

# **HOW TO DO BUSINESS WITH CLAYTON COUNTY PUBLIC SCHOOLS**

**PRESENTED BY:**

**PURCHASING DEPARTMENT, BUSINESS SERVICES DIVISION**

# NEW\*\* INCLUSIVITY IN PURCHASING POLICY

CCPS does not have a purchasing preference based on race, gender, sexual orientation, or ethnicity.

However, the District recognizes that due to the possibility of general or historical underrepresentation in contracting, creating equitable, competitive contracting may require deliberate efforts to ensure that opportunities are advertised and made fully available to all businesses, including Disadvantaged, Small and Local Business Enterprises.

Inclusivity in Purchasing Policy adopted by Board of Education on March 7, 2022:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4038&revid=JjhvTAri3oLKaAkYBcA3g==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=y1ZW0qRGjEafuplusqEjNeK2Q==&PG=6&IRP=0>

- Effective July 1, 2022

- Small and Local Small Businesses

- Locally Based Inside Clayton County and in MSA outside of Clayton County

- Applicable to Construction, Professional Services and other goods and services as appropriate

- Currently creating processes, determining the availability and capacity of SLBEs and setting aspirational goals

- Plan: The District will undertake a feasibility/vendor analysis or disparity study to determine the full scope of any barriers to contracting, underutilization or effects of discrimination and adopt measures to address any disparities

# VISION/MISSION STATEMENTS

## Vision/Aspiration Statement

The vision of Clayton County Public Schools is to prepare ALL graduates to have the skills to pursue and accomplish college, post-secondary training, and/or career opportunities in order to live and compete successfully in a global society.

## Mission Statement

The mission of Clayton County Public Schools is to empower scholars to achieve academic, professional, and personal goals by providing equitable access and experiences that build skills in literacy, creativity, critical thinking, and collaboration.

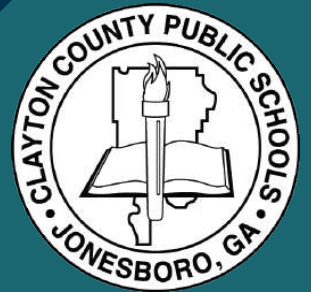


# **Superintendent of Schools**

**Dr. Morcease J. Beasley**

## **Board of Education**

<b>District 1</b>	<b>Jasmine Bowles</b>
<b>District 2</b>	<b>Mark Christmas</b>
<b>District 3</b>	<b>Jessie Goree, Chair</b>
<b>District 4</b>	<b>Victoria Williams</b>
<b>District 5</b>	<b>Dr. Deatrice Dee Harvey</b>
<b>District 6</b>	<b>Mary Baker</b>
<b>District 7</b>	<b>Sabrina Hill</b>
<b>District 8</b>	<b>Joy Tellis Cooper</b>
<b>District 9</b>	<b>Benjamin Straker, Vice Chair</b>





# PURCHASING STAFF

Debra B. Brewer, Purchasing Director

Arnita Watson, Coordinating Supervisor

Jenel McMillian, Procurement Specialist

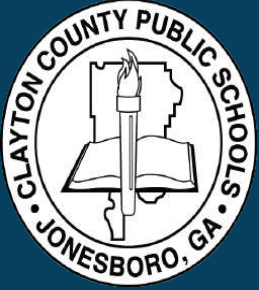
Rose Tookes, Buyer

Quaterria Brown, Procurement Card Administrator

Cintsonenia Gilstrap, Buyer Support Specialist

Trudy Smith, Buyer Support Specialist (PT)

Sharonia McGinty, Administrative Assistant II

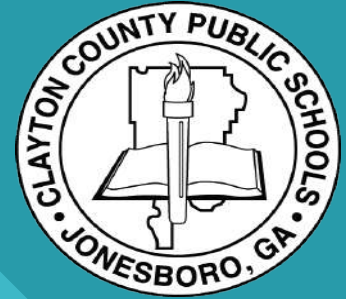


# INTERESTING FACTS ABOUT CCPS

- 2021-22 Enrollment: 51,982+
- One of the largest school systems in Georgia
  - Over 70 schools and facilities and 3,700 Instructional Units
  - \$767.7 Million FY 2022 Budget
  - Approximately 6,292 Employees/3,053 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)



# ETHICS



## PURCHASING

## BOARD POLICY

## NIGP

**CODE OF ETHICS**

**CCPS BOARD POLICIES**

**CODE OF ETHICS**

**NO GIFT POLICY**

**AND**

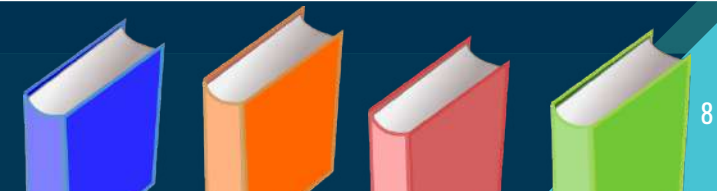
**NATIONAL INSTITUTE OF  
GOVERNMENTAL  
PURCHASING**

**REGULATIONS**



# WHAT WE BUY

Books, Instructional Supplies, Materials	School Busses, Vehicles, Equipment
Food	Consulting and Professional Services
Landscaping Equipment and Supplies	Painting, Electrical, Pest Control, Repair and Other Services
Band and Athletic Uniforms and Equipment, Musical Instruments	Computers and Electronic Devices, Software
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
- CONTRACT/ PURCHASE UP TO \$5,000
- PURCHASES WITH SEPARATE SCHOOL FUNDS

