CLAYTON COUNTY PUBLIC SCHOOLS

"Building A Better Tomorrow, Today!"

HOW TO DO BUSINESS WITH CLAYTON COUNTY PUBLIC SCHOOLS

PRESENTED BY:
PURCHASING DEPARTMENT, BUSINESS SERVICES DIVISION

VISION/MISSION STATEMENTS

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

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

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

Dr. Douglas Hendrix Sr.

Board of Education

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

PURCHASING STAFF

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

Director of Purchasing	Debra B. Brewer, Esq.	Debra.Brewer@clayton.k12.ga.us
Administrative Assistant II	Sharonia McGinty	Sharonia.McGinty@clayton.k12.ga.us
Coordinating Supervisor	Arnita Watson	Arnita.Watson@clayton.k12.ga.us
Coordinating Supervisor	Michelle Simmons	Michelle.Simmons@clayton.k12.ga.us
Procurement Specialist	Krystal Ashley	Krystal.Ashley@clayton.k12.ga.us
Procurement Specialist	Rose Tookes	Rose.Tookes@clayton.k12.ga.us
Procurement Card Administrator	Quaterria Brown	Quaterria.Brown@clayton.k12.ga.us
Buyer	Tammy Walker	Tammy.Walker@clayton.k12.ga.us
Buyer Support Specialist	Cintsonenia Gilstrap	Cintsonenia.gilstrap@clayton.k12.ga.us
Buyer Support Specialist	Khalilah Smith	Khalilah.Smith@clayton.k12.ga.us
Buyer Support Specialist (PT)	Trudy Smith	Trudy.Smith@clayton.k12.ga.us

INTERESTING FACTS ABOUT CCPS

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

- 2025-26 Enrollment: 50,000+
- One of the largest school systems in Georgia
  - Over 70 schools and facilities
  - $749.2 Million FY 2025 General Fund Budget
  - Over 7,400 Employees / 3,337 Teachers
  - Culturally Diverse-72+languages spoken in District
- CCPS is fully accredited through Cognia

CLAYTON COUNTY PUBLIC SCHOOLS
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Integrity starts here

ETHICS

PURCHASING

CODE OF ETHICS

NO GIFT POLICY

BOARD POLICY

CCPS BOARD POLICIES

AND

REGULATIONS

NIGP

CODE OF ETHICS

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

CCPS BOARD POLICY AND PROCEDURES

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

- **DJEA**-PURCHASING AUTHORITY
- **DJEAA**-BOARD APPROVAL
- **DJEAB**-ADMINISTRATIVE LEEWAY-SLBE PROGRAM
- **DJED**-BIDS AND QUOTATIONS
- **DJEF**-REQUISITIONS
- **DJEI**-VENDOR RELATIONS
- **DJEIA**-SALES CALLS AND DEMONSTRATIONS
- **DO**-SCHOOL PROPERTIES DISPOSAL PROCEDURES
- **DO-R(1)**-SCHOOL PROPERTIES DISPOSAL PROCEDURES

WHAT WE BUY

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

Books, Instructional Supplies & Materials	School Buses, Vehicles & Equipment
Food, Food Services Supplies	Consulting and Professional Services
Landscaping Equipment, Service & Supplies	Painting, Electrical, Pest Control, Repair and Other Services
Band and Athletic Uniforms and Equipment, Musical Instruments	Computers and Electronic Devices, Software, Technology
Office, School & Cafeteria Furniture	Office and Cleaning Supplies
Construction (Handled by SPLOST/Construction Dept.)	Other items needed to operate Schools and Facilities

WHO BUYS

CLAYTON COUNTY PUBLIC SCHOOLS
"Building A Better Tomorrow, Today!"

Schools

- PRINCIPAL AUTHORITY
- CONTRACT/ PURCHASE UP TO $10,000
- PURCHASES WITH SEPARATE SCHOOL FUNDS

Departments/Central Office

- DISTRICT CENTRALIZED PURCHASING



APPROVED PURCHASING METHODS

CLAYTON COUNTY PUBLIC SCHOOLS
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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

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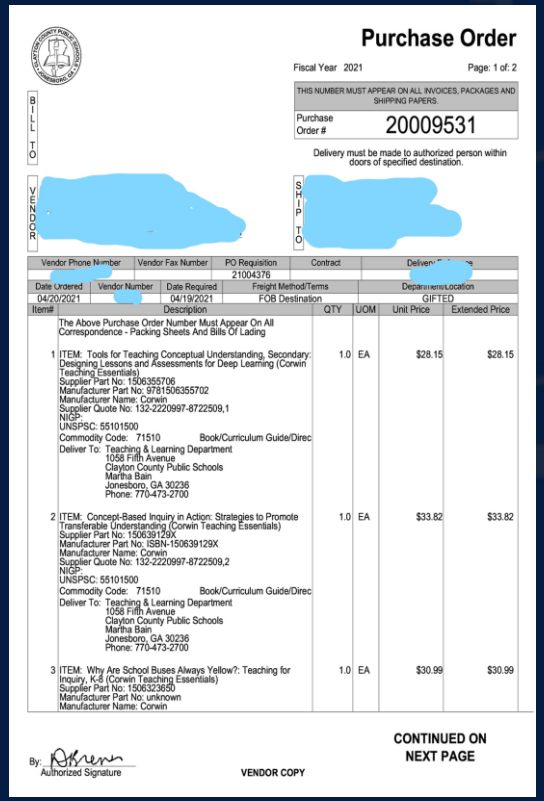
- BENEFITS
  - IMMEDIATE PAYMENT
  - LESS ADMINISTRATIVE COST-NO INVOICING AND WAITING FOR PAYMENT
- MERCHANT CATEGORY RESTRICTIONS
- SERVICE CHARGE AND CONVENIENCE FEE RESTRICTIONS
- NO SALES TAX
- “GHOST CARDS” FOR RECURRING PURCHASES

PURCHASE ORDERS

CLAYTON COUNTY PUBLIC SCHOOLS

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- PLEASE DO NOT PERFORM ANY SERVICES OR PROVIDE ANY GOODS UNTIL YOU HAVE RECEIVED A PURCHASE ORDER FROM THE PURCHASING DEPARTMENT



Purchase Order

Fiscal Year 2021 Page: 1 of: 2

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20009531

Delivery must be made to authorized person within doors of specified destination.

