchasing Department

The Purchasing Department creates and manages a solicitation; presents recommendation to Board for approval.

P-CARD PURCHASES

- **BENEFITS**
 - **IMMEDIATE PAYMENT**
 - **LESS ADMINISTRATIVE COST TO VENDOR-NO INVOICING AND WAITING FOR PAYMENT**
- **MERCHANT CATEGORY RESTRICTIONS**
- **SERVICE CHARGE AND CONVENIENCE FEE RESTRICTIONS**
- **NO SALES TAX**
- **“GHOST CARDS” FOR RECURRING PURCHASES**

LOCATING BID OPPORTUNITIES

- **CLAYTON COUNTY PUBLIC SCHOOLS**

- **ON CCPS WEBSITE: GO TO DEPARTMENTS, THEN PURCHASING, THEN CURRENT BID ANNOUNCEMENTS OR USE THE FOLLOWING LINK: [HTTP://WWW.CLAYTON.K12.GA.US/CMS/ONE.ASPX?PORTALID=54515&PAGEID=917838](http://www.clayton.k12.ga.us/cms/one.aspx?portalid=54515&pageid=917838)**

- **GA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS)**

- **GO TO GEORGIA PROCUREMENT REGISTRY WEBSITE OR USE THE FOLLOWING LINK: [HTTPS://SSL.DOAS.STATE.GA.US/PRSAPP/](https://ssl.doas.state.ga.us/prsapp/)**
- **GO TO GOVERNMENT TYPE DROPDOWN AND SELECT K12 PUBLIC SCHOOL DISTRICTS, THEN TO SELECT GOVERNMENT ENTITY DROPDOWN AND SELECT CLAYTON COUNTY BOARD OF EDUCATION, THEN SEARCH**

SUBMITTING BIDS

- **READ AND RETURN ALL PAGES**
- **PROVIDE PRICING AND QUANTITIES AS REQUESTED**
 - **DO NOT ALTER COST SCHEDULE (If quarts requested, do not submit gallon or case price)**
 - **DO NOT ALTER QUANTITIES (If box of 36 units requested, do not bid a box of 48 units)**
- **CHECK YOUR BID BEFORE SUBMITTING IT.**
- **BID MUST BE SIGNED**
- **SUBMIT ANY SAMPLES REQUIRED**
- **LATE BIDS NOT ACCEPTED**

SUBMITTING RFPs

- **OPPORTUNITY TO PRESENT SOLUTIONS TO PROBLEMS, TECHNOLOGIES AND INNOVATION**
- **BE CLEAR IN TRANSMITTING YOUR UNDERSTANDING OF THE RFP REQUIREMENTS**
- **DEMONSTRATE YOUR QUALIFICATIONS AND ABILITY TO PROVIDE A COMPLETE SOLUTION**
- **WHAT MAKES YOU AND YOUR SOLUTION BETTER THAN OTHER COMPETITORS? STRENGTHS? CREATIVITY?**
- **PAY ATTENTION TO :**
 - **PROPOSAL FORMATS**
 - **REQUIREMENTS FOR IMPLEMENTATION**
 - **PLANS, MILESTONES, SCHEDULES,**
- **KEEP COST PROPOSAL SEPARATE AND SEALED**

REMINDERS

- **COMPLETE REQUIRED FORMS-MANDATORY**
 - **EEV-CONTRACTOR AND SUB-CONTRACTOR AFFIDAVITS**
 - **REFERENCES**
 - **NON-DISCRIMINATION, ANTI-COLLUSION, BRIBERY AND DEBARMENT STATEMENTS**
 - **INSURANCE/BONDING REQUIREMENTS**
- **GENERAL TERMS AND CONDITIONS (Apply to all solicitations)**
- **SPECIAL TERMS AND CONDITIONS (Apply to individual solicitations)**
- **PRE-PROPOSAL/PRE-BID MEETINGS MAY BE MANDATORY**

CONTRACT ADMINISTRATION

- **PURCHASE ORDER REQUIRED**
 - **DO NOT PROVIDE GOODS OR SERVICES UNTIL A SIGNED PURCHASE ORDER RECEIVED FROM PURCHASING DEPARTMENT OR SCHOOL**
 - **ORDERS FROM INDIVIDUAL SCHOOLS WILL NOT OBLIGATE DISTRICT FUNDS (Only the individual school responsible)**
- **A NOTICE OF AWARD AND KICK-OFF MEETING WILL BE SCHEDULED FOR SERVICE AND COMPLEX CONTRACTS**
- **VENDOR EVALUATIONS (quarterly/semi-annual)**
- **RENEWAL NOTICES SENT SIX (6) MONTHS IN ADVANCE**
- **PAYMENT MADE ON UNDISPUTED INVOICES**
- **PENALTIES ON INVOICES FOR PAYMENT PAST 30 DAYS NOT ACCEPTABLE**

ETHICS

PURCHASING

CODE OF ETHICS

NO GIFT POLICY

BOARD POLICY

**CLAYTON COUNTY BOARD OF
EDUCATION POLICIES AND
RULES**

NIGP

**NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING
CODE OF ETHICS**

PURCHASING STAFF

- **DIRECTOR:** **DEBRA B. BREWER**
- **COORDINATING SUPERVISOR** **ARNITA WATSON**
- **PROCUREMENT SPECIALIST:** **JENEL MCMILLIAN**
- **PROCUREMENT CARD ADMINISTRATOR:** **JENIFER MILLER**
- **BUYER SUPPORT SPECIALIST:** **SHEAMEKA JACKSON**
- **ADMINISTRATIVE ASSISTANT II:** **QUATERRIA BROWN**

BUSINESS SERVICES DIVISION

- **CHIEF FINANCIAL OFFICER**

- **EXECUTIVE ASSISTANT TO CFO**

- **DIRECTOR OF PURCHASING**

- **COORDINATING SUPERVISOR**

- **DIRECTOR OF FINANCE**

- **COORDINATOR OF FINANCIAL OPERATIONS**
- **COORDINATOR OF POSITION CONTROL**
- **AUDIT MANAGER**
- **PAYROLL MANAGER**
- **ACCOUNTS PAYABLE SUPERVISOR**
- **BUDGET ANALYST**

EMMA BENTON

ALMA PHILLIPS

DEBRA BREWER

ARNITA WATSON

ALFRED BROWN

VACANT

LISA DOMZAL

LATORI CLAY

YOSHI BARBER-SCOTT

BARBARA HENDERSON

REGINA HUDSON

SEND ALL QUESTIONS TO:

[HTTPS://CLAYTONSCHOOLS.GA.MUNISSELFERVICE.COM/VENDORS/DEFAULT.ASPX](https://claytonschools.ga/munisselfservice.com/vendors/default.aspx)

CLAYTON COUNTY PUBLIC SCHOOLS

PURCHASING DEPARTMENT

218 STOCKBRIDGE ROAD

JONESBORO, GA 30236