## Departments/Central Office

- DISTRICT CENTRALIZED PURCHASING



# APPROVED PURCHASING METHODS

## PURCHASING (P-CARD)

- Works like a 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 ship and invoice for goods and services
- Issued only by the Purchasing Department
- Once goods/services delivered and invoice received, payment is made to the vendor
- Goods/services should not be provided until the vendor has PO in hand

# P-CARD PURCHASES

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



# SAMPLE PURCHASE ORDER

		Fiscal Year: 2021		Page: 1 of 2	
		PURCHASE ORDER			
B I L L T O		THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.			
VENDOR INFORMATION		Purchase Order #	20009531		
		Delivery must be made to authorized person within doors of specified destination.			
S P E C I F I C A T I O N S					
Vendor Phone Number		Vendor Fax Number	PO Requestion	Contract	Delivery To
			21004375		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department Location	
5/4/2021		5/4/19/2021	FOS Destination	GIFTED	
Item#	Description	QTY	UOM	Unit Price	Extended Price
The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading					
1	ITEM: Tools for Teaching Conceptual Understanding, Secondary Learning Experiences and Assessments for Deep Learning (Cowan Teaching Essentials) Supplier Part No.: 150639759X Manufacturer Part No.: 9781506355702 Manufacturer Name: Cowen Supplier Quote No.: 152-2220997-8722509.1 NIGP UNSPSC: 55101500 Commodity Code: 71510 Book/Curriculum Guide/Direct Deliver To: Teaching & Learning Department 1056 Fifth Avenue Clayton County Public Schools Martha Blair Jonesboro, GA 30236 Phone: 770-473-2700	1.0	EA	\$28.15	\$28.15
2	ITEM: Concept-Based Inquiry in Action: Strategies to Promote Transferable Understanding (Cowan Teaching Essentials) Supplier Part No.: 150639759X Manufacturer Part No.: ISBN-150639129X Manufacturer Name: Cowen Supplier Quote No.: 152-2220997-8722509.2 NIGP UNSPSC: 55101500 Commodity Code: 71510 Book/Curriculum Guide/Direct Deliver To: Teaching & Learning Department 1056 Fifth Avenue Clayton County Public Schools Martha Blair Jonesboro, GA 30236 Phone: 770-473-2700	1.0	EA	\$33.82	\$33.82
3	ITEM: Why Are School Buses Always Yellow?: Teaching for Inquiry, K-6 (Cowan Teaching Essentials) Supplier Part No.: 1506393825 Manufacturer Part No.: unknown Manufacturer Name: Cowen	1.0	EA	\$30.99	\$30.99

CONTINUED ON NEXT PAGE

By: Authorized Signature

VENDOR COPY

[illegible]

# SOLICITATION METHODS

Quotations

Invitation for Bids  
(IFB)

Request for  
Proposals (RFP)

Emergency  
Contracts

Sole Source Contracts

Statewide Contracts

Cooperative  
Contracts

Request For  
Qualifications (RFQu)

Request for  
Information (RFI)

# INVITATION 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 RESPONSIBLE BIDDER WITH THE LOWEST, RESPONSIVE 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)

# REQUEST FOR PROPOSALS

- OFFEROR PROVIDES A SOLUTION FOR 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.



# RFQ, RFI, 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 BID 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 OR 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 must be used in best interest of District

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

- **Two Quotes**
  - Written preferred, oral reduced to writing okay

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

- **Two Written Quotes**
  - Must be on vendor letterhead

# ITEMS \$50,000 AND ABOVE

## HANDLED BY PURCHASING DEPARTMENT

- Department submits specifications/requirements
- Purchasing creates and manages the solicitation process
- Purchasing submits the Department's recommendation for approval

## REQUIRES APPROVAL BY THE BOARD OF EDUCATION

- Board Work Session---(item reviewed)
- Board Meeting---(item voted on)
- Board Meeting Schedule and Agenda available on CCPS Website at:

<https://www.clayton.k12.ga.us/cms/one.aspx?pageid=67888>

# 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)

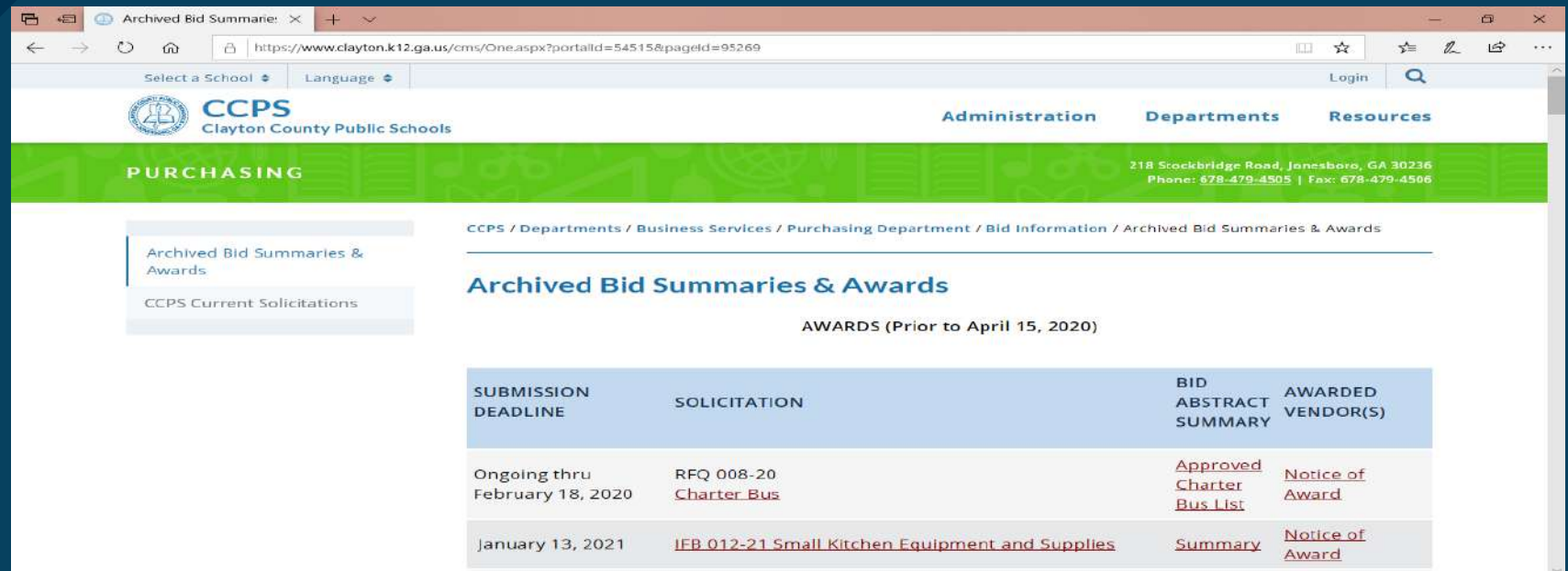
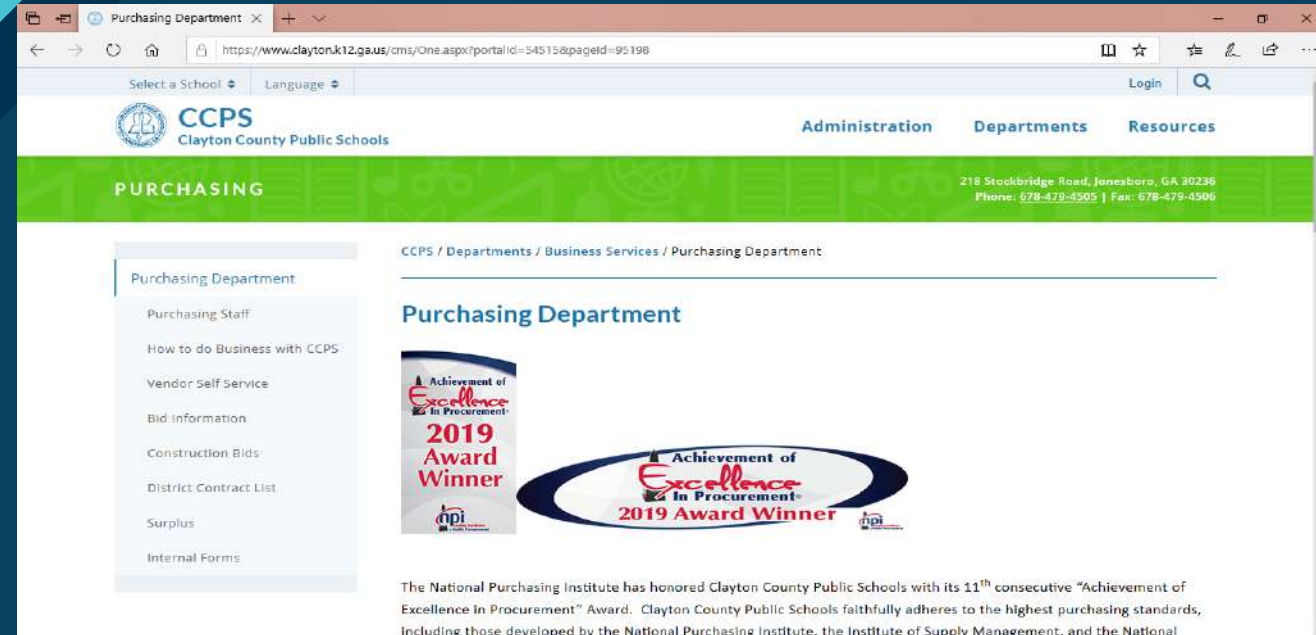
## BONFIRE

- **GO TO CCPS' E-PROCUREMENT PORTAL BONFIRE BY USING THE FOLLOWING LINK:**  
[HTTPS://CLAYTONK12GA.BONFIREHUB.COM/PORTAL/?TAB=OPENOPPORTUNITIES](https://claytonk12ga.bonfirehub.com/portal/?tab=openopportunities)

## 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**

# CCPS WEBSITE



# 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
- Return all required and mandatory forms
- 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 SUBCONTRACTOR AFFIDAVITS
  - REFERENCES
  - 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



# E-VERIFY MANDATORY

Georgia law, O.C.G.A. § 13-10-91, requires all businesses that contract with a public employer for labor or physical performance of services that exceeds \$2499.99 to sign an affidavit attesting that they are registered for and use E-Verify. This applies to all subcontractors and sub-subcontractors. CCPS will not consider a bid or proposal without the affidavit(s).