BILL TO

VENDOR

SHIP TO

Vendor Phone Number	Vendor Fax Number	PO Requisition	Contract	Delivery
		21004376		

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
04/20/2021		04/19/2021	FOB 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: Designing Lessons and Assessments for Deep Learning (Corwin Teaching Essentials) Supplier Part No: 1506355706 Manufacturer Part No: 9781506355702 Manufacturer Name: Corwin Supplier Quote No: 132-2220997-8722509,1 NIGP: UNSPSC: 55101500 Commodity Code: 71510 Book/Curriculum Guide/Direc Deliver To: Teaching & Learning Department 1058 Fifth Avenue Clayton County Public Schools Martha Bain 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 (Corwin Teaching Essentials) Supplier Part No: 150639129X Manufacturer Part No: ISBN-150639129X Manufacturer Name: Corwin Supplier Quote No: 132-2220997-8722509,2 NIGP: UNSPSC: 55101500 Commodity Code: 71510 Book/Curriculum Guide/Direc Deliver To: Teaching & Learning Department 1058 Fifth Avenue Clayton County Public Schools Martha Bain 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-8 (Corwin Teaching Essentials) Supplier Part No: 1506323650 Manufacturer Part No: unknown Manufacturer Name: Corwin	1.0	EA	$30.99	$30.99

By: Authorized Signature

VENDOR COPY

CONTINUED ON NEXT PAGE



PURCHASE ORDER INSTRUCTIONS, TERMS AND CONDITIONS

The Purchase Order, the Clayton County Public Schools (CCPS) solicitation (verbal or written), all addenda, and contractor's bid, proposal or quote accepted by CCPS constitute a contract between CCPSand the contractor. As used in these instructions, terms and conditions, vendor, contractor, seller and supplier may be used interchangeably.

SECTION I - ADMINISTRATION

1. Delivery: If not otherwise specified in the Purchase Order, prices are F.O.B. destination. CCPS reserves the right to cancel this Purchase Order, or any unfilled portion if delivery is not made within the required number of days specified by CCPS. If unable to deliver in the specified number of days, notify the Purchasing Department at purchasing@clayton.k12.ga.us and make sure to reference all of the pertinent Purchase Order Information.

Delivery to a common carrier does not constitute delivery to CCPS, and the risk of loss will remain with the vendor until actual delivery to the appropriate CCPS site. Any claim for loss or damage incurred during the delivery shall be made by the vendor directly to the carrier. CCPS will note the damage incurred in transit on the freight bill and notify the vendor. The vendor shall make immediate replacement of the damaged merchandise.

2. Marking: The contractor is to include a packing list in each shipment.The packing list must show the CCPS Purchase Order number, name of person making requisition, school or department name, contents, and shipper's name and address; the packing list and the invoice covering final shipment shall be marked "Order Completed."The upper left corner of each package, box, crate, barrel, bundle, piece, shall be marked clearly with (A) shipper's name and address, (B) contents, (C) CCPS Purchase Order number, and (D) bill of lading number or express receipt number.The vendor's failure to show on the bill of lading or express receipt or on every package the marking specified above will obligate the vendor to any and all extra cost incurred, including drayage or demurrage due to this failure.

3. Receiving Hours: Receiving hours are 8:00 a.m. to 4:00 p.m., Monday through Friday for all CCPS departments, schools, or warehouse. Shipments will not be received on school holidays or closures.

4. Invoices: Itemized invoices must be sent by email to accountspayable@clayton.k12.ga.us or by mail to Accounts Payable, Clayton County Public Schools, 1058 Fifth Avenue, Jonesboro, GA 30236. Phone number: 770-473-2700. Separate invoices are required for each Purchase Order.The place to which material has been shipped must be stated on each invoice.

5. Payment: Payment may be made when items have been satisfactorily delivered complete. Payment will be made within thirty (30) days from either the date of delivery or the receipt of a satisfactory, non-disputed invoice, whichever occurs last.

6. Back Orders: Do not back order unless specifically authorized to do so by the CCPS Purchasing Department.If a back order is authorized, payment will be made within thirty (30) days from either the date of delivery or the receipt of a satisfactory, non-disputed invoice, whichever occurs last.

7. Receipt: Quantities, units, and prices on all shipping documents must match those on the Purchase Order.If the contract requires grading certificates, USDA stamps, or other proof of quality, each proof must accompany the shipment.

SECTION II CONDITIONS

1. Settlements: All settlements will be in accordance with these terms and conditions, and any questions arising relative thereto must be resolved prior to shipment of goods or provision of services.

2. Authorizations: CCPS will not in any manner pay or be responsible for goods delivered or work performed unless a Purchase Order is issued by the CCPS Director of Purchasing prior to the delivery of goods or performance of work. Purchase Orders are not valid unless signed by the CCPS Director of Purchasing.

3. Changes and Alterations: No changes in conditions, prices, quantities or deliveries will be made without specific authorization in writing (change order) issued by the CCPS Director of Purchasing.

4. Typographical Errors: Mistakes in prices, discrepancies in quantities and/or sizes made in this Purchase Order are to be reported by the contractor immediately to the Director of Purchasing.

5. Specifications: The bid/proposal which is referenced in this Purchase Order, and all items attached (including specifications) are made a part of this contract.All materials furnished must conform to CCPS specifications.

6. Warranty: The contractor expressly warrants all articles and materials covered by this Purchase Order to be of quality, size, description, quantity, and dimension specified and free from defects including latent defects.Such warranty shall survive delivery and shall not be deemed waived either by reason of CCPS acceptance of materials or payments.Warranties provided by the contractor in his bid/proposal or are otherwise offered by the contractor in the normal course of business for the product/item are part of this contract.

7. Inspection, Acceptance of Goods: Delivery does not constitute acceptance.All material is subject to CCPS inspection and approval for a reasonable time after delivery.All supplies, materials, and equipment delivered to CCPS shall be subject to inspection and testing.Items that do not meet specifications will be rejected.Failure on the part of CCPS to reject upon receipt, however, does not relieve the vendor of its liability.If tests subsequent to delivery reveal a failure to meet specifications, the vendor may be deemed to have breached its contract.

8. Remedies for Non-conforming Supplies or Services:

A. If the inspection or later testing of supplies reveals that they are not in conformance with CCPS specifications, then CCPS may apply one or more of the following remedies to correct the problem:

1. Return materials to the contractor at the contractor's expense and risk;
2. Charge the contractor for re-inspection of supplies (originally found to be defective) that are offered for acceptance;
3. Require correction of defective supplies at no increase in price (fixed price contracts) or fees (cost contracts);
4. Obtain correction through a third party or CCPS and charge the cost to the contractor; or
5. Accept nonconforming supplies in return for monetary or other consideration to CCPS.

B. If inspection of services reveals that the offered services are not in conformance with CCPS specifications, CCPS may apply one or more of the following remedies to correct the problem.

1. Require performance of conforming services at no increase in price or fees;
2. Reduce the contract price to reflect the reduced value of nonconforming services which cannot be performed or reduce the fee.
3. Obtain performance by a third party or CCPS and charge the cost to the vendor.

9. Substitutions: Contractor proposed substitutions are to be provided to the CCPS Purchasing Director in writing.If approved by the CCPS Purchasing Director in writing, they may be delivered.Items which do not meet specifications will be returned to the vendor at the vendor's expense.The refusal of CCPS to approve a substitution does not relieve the vendor of its obligation to provide the item or items specified.

10. Cost of Inspection or Testing: The cost of inspection or testing of property which does not meet specifications shall be paid by the contractor.CCPS reserves the right to return and grade different from the samples shown.Returned or rejected goods are not to be replaced without specific authority to do so from the CCPS Director of Purchasing.

11. Prices: This Purchase Order shall not be filled at a higher price than last quoted or changed without written authorization from the CCPS Director of Purchasing.

12. Taxes: CCPS, through the Director of Purchasing, certifies that materials, supplies and/or services purchased are for a Government Educational Institution and is tax exempt.Please Note: GeorgiaSales and Use Tax Exemption Certificate No. 38-6000212.

13. Termination for Convenience: CCPS reserves the right to terminate this contract for the convenience of CCPS.

14. Termination for Default: If the contract is terminated for default, CCPS may procure the material, supplies and/or services from other sources and may deduct from other monies due, or that may thereafter become due to the Contractor, the difference between the price named in the contract or purchase order and the actual cost thereof.So CCPS Prices paid by CCPS shall be the prevailing market price at the time the purchase is made.

15. Hold Harmless Agreement: The Contractor shall Hold Harmless CCPS for any and all claims, suits, actions, damages, liability, and expenses in connection with the loss of life, bodily or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, or resulting from, arising out of or occurring in connection with the performance of this contract.The contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusive of omission from any policy of insurance.

16. Patent Indemnity: Contractor hereby agrees to indemnify and save harmless CCPS for all costs whatsoever involved in any and all claims or suits for infringement of patent or patent rights claimed to govern Contractor's processes, products, items, equipment, appliances or appliances. CCPS shall give Contractor reasonable notice of any such claim or suit and Contractor agrees to undertake at his own expense the defense of any and all such claims or suits.

17. Publicity: Contractor shall not advertise or publicly announce the fact that Contractor has contracted to supply any machinery, equipment, material or services for CCPS without obtaining the prior written permission of CCPS.

18. Contract: The solicitation (including all addendums), the bid or proposal, and this Purchase Order and its attachments, either attached hereto or by reference when received by the successful bidder shall constitute: (A) a binding contract on the terms set forth herein and (B) the entire contract, and is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

A.Unless otherwise specifically authorized by the Director of Purchasing this Purchase Order will become null and void if delivery is not completed in sixty (60) days from the Purchase Order date.

B.This Purchase Order may not be assigned to others unless specifically authorized in writing by the CCPS Director of Purchasing.

19. Disputes: A "dispute" is a disagreement between CCPS and the contractor over the payment of money, the adjustment or interpretation of contract terms, or other relief.Requests for such relief are referred to as "claims."Often claims by or against a contractor can be resolved by mutual agreement between the contractor and the CCPS Purchasing Director.When this is not possible, however, the Purchasing Director will render a written final decision on the claim.A written decision on a claim is generally required within sixty (60) days after the contractor requests a decision.

20. Security Interest, Liens, Claims, and Encumbrance: Contractors may not acquire a security interest in supplies, materials, or equipmentprovided to CCPS.Contractors shall not sell to CCPS goods and services which are subject to any liens, claims, or encumbrances of any kind.