## Exceptions:

- The contractor has no employees (in which case they must present an approved state issued identification card/driver's license from a state approved on the GA Attorney General's website]
- The contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is the one performing the service.
- For additional information and enrollment in E-Verify, please visit : <https://www.e-verify.gov/>

# CONTRACT ADMINISTRATION

- Purchase Order Required
- Do not provide goods or services until a signed purchase order received from purchasing department
- 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 payments over 30 days not acceptable

# INDEPENDENT CONTRACTS

- USUALLY UNDER \$50,000, WITHOUT A FORMAL SOLICITATION
- CCPS INDEPENDENT CONTRACT FORM REQUIRED.
- REQUIRED PROVISIONS:
  - Venue , Governing Law and Jurisdiction In State Of Georgia, Clayton County
  - Ga Open Records Act and Multi-year Language
  - Termination for Convenience
- CONTRARY PROVISIONS-PLEASE REMOVE BEFORE SUBMITTING TO CCPS:
  - Indemnification and Hold Harmless Provisions
  - Late Payment Penalties, Interest, Cancellation Charges
  - Credit Agreements
  - Unliquidated Damages, Expenses and Attorney Fees

- LINK TO INDEPENDENT CONTRACTOR FORM & GUIDE:

<http://www.clayton.k12.ga.us/cms/One.aspx?portalid=54515&pageid=22748360>

# VENDOR SELF SERVICE REGISTRATION

Purchase Orders are only delivered by email. CCPS will not fax or place purchase orders in the U.S. Mail. Each vendor is required to provide a valid email address. To ensure that you will receive purchase orders and payments, please access vendor self service and update or create a vendor profile.

## NEW VENDOR REGISTRATION

1. Visit the Clayton County Public Schools website the Purchasing Department's page.

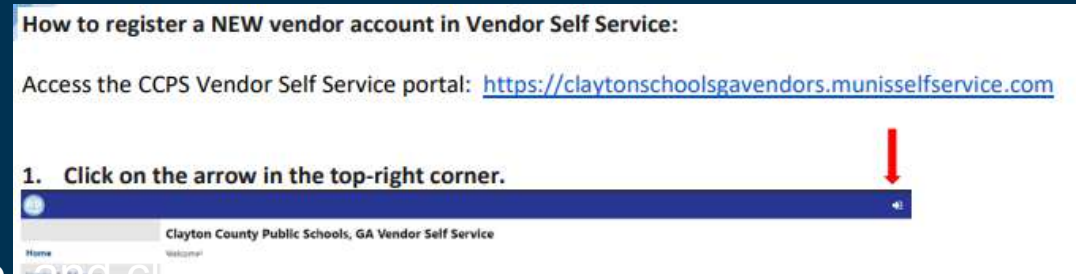
2. Select the Vendor Self Service link:

<https://claytonschoolsgavendors.munisselfservice.com/default.aspx>

How to register a NEW vendor account in Vendor Self Service:

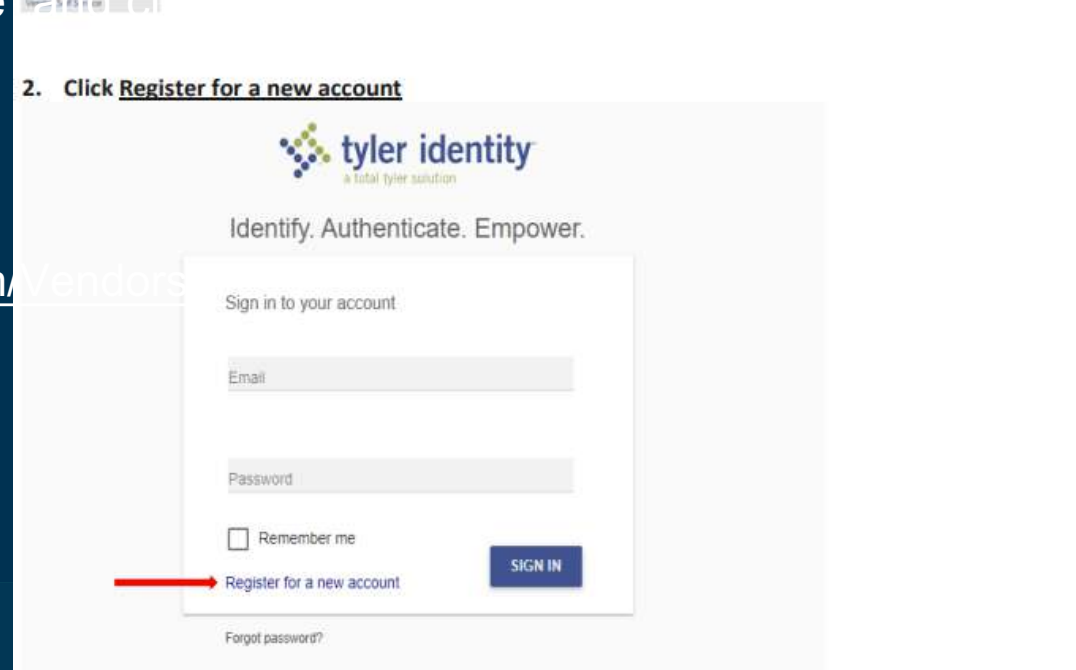
Access the CCPS Vendor Self Service portal: <https://claytonschoolsgavendors.munisselfservice.com>

1. Click on the arrow in the top-right corner.



Clayton County Public Schools, GA Vendor Self Service

2. Click Register for a new account



tyler identity  
a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Email

Password

☐ Remember me

[Register for a new account](#)

[Forgot password?](#)

SIGN IN

# VENDOR SELF SERVICE REGISTRATION

## EXISTING VENDOR REGISTRATION


You must contact the Purchasing Department @ [purchasing@clayton.k12.ga.us](mailto:purchasing@clayton.k12.ga.us) to receive your existing vendor number.

8. Once you are logged in, you should click on Link to Existing

---


Welcome to Vendor Self Service

---




No vendor information is linked to your account.  
In order to fully use Vendor Self Service, please either  
register a new vendor or link to an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)



9. Proceed with entering your credentials and click Link to Existing to sync to your existing records.


**Link to Existing Vendor**



Enter the information below to search for an existing vendor.

Vendor Number

Vendor FIS/SSN

 [Link to Existing](#)

# VENDOR SELF SERVICE REGISTRATION

## REGISTRATION REQUIREMENTS

The following items are required during registration:

- 1.W-9 or Substitute W-9
- 2.E-Verify #
- 3.Business Enterprise Classification
- 4.Commodity Code(s)

Vendors must successfully register in Vendor Self Service in order to receive payment or respond to bid proposals.

# REGISTRATION REQUIREMENTS

## W-9

If you own a business or work as an independent contractor, a **W-9** is required so CCPS can accurately prepare your 1099-MISC form and report all payments made to your business at the end of the year.

**Form W-9**  
(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (DisC corporation, S-B corporation, P-partnership) ☐ Exempt payee  
☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and  
3. I am a U.S. citizen or other U.S. person (defined below).

**Sign Here** **Signature of U.S. person** **Date** ▶

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**  
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:  
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).  
2. Certify that you are not subject to backup withholding, or  
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:  
• An individual who is a U.S. citizen or U.S. resident alien,  
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or  
• An estate (other than a foreign estate), or  
• A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Oct. No. 13031X Form **W-9** (Rev. 12-2011)

# REGISTRATION REQUIREMENTS

## (CONTINUED)

### E-Verify

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States.

Please Note: Your Federal Tax Identification Number/Employer Identification Number (EIN) is not the same as the E-Verify Number

For additional information and enrollment, please visit: <https://www.e-verify.gov/>



# REGISTRATION REQUIREMENTS

[CONTINUED]

## Commodity Codes

- The NIGP Code is used to classify vendors and to track spending data for use in strategic purchasing and spend analysis. CCPS also utilizes commodity codes to identify suppliers that can provide the District with various products and services
- When registering, vendors must enter the NIGP Commodity Code(s) that describe the goods or services they provide
- Without the correct commodity code, CCPS cannot send you electronic notification of bids/proposals that match what you can provide.

• Sample:

COMMODITY	3 DIGIT CODE	5 DIGIT CODE
ABRASIVES	005 ABRASIVES	005-05 Abrasives Equipment and Tools
		005-14 Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
		005-21 Abrasives, Sandblasting, Metal
		005-28 Abrasives, Sandblasting, Other than Metal

# REGISTRATION REQUIREMENTS

## (CONTINUED)

### Certified Vendors

CCPS desires for all vendors to have an equal opportunity to provide products or services. Vendors are strongly encourage to indicate their certification as one of the following classifications of business enterprises during registration:

- DVBE - Disabled Veteran Business Enterprise
- DBE - Disadvantaged Business Enterprise
- LBE - Local Business Enterprise
- LSBE - Local Small Business Enterprise
- MBE - Minority Business Enterprise
- WBE - Women Business Enterprise

CCPS does not provide a contracting preference and it is not the intent of CCPS to violate any local, state, or federal laws.