21. Non-Appropriations: Contracts that cross fiscal years are subject to appropriations from the CCPS Board of Education.If these appropriations are not forthcoming to support the appropriate fiscal year portion of this contract, the contract is null and void without any penalty, additional cost, or other adverse action against CCPS.

22. Nondiscrimination: The bidder/offeror, by the submission of a bid or proposal, or the acceptance of a Purchase Order or contract, does agree that in providing the goods and services covered, not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, national origin or sex.

23. CCPS Nondiscrimination: The CCPS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or veteran status in any of its employment practices, educational programs, services or activities.

24. CCPS Purchasing Policy and Regulations: The CCPS Purchasing Policy and Purchasing Regulations are incorporated in this contract by reference.The contractor by responding to the solicitation agrees to be bound by the CCPS Purchasing Policy and Purchasing regulations in any issue or action related to the Purchase Order or subsequent contract.For all questions or concerns regarding Purchasing at CCPS, please contact:

CCPS Purchasing Department
218 Southbridge Road
Jonesboro, GA 30236
Email: purchasing@clayton.k12.ga.us

For general information and outstanding solicitations, visit our website: http://www.clayton.k12.ga.us

SOLICITATION METHODS

CLAYTON COUNTY PUBLIC SCHOOLS
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- Quotations
- Invitation for Bids (IFB)
- Request for Proposals (RFP)
- Emergency Contracts
- Sole Source Contracts
- Statewide Contracts
- Cooperative Contracts
- Request For Qualifications (RFQu)
- NIGP Exempt List

QUOTATIONS-PURCHASING THRESHOLDS

CLAYTON COUNTY PUBLIC SCHOOLS
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$9,999 OR LESS

One Quote

- Discretion must be used in best interest of District

$10,000- $49,999.99

Two Quotes

- Written preferred, oral reduced to writing okay

$50,000 but less than $100,000

Two Quotes

- Written on letterhead

ITEMS $100,000 AND ABOVE

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HANDLED BY PURCHASING DEPARTMENT

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

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/administration/board-of-education/board-meetings

ALL SOLICITATIONS

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- In order to submit a response all Bidders and Proponents must register in Bonfire as a vendor at: https://claytonk12ga.bonfirehub.com/portal/?tab=login
- Bids and all required forms must be fully completed, signed in ink and uploaded in Bonfire under the correct solicitation .
- Conditional Bids and Responses not acceptable.
- CCPS will only accept online submissions. Oral, telephonic, facsimile, emailed and mailed responses will not be considered.
- For any technical questions or difficulties, contact Bonfire Support at: https://support.gobonfire.com/hc/en-us
- Late Responses received will not be considered.

INVITATIONS FOR BIDS

CLAYTON COUNTY PUBLIC SCHOOLS
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- 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)

SUBMITTING BIDS

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- 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 submittal form must be signed**
- Submit any samples required
- Late bids not accepted

REQUEST FOR PROPOSALS

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- 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.

SUBMITTING RFPS

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- 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



REMINDERS

CLAYTON COUNTY PUBLIC SCHOOLS
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- 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

SOLE SOURCE AND EMERGENCY PURCHASES

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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

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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

INDEPENDENT CONTRACTS

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- USUALLY UNDER $100,000 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:

https://www.clayton.k12.ga.us/departments/business-services/purchasing-department/how-to-do-business-with-ccps

CONTRACT ADMINISTRATION

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- 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

E-VERIFY MANDATORY

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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/

INCLUSIVITY IN PURCHASING POLICY

CLAYTON COUNTY PUBLIC SCHOOLS
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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, Effective July 1, 2022.

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4038&revid=JjhnvTAri3oLKaAkYBcA3g==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=y1ZW0qRGjEafuplusqEjNeK2Q==&PG=6&IRP=0

Small and Local Small Business Enterprise (SLBE) Program

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

Participation Goals	
Construction	15%
Professional Services	15%
Goods/Commodities	15%
SLBE-Clayton Preference	
Five Percent (5%) Bid Match Opportunity	

SLBE

CLAYTON COUNTY PUBLIC SCHOOLS
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APPENDIX D
SLBE PROGRAM-REQUIRED DOCUMENTS

CLAYTON COUNTY PUBLIC SCHOOLS
INCLUSIVITY IN PURCHASING
SMALL LOCAL BUSINESS ENTERPRISE (SLBE) PROGRAM

It is the policy of Clayton County Public Schools (CCPS) to promote full and open opportunity for all persons and businesses to participate in CCPS procurement. To help accomplish this goal, the Clayton County Board of Education has enacted an Inclusivity in Purchasing Policy. A race, ethnicity and gender neutral Small Local Business Enterprise (SLBE) Program has been developed to promote the growth and development of local small businesses, strengthen the local CCPS economy, contribute to the local tax base and expand employment opportunities for local residents. The SLBE program is designed to ensure that that those seeking to participate in solicitations valued at $50,000 or greater are not precluded or discriminated against based on race, color, religion, national origin, disability, ethnicity, sex or gender. For all qualified solicitations, the program also requires that SLBE Contracting Goals be met, or Good Faith Efforts (GFE) to meet the goals be demonstrated.

SLBE Contracting Goals	
Construction and Construction Management Services	15%
Professional Services	15%
Goods or Services	15%

The SLBE program identifies for-profit Small Local Business Enterprises located and operating within the geographical boundaries of Clayton County, Georgia and for-profit Small Locally Based Businesses located and operating outside of the geographical boundaries of Clayton County, Georgia but within the surrounding Atlanta Metropolitan Statistical Area (MSA) that includes the following counties: Barrow, Bartow, Carroll, Cherokee, Cobb, Coweta, Dekalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding, and Walton. To be located means to have a physical presence within the geographical boundaries of Clayton County or the MSA such as an office, warehouse or other business facility, but specifically excluding the existence of a post office box without any other presence, for at least one (1) year prior to the date of the submission of a bid or proposal. To operate means to be the holder of a current business license issued by the local government within Clayton County or the MSA for at least one (1) year prior to submission of a bid or proposal.

Since this is a new program and CCPS is currently establishing a database of certified SLBEs, bidders/proponents may utilize any SLBE(s) certified by one of the official certifying agencies in Clayton County or from one of the listed counties within the MSA to meet SLBE Contracting Goals. SBEs qualified by the SBA with a current business license from Clayton County or one of the listed counties within the MSA may also be utilized. Proof of certification and current

Instructions

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SLBE

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SLBE SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

Directions to Bidder/Proponent: Please complete this form in its entirety and submit with bid/proposal documents. Attach a copy of each SLBE'S proof of certification and current business license. A signed Letter of Intent from each SLBE listed must completed and attached.

Bidder/Proponent:
Solicitation: Name:
Solicitation Number:

1. My firm, as the prime bidder/proponent on this unit of work, is a certified (check all that apply):
   SLBE-CLAYTON SLBE-MSA
2. If you are a certified SLBE-CLAYTON or SLBE-MSA, please indicate the percentage of work that your firm will carry out directly:
3. If the prime bidder/proposer is a joint venture, please describe the nature of the joint venture and the work and percentage of participation to be provided by the SLBE-CLAYTON or SLBE-MSA.
4. List the SLBE-CLAYTON or SLBE-MSA subcontractors and/or firms (including suppliers) to be utilized on this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of CCPS.

4a) Name of Company:

Address:

Contact Person: Email:
Telephone:
Indicate certification:

SLBE-CLAYTON SLBE-MSA

Please indicate if the SLBE-CLAYTON/SLBE-MSA is also a: (please check all that apply and attach any proof of certification available):

Minority Owned Business Enterprise (MBE)	African American
Woman Owned Business Enterprise (WBE)	Caucasian American
Disadvantaged Business Enterprise(DBE)	Hispanic American
Veteran or Service Disable Veteran Owned	Asian Pacific
	Native American

Description of services to be performed:

Percentage of total work to be performed:

Page 1 of 3

Subcontractor/Supplier Utilization Plan (Page 1)

SLBE

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Dollar Value of work to be performed:

4b) Name of Company:

Address:

Contact Person: Email:

Telephone:

Indicate certification status and attach proof of certification:
SLBE-CLAYTON SLBE-MSA

Please indicate if the SLBE-CLAYTON/SLBE-MSA is also a: (please check all that apply and attach any proof of certification available):

Minority Owned Business Enterprise (MBE)	African American
Woman Owned Business Enterprise (WBE)	Caucasian American
Disadvantaged Business Enterprise(DBE)	Hispanic American
Veteran or Service Disable Veteran Owned	Asian Pacific
	Native American

Description of services to be performed:

Percentage of total work to be performed:

Dollar Value of work to be performed:

4c) Name of Company:

Address:

Contact Person: Email:

Telephone:

Indicate certification status and attach proof of certification:
SLBE-CLAYTON SLBE-MSA

Please indicate if the SLBE-CLAYTON/SLBE-MSA is also a: (please check all that apply and attach any proof of certification available):

Minority Owned Business Enterprise (MBE)	African American
Woman Owned Business Enterprise (WBE)	Caucasian American
Disadvantaged Business Enterprise(DBE)	Hispanic American
Veteran or Service Disable Veteran Owned	Asian Pacific
	Native American

Description of services to be performed:

Percentage of total work to be performed:

Dollar Value of work to be performed:

Subcontractor/Supplier Utilization Plan (Page 2)

SLBE

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4d) Name of Company:

Address:

Contact Person: Email:

Telephone:

Indicate certification:

SLBE-CLAYTON SLBE-MSA

Please indicate if the SLBE-CLAYTON/SLBE-MSA is also a: (please check all that apply and attach any proof of certification available):

Minority Owned Business Enterprise (MBE)	African American
Woman Owned Business Enterprise (WBE)	Caucasian American
Disadvantaged Business Enterprise(DBE)	Hispanic American
Veteran or Service Disable Veteran Owned	Asian Pacific
	Native American

Description of services to be performed:

Percentage of total work to be performed:

Dollar Value of work to be performed:

4e) Name of Company:

Address:

Contact Person: Email:

Telephone:

Indicate certification:

SLBE-CLAYTON SLBE-MSA

Please indicate if the SLBE-CLAYTON/SLBE-MSA is also a: (please check all that apply and attach any proof of certification available):

Minority Owned Business Enterprise (MBE)	African American
Woman Owned Business Enterprise (WBE)	Caucasian American
Disadvantaged Business Enterprise(DBE)	Hispanic American
Veteran or Service Disable Veteran Owned	Asian Pacific
	Native American

Description of services to be performed:

Percentage of total work to be performed:

Dollar Value of work to be performed:

Subcontractor/Supplier Utilization Plan (Page 3

SLBE

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LETTER OF INTENT TO PERFORM AS SUBCONTRACTOR/SUPPLIER PROVIDING MATERIALS OR SERVICES

(A Letter of Intent Must Be Submitted For Each Subcontractor/Supplier)

Solicitation Name:_____

Solicitation Number:_____

Bidder/Proponent: Name:_____

Subcontractor/Supplier: Company Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Contact Person: Name: _____ Phone: _____

Email: _____

Subcontractor/Supplier is performing as: ☐ SLBE-Clayton ☐ SLBE-MSA ☐ Non -SLBE

☐ Joint Venture Team Member

NIGP Code for Work Performed	Description of Work to be Performed	Dollar(s) Value of Work	Percentage (%) of Total Bid Amount
TOTAL SLBE Credit Claimed for this Subcontractor/Supplier		$	%

AFFIRMATION:

The above-named Subcontractor/Supplier firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: _____

(Print Name) (Title)

_____

(Signature) (Date)

* In the event the bidder/proponent does not receive award of the prime contract, all representations in this Letter of Intent and Affirmation shall be invalidated.