# VSS REGISTRATION HELP

<https://claytonschoolsgavendors.munisselfservice.com/Vendors/default.aspx>

The following guides can be found on the Vendor Self Service site:

- NEW Vendor Registration
- Registration for Existing or Legacy Vendors ONLY
- Password Recovery Guide
- How to Attach Documents
- Additional Information and Forms

# DEPARTMENTS

(TO VIEW INDIVIDUAL DEPARTMENTS RIGHT CLICK AND OPEN HYPERLINK)

## Department

## Department Head

## Website Link

Athletics	Kevin May	<a href="https://www.clayton.k12.ga.us/departments/athletics">https://www.clayton.k12.ga.us/departments/athletics</a>
Student Behavioral Health and Well Being	Cheri-Ann Taylor, E.Ds.	<a href="https://www.clayton.k12.ga.us/departments/psychological_services">https://www.clayton.k12.ga.us/departments/psychological_services</a>
Business Services	Emma Benton	<a href="https://www.clayton.k12.ga.us/departments/business_services">https://www.clayton.k12.ga.us/departments/business_services</a>
Student Discipline, Prevention, and Intervention	Dr. Maureen Egbuna	<a href="https://www.clayton.k12.ga.us/departments/student_discipline">https://www.clayton.k12.ga.us/departments/student_discipline</a>
Division of Communications, Publications, and Marketing	Jada Dawkins	<a href="https://www.clayton.k12.ga.us/departments/Communications_Public_Relations_Marketing">https://www.clayton.k12.ga.us/departments/Communications_Public_Relations_Marketing</a>
Construction	Ronick Joseph	<a href="https://www.clayton.k12.ga.us/departments/construction">https://www.clayton.k12.ga.us/departments/construction</a>
Curriculum, Instruction, and Assessment	Ebony Lee, PhD	<a href="https://www.clayton.k12.ga.us/departments/curriculum_instruction_and_assessment">https://www.clayton.k12.ga.us/departments/curriculum_instruction_and_assessment</a>
Equity and Compliance	Damaris Garrett	<a href="https://www.clayton.k12.ga.us/departments/equity_and_compliance">https://www.clayton.k12.ga.us/departments/equity_and_compliance</a>
Federal Programs	Katrina Thompson	<a href="https://www.clayton.k12.ga.us/departments/federal_programs">https://www.clayton.k12.ga.us/departments/federal_programs</a>
Governmental Relations and Partnerships	Lonnie Smith	<a href="https://www.clayton.k12.ga.us/departments/governmental_relations_partnerships">https://www.clayton.k12.ga.us/departments/governmental_relations_partnerships</a>
Guidance and Counseling	Alicia Dunn	<a href="https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=92110">https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=92110</a>
Human Resources	Dr. Jamie Wilson, Jr.	<a href="https://www.clayton.k12.ga.us/departments/human_resources">https://www.clayton.k12.ga.us/departments/human_resources</a>
Magnet Programs	Monika Wiley, Ed.D	<a href="https://www.clayton.k12.ga.us/departments/magnet_programs">https://www.clayton.k12.ga.us/departments/magnet_programs</a>
Maintenance	Samuel Coger	<a href="https://www.clayton.k12.ga.us/departments/maintenance">https://www.clayton.k12.ga.us/departments/maintenance</a>
Operations	Kemith Thompson	<a href="https://www.clayton.k12.ga.us/departments/operations">https://www.clayton.k12.ga.us/departments/operations</a>
Performing Arts Center	Monika Wiley, Ed.D	<a href="https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=84401">https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=84401</a>

# DEPARTMENTS

CONTINUED

(TO VIEW INDIVIDUAL DEPARTMENTS RIGHT CLICK AND OPEN HYPERLINK)

## Department

## Department Head

## Website Link

Pre-Kindergarten

Dr. Joyce Bradley

<https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=89241>

Printing Services

Tamara Bearden

[https://www.clayton.k12.ga.us/departments/printing\\_mailing\\_web\\_services](https://www.clayton.k12.ga.us/departments/printing_mailing_web_services)

Professional Learning

Dr. Gloria Duncan

[https://www.clayton.k12.ga.us/departments/professional\\_learning](https://www.clayton.k12.ga.us/departments/professional_learning)

Purchasing  
Research, Evaluation, Assessment, and  
Accountability

Debra Brewer, Esq., CCPO

<https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=95198>

Safety and Security

Jacqueline Johnson

[https://www.clayton.k12.ga.us/departments/research\\_evaluation\\_assessment\\_and\\_accountability](https://www.clayton.k12.ga.us/departments/research_evaluation_assessment_and_accountability)

Chief Thomas Trawick, Jr.

[https://www.clayton.k12.ga.us/departments/safety\\_and\\_security](https://www.clayton.k12.ga.us/departments/safety_and_security)

School Choice

Monika Wiley, Ed.D

[https://www.clayton.k12.ga.us/departments/school\\_choice](https://www.clayton.k12.ga.us/departments/school_choice)

School Improvement

Dr. Ralph Simpson

[https://www.clayton.k12.ga.us/departments/school\\_improvement](https://www.clayton.k12.ga.us/departments/school_improvement)

School Nutrition

Audrey Hamilton

[https://www.clayton.k12.ga.us/departments/school\\_nutrition](https://www.clayton.k12.ga.us/departments/school_nutrition)

Second Language Learning

Dr. Chantal Normil

<https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=74869>

Special Education

Trina Smith

<https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=87244>

Student Services

Dr. Angela Horrison-Collier

[https://www.clayton.k12.ga.us/departments/student\\_services](https://www.clayton.k12.ga.us/departments/student_services)

Support Services and Federal Programs

Dr. Sandra Nunez

[https://www.clayton.k12.ga.us/departments/support\\_services\\_and\\_federal\\_programs](https://www.clayton.k12.ga.us/departments/support_services_and_federal_programs)