Letter of Intent to Perform as Subcontractor or Supplier Providing Materials and or Services

SLBE

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SLBE Subcontractor/Supplier Contact Form

1. List *all subcontractors or suppliers* (SLBEs and Non-SLBEs) that were contacted regarding this project.

Name of Sub-contractor/ Supplier	Contact Name, Address and Phone Number	Ethnicity & Gender of Majority Owner(s)	NIGP Codes	Type of Work Being Solicited	SLBE (Yes or No)	Results of Contact

ETHNICITY AND GENDER LEGEND: AA - African American, HA – Hispanic, AP – Asian Pacific, NA – Native American
CA-Caucasian American M – Man, W – Woman

Subcontractor/Supplier Contact Form (Page 1)

SLBE

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2. **Were Any Of The Following Good Faith Efforts Taken?**

	Yes	No	Good Faith Effort	Details of Activities
1.			Identifying scope(s) of work which may be available for the inclusion of SLBEs or making efforts to divide work into subcontracting areas wherein SLBEs are likely to be successful.	
2.			Assisting potential SLBEs with bonding, insurance or other contracting requirements.	
3.			Attending pre-solicitation meetings to meet potential SLBEs.	
4.			Reviewing SLBE registry and contacting those that can perform a Commercially Useful Function on a specific project.	
5.			Advertisement in a trade publication or journal to target SLBEs for a specific project.	
6.			Hosting a virtual or in-person event to solicit SLBEs.	
7.			Describe in detail any other Good Faith Efforts taken. Attach any supporting documentation. Use additional sheets if necessary.	

Bidder/Proponent Name:

Solicitation Name:

Solicitation Number:

Subcontractor/Supplier Contact Form (Page 2

LOCATING BID OPPORTUNITIES

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- 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

BONFIRE

- GO TO CCPS' E-PROCUREMENT PORTAL BONFIRE BY USING THE FOLLOWING LINK: 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://doas.ga.gov/state-purchasing/statewide-contracts
- 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

VENDOR SELF SERVICE REGISTRATION

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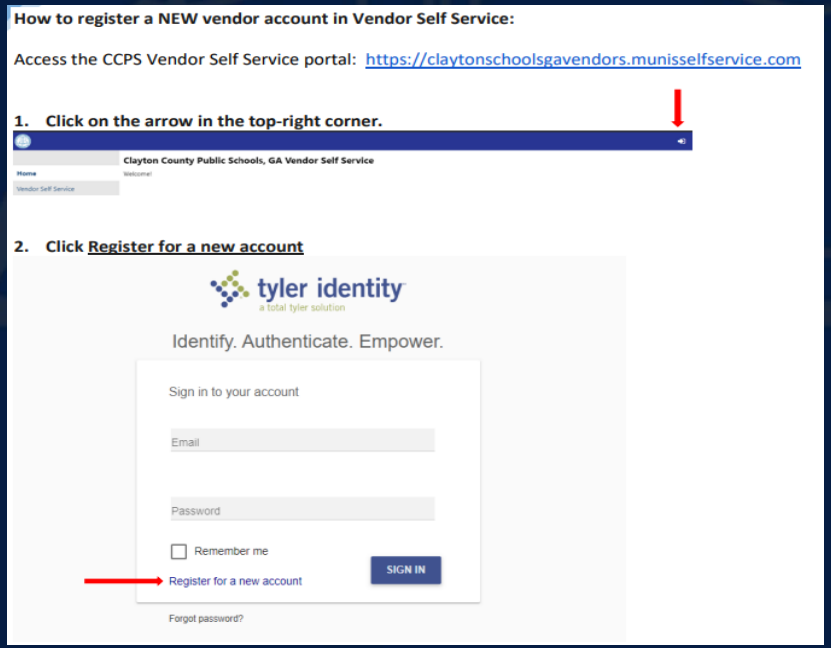
Purchase Orders are only delivered by email. CCPS will not fax or place purchase orders in the U.S. Mail. Each vendor is required to provide a valid email address. To ensure that you will receive purchase orders and payments, please access vendor self service and update or create a vendor profile.