Technology

Rod Smith

<https://www.clayton.k12.ga.us/departments/technology>

Transportation

Denise Hall

[https://www.clayton.k12.ga.us/departments/transportation\\_department](https://www.clayton.k12.ga.us/departments/transportation_department)

# SCHOOLS

(TO VIEW INDIVIDUAL SCHOOL RIGHT CLICK AND OPEN HYPERLINK)

## SCHOOL NAME

## LEVEL

## WEB LINK

Anderson  
Arnold  
Brown  
Callaway  
Church Street  
East Clayton  
Edmonds  
Fountain  
Harper  
Hawthorne  
Haynie  
Huie  
Jackson  
Kay Pace Academy  
Kemp  
Kilpatrick  
King  
Lake City  
Lake Ridge

Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary  
Elementary

<https://101.clayton.k12.ga.us/>  
<https://102.clayton.k12.ga.us/>  
<https://104.clayton.k12.ga.us/>  
<https://133.clayton.k12.ga.us/>  
<https://105.clayton.k12.ga.us/>  
<https://106.clayton.k12.ga.us/>  
<https://107.clayton.k12.ga.us/>  
<https://103.clayton.k12.ga.us/>  
<https://134.clayton.k12.ga.us/>  
<https://131.clayton.k12.ga.us/>  
<https://108.clayton.k12.ga.us/>  
<https://110.clayton.k12.ga.us/>  
<https://136.clayton.k12.ga.us/>  
<https://380.clayton.k12.ga.us/>  
<https://127.clayton.k12.ga.us/>  
<https://111.clayton.k12.ga.us/>  
<https://135.clayton.k12.ga.us/>  
<https://112.clayton.k12.ga.us/>  
<https://130.clayton.k12.ga.us/>

# SCHOOLS

(TO VIEW INDIVIDUAL SCHOOL RIGHT CLICK AND OPEN HYPERLINK)

## SCHOOL NAME

## LEVEL

## WEB LINK

Lee Street	<u>Elementary</u>	<u><a href="https://114.clayton.k12.ga.us/">https://114.clayton.k12.ga.us/</a></u>
Marshall	<u>Elementary</u>	<u><a href="https://137.clayton.k12.ga.us/">https://137.clayton.k12.ga.us/</a></u>
McGarrah	<u>Elementary</u>	<u><a href="http://113ccps.ss10.sharpschool.com/">http://113ccps.ss10.sharpschool.com/</a></u>
Morrow	<u>Elementary</u>	<u><a href="https://115.clayton.k12.ga.us/">https://115.clayton.k12.ga.us/</a></u>
Mt. Zion	<u>Elementary</u>	<u><a href="https://116.clayton.k12.ga.us/">https://116.clayton.k12.ga.us/</a></u>
Northcutt	<u>Elementary</u>	<u><a href="https://119.clayton.k12.ga.us/">https://119.clayton.k12.ga.us/</a></u>
Oliver	<u>Elementary</u>	<u><a href="https://120.clayton.k12.ga.us/">https://120.clayton.k12.ga.us/</a></u>
Pointe South	<u>Elementary</u>	<u><a href="https://126.clayton.k12.ga.us/">https://126.clayton.k12.ga.us/</a></u>
Riverdale	<u>Elementary</u>	<u><a href="https://121.clayton.k12.ga.us/">https://121.clayton.k12.ga.us/</a></u>
River's Edge	<u>Elementary</u>	<u><a href="https://129.clayton.k12.ga.us/">https://129.clayton.k12.ga.us/</a></u>
Smith	<u>Elementary</u>	<u><a href="https://132.clayton.k12.ga.us/">https://132.clayton.k12.ga.us/</a></u>
Suder	<u>Elementary</u>	<u><a href="https://122.clayton.k12.ga.us/">https://122.clayton.k12.ga.us/</a></u>
Swint	<u>Elementary</u>	<u><a href="https://123.clayton.k12.ga.us/">https://123.clayton.k12.ga.us/</a></u>
Tara	<u>Elementary</u>	<u><a href="https://124.clayton.k12.ga.us/">https://124.clayton.k12.ga.us/</a></u>
Unidos	<u>Elementary</u>	<u><a href="https://198.clayton.k12.ga.us/">https://198.clayton.k12.ga.us/</a></u>
Utopian Academy	<u>Elementary</u>	<u><a href="http://www.utopianacademyforthearts.com/">http://www.utopianacademyforthearts.com/</a></u>
West Clayton	<u>Elementary</u>	<u><a href="https://125.clayton.k12.ga.us/">https://125.clayton.k12.ga.us/</a></u>
White Academy	<u>Elementary</u>	<u><a href="https://140.clayton.k12.ga.us/">https://140.clayton.k12.ga.us/</a></u>

# SCHOOLS

(TO VIEW INDIVIDUAL SCHOOL RIGHT CLICK AND OPEN HYPERLINK)