NEW VENDOR REGISTRATION

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

2. Select the Vendor Self Service link:

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



VENDOR SELF SERVICE REGISTRATION

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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)

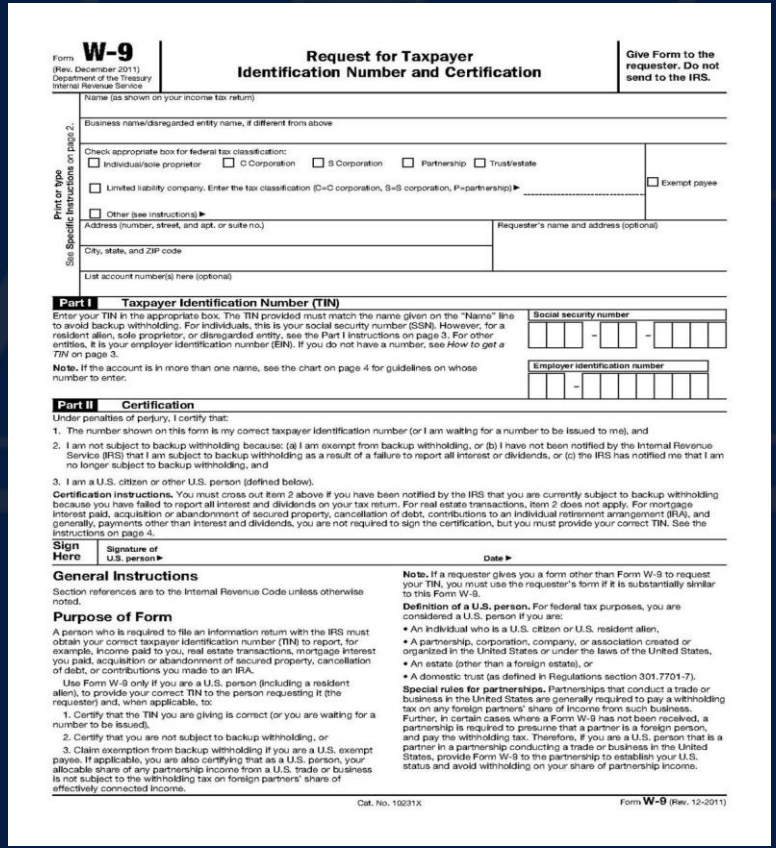
Vendors must successfully register in Vendor Self Service in order to receive payment or respond to bid proposals.

REGISTRATION REQUIREMENTS

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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

Print or type
See Specific Instructions on page 2.

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☐ Other (see instructions) ▶

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

Requester's name and address (optional)

City, state, and ZIP code

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.

Social security number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

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,
- 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.

Cat. No. 10231X Form **W-9** (Rev. 12-2011)

REGISTRATION REQUIREMENTS (CONTINUED)

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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)

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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)

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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

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

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

- NEW Vendor Registration
- Password Recovery Guide
- How to Attach Documents
- Additional Information and Forms

DEPARTMENTS

TO VIEW INDIVIDUAL DEPARTMENTS RIGHT CLICK AND OPEN HYPERLINK)

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DEPARTMENT NAME	WEBSITE	EMAIL CONTACT
ADULT EDUCATION	https://www.clayton.k12.ga.us/departments/adult-education-program	irvona.boult@clayton.k12.ga.us>
ATHLETICS	https://www.clayton.k12.ga.us/departments/athletics	vickie.reed@clayton.k12.ga.us
CHARTER SCHOOLS	https://www.clayton.k12.ga.us/departments/charter-school-petition-guidelines	karen.lambert@clayton.k12.ga.us
DIVISION OF ACADEMIC DESIGN	https://www.clayton.k12.ga.us/	ebony.lee@clayton.k12.ga.us
EARLY LEARNING/PRE-K	https://www.clayton.k12.ga.us/departments/curriculum-instruction-and-assessment/programs/early-learning-department	monica.sharp@clayton.k12.ga.us
EIP, REP & INTERVENTIONS	https://www.clayton.k12.ga.us/	angela.hutton@clayton.k12.ga.us
ELEMENTARY LANGUAGE ARTS	https://www.clayton.k12.ga.us/	tianna.lewis@clayton.k12.ga.us
ELEMENTARY MATHEMATICS	https://www.clayton.k12.ga.us/	lisa.batiste@clayton.k12.ga.us
ELEMENTARY SCIENCE	https://www.clayton.k12.ga.us/	lisa.batiste@clayton.k12.ga.us
ELEMENTATY SOCIAL STUDIES	https://www.clayton.k12.ga.us/	tianna.lewis@clayton.k12.ga.us
FEDERAL PROGRAMS	https://www.clayton.k12.ga.us/departments/federal-programs	delores.knight@clayton.k12.ga.us
K-12 ADVANCED LEARNING AND GIFTED EDUCATION	https://www.clayton.k12.ga.us/	jazreale.jinks@clayton.k12.ga.us
K-12 CAREER, TECHNICAL, AND AGRICULTURE EDUCATION (CTAE)	https://www.clayton.k12.ga.us/departments/curriculum-instruction-and-assessment/programs/career-technical-agricultural-education	tainan.cameron@clayton.k12.ga.us
K-12 FINE ARTS	https://www.clayton.k12.ga.us/	kalvin.montgomery@clayton.k12.ga.us
K-12 WORLD LANGUAGES	https://www.clayton.k12.ga.us/ga.us/departments/student-support-services/english-to-speakers-of-other-languages-title-iii-el-language-programs	jazreale.jinks@clayton.k12.ga.us
LIBRARY MEDIA SERVICES	https://www.clayton.k12.ga.us/	tianna.lewis@clayton.k12.ga.us