## SCHOOL NAME

## LEVEL

## WEB LINK

Adamson	Middle	<a href="http://019ccps.ss10.sharpschool.com/">http://019ccps.ss10.sharpschool.com/</a>
Babb	Middle	<a href="http://011ccps.ss10.sharpschool.com/">http://011ccps.ss10.sharpschool.com/</a>
Elite Scholars Academy	Middle	<a href="http://099ccps.ss10.sharpschool.com/">http://099ccps.ss10.sharpschool.com/</a>
Forest Park	Middle	<a href="http://012ccps.ss10.sharpschool.com/">http://012ccps.ss10.sharpschool.com/</a>
Jonesboro	Middle	<a href="http://014ccps.ss10.sharpschool.com/">http://014ccps.ss10.sharpschool.com/</a>
Kendrick	Middle	<a href="http://024ccps.ss10.sharpschool.com/">http://024ccps.ss10.sharpschool.com/</a>
Lovejoy	Middle	<a href="http://021ccps.ss10.sharpschool.com/">http://021ccps.ss10.sharpschool.com/</a>
Morrow	Middle	<a href="http://015ccps.ss10.sharpschool.com/">http://015ccps.ss10.sharpschool.com/</a>
Mundy's Mill	Middle	<a href="http://016ccps.ss10.sharpschool.com/">http://016ccps.ss10.sharpschool.com/</a>
North Clayton	Middle	<a href="http://017ccps.ss10.sharpschool.com/">http://017ccps.ss10.sharpschool.com/</a>
Pointe South	Middle	<a href="http://020ccps.ss10.sharpschool.com/">http://020ccps.ss10.sharpschool.com/</a>
Rex Mill	Middle	<a href="http://029ccps.ss10.sharpschool.com/">http://029ccps.ss10.sharpschool.com/</a>
Riverdale	Middle	<a href="http://018ccps.ss10.sharpschool.com/">http://018ccps.ss10.sharpschool.com/</a>
Roberts	Middle	<a href="http://025ccps.ss10.sharpschool.com/">http://025ccps.ss10.sharpschool.com/</a>
Sequoyah	Middle	<a href="http://028ccps.ss10.sharpschool.com/">http://028ccps.ss10.sharpschool.com/</a>
Unidos	Middle	<a href="http://198ccps.ss10.sharpschool.com/">http://198ccps.ss10.sharpschool.com/</a>
White Academy	Middle	<a href="http://031ccps.ss10.sharpschool.com/">http://031ccps.ss10.sharpschool.com/</a>
7 Pillars Career Academy	Middle	<a href="https://www.7pillarsca.org/">https://www.7pillarsca.org/</a>



# SCHOOLS

(TO VIEW INDIVIDUAL SCHOOL RIGHT CLICK AND OPEN HYPERLINK)

## SCHOOL NAME

## LEVEL

## WEB LINK

Elite Scholars Academy	High	<a href="https://099.clayton.k12.ga.us/">https://099.clayton.k12.ga.us/</a>
Stilwell	High	<a href="https://316.clayton.k12.ga.us/">https://316.clayton.k12.ga.us/</a>
Forest Park	High	<a href="https://001.clayton.k12.ga.us/">https://001.clayton.k12.ga.us/</a>
Jonesboro	High	<a href="https://002.clayton.k12.ga.us/">https://002.clayton.k12.ga.us/</a>
Lovejoy	High	<a href="https://006.clayton.k12.ga.us/">https://006.clayton.k12.ga.us/</a>
Perry Learning Center	High	<a href="https://312.clayton.k12.ga.us/">https://312.clayton.k12.ga.us/</a>
Morrow	High	<a href="https://003.clayton.k12.ga.us/">https://003.clayton.k12.ga.us/</a>
Mt. Zion	High	<a href="https://007.clayton.k12.ga.us/">https://007.clayton.k12.ga.us/</a>
Mundy's Mill	High	<a href="https://311.clayton.k12.ga.us/">https://311.clayton.k12.ga.us/</a>
North Clayton	High	<a href="https://004.clayton.k12.ga.us/">https://004.clayton.k12.ga.us/</a>
Riverdale	High	<a href="https://005.clayton.k12.ga.us/">https://005.clayton.k12.ga.us/</a>
Kemp	Primary	<a href="https://138.clayton.k12.ga.us/">https://138.clayton.k12.ga.us/</a>
Mt. Zion	Primary	<a href="https://139.clayton.k12.ga.us/">https://139.clayton.k12.ga.us/</a>
Ash Street Center	Alternative	<a href="https://009.clayton.k12.ga.us/">https://009.clayton.k12.ga.us/</a>
Adult Education	Adult	<a href="https://www.clayton.k12.ga.us/about/adult_education_program">https://www.clayton.k12.ga.us/about/adult_education_program</a>

# QUESTIONS?



Survey QR Code



Survey Link:

[https://clayton.co1.qualtrics.com/jfe/form/SV\\_eQkFbtLjPTsBXOC](https://clayton.co1.qualtrics.com/jfe/form/SV_eQkFbtLjPTsBXOC)

- **Clayton County Public Schools**
- **Purchasing Department**
- **218 Stockbridge Road, Jonesboro, GA 30236**
- **[PURCHASING@CLAYTON.K12.GA.US](mailto:PURCHASING@CLAYTON.K12.GA.US)**

**THIS PRESENTATION WILL BE POSTED ON THE CCPS WEBSITE**