DEPARTMENTS

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DEPARTMENT NAME	WEBSITE	EMAIL CONTACT
OFFICE OF LEADERSHIP DEVELOPMENT	https://www.clayton.k12.ga.us/	angela.harvey@clayton.k12.ga.us
OFFICE OF SCHOOL LEADERSHIP & STRATEGIC IMPROVEMENT	https://www.clayton.k12.ga.us/	keronda.robinson@clayton.k12.ga.us
OFFICE OF TEACHER/CLASSIFIED DEVELOPMENT	https://www.clayton.k12.ga.us/	rosalind.hayes@clayton.k12.ga.us
OFFICE OF TEACHING AND LEARNING SECONDARY	https://www.clayton.k12.ga.us/	mychylene.beal@clayton.k12.ga.us
PHYSICAL EDUCATION AND AUXILIARY ATHLETICS	https://www.clayton.k12.ga.us/	lisa.batiste@clayton.k12.ga.us
RESEARCH, EVALUATION, ASSESSMENTS AND ACCOUNTABILITY	https://www.clayton.k12.ga.us/departments/research-evaluation-assessments-and-accountablity	betty.smallwood@clayton.k12.ga.us
SCHOOL CHOICE	https://www.clayton.k12.ga.us/departments/school-choice	schoolchoice@clayton.k12.ga.us
SECONDARY ENGLISH/LANGUAGE ARTS	https://www.clayton.k12.ga.us/	jazreale.jinks@clayton.k12.ga.us
SECONDARY MATHEMATICS	https://www.clayton.k12.ga.us/	genesis.deras@clayton.k12.ga.us
SECONDARY SCIENCE	https://www.clayton.k12.ga.us/	genesis.deras@clayton.k12.ga.us
SECONDARY SOCIIAL STUDIES	https://www.clayton.k12.ga.us/	genesis.deras@clayton.k12.ga.us
SPECIAL EDUCATION	https://www.clayton.k12.ga.us/departments/special-education	lashunta.freeman@clayton.k12.ga.us
TEXTBOOKS AND INSTRUCTIONAL RESOURCES	https://www.clayton.k12.ga.us/	marcella.davis@clayton.k12.ga.us
BENEFITS	https://www.clayton.k12.ga.us/departments/human-resources/benefits	eydie.randall@clayton.k12.ga.us
BUSINESS SERVICES	https://www.clayton.k12.ga.us/departments/business-services	joi.williams@clayton.k12.ga.us
FACILITIES SERVICES	https://www.clayton.k12.ga.us/departments/facilities-services	charlotte.parramore@clayton.k12.ga.us

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DEPARTMENT NAME	WEBSITE	EMAIL CONTACT
HUMAN RESOURCES	https://www.clayton.k12.ga.us/departments/human-resources	tammy.miller@clayton.k12.ga.us
OPERATIONS	https://www.clayton.k12.ga.us/departments/operations	tiffany.cody@clayton.k12.ga.us
PERFORMING ARTS	https://www.clayton.k12.ga.us/about/other-facilities/performing-arts-center	kalvin.montgomery@clayton.k12.ga.us
PRINTING AND MAILING SERVICES	https://www.clayton.k12.ga.us/departments/printing-and-mailing-services	janell.myrick@clayton.k12.ga.us
PROFESSIONAL LEARNING	https://www.clayton.k12.ga.us/	lanightia.newman@clayton.k12.ga.us
PURCHASING	https://www.clayton.k12.ga.us/departments/business-services/purchasing-department	purchasing@clayton.k12.ga.us
SAFETY & SECURITY	https://www.clayton.k12.ga.us/departments/safety-and-security	tanya.turnipseed@clayton.k12.ga.us
SCHOOL NUTRITION	https://www.clayton.k12.ga.us/departments/school-nutrition	kathy.mcswain@clayton.k12.ga.us
STUDENT BEHAVIORAL HEALTH ANF WELLBEING	https://www.clayton.k12.ga.us/departments/student-behavioral-health-and-wellbeing	aretha.holloway@clayton.k12.ga.us
STUDENT DISCIPINE, PREVENTION AND INTERVENTION	https://www.clayton.k12.ga.us/departments/student-discipline-prevention-and-intervention	jessica.capers@clayton.k12.ga.us
STUDENT SERVICES	https://www.clayton.k12.ga.us/departments/student-services	carlos.williams@clayton.k12.ga.us
STUDENT SUPPORT SERVICES	https://www.clayton.k12.ga.us/departments/student-support-services	nickey.frazier@clayton.k12.ga.us
TECHNOLOGY	https://www.clayton.k12.ga.us/departments/technology	brittany.askew@clayton.k12.ga.us

SCHOOLS

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Anderson	Elementary	https://101.clayton.k12.ga.us/
Arnold	Elementary	https://102.clayton.k12.ga.us/
Brown	Elementary	https://104.clayton.k12.ga.us/
Callaway	Elementary	https://133.clayton.k12.ga.us/
Church Street	Elementary	https://105.clayton.k12.ga.us/
East Clayton	Elementary	https://106.clayton.k12.ga.us/
Edmonds	Elementary	https://107.clayton.k12.ga.us/
Fountain	Elementary	https://103.clayton.k12.ga.us/
Harper	Elementary	https://134.clayton.k12.ga.us/
Hawthorne	Elementary	https://131.clayton.k12.ga.us/
Haynie	Elementary	https://108.clayton.k12.ga.us/
Huie	Elementary	https://110.clayton.k12.ga.us/
Jackson	Elementary	https://136.clayton.k12.ga.us/
Kay Pace Academy	Elementary	https://380.clayton.k12.ga.us/
Kemp	Elementary	https://127.clayton.k12.ga.us/
Kilpatrick	Elementary	https://111.clayton.k12.ga.us/
King	Elementary	https://135.clayton.k12.ga.us/
Lake City	Elementary	https://112.clayton.k12.ga.us/
Lake Ridge	Elementary	https://130.clayton.k12.ga.us/

SCHOOLS

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

SCHOOLS

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

SCHOOLS

CLAYTON COUNTY PUBLIC SCHOOLS
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Elite Scholars Academy	High	https://099.clayton.k12.ga.us/
Stilwell	High	https://316.clayton.k12.ga.us/
Forest Park	High	https://001.clayton.k12.ga.us/
Jonesboro	High	https://002.clayton.k12.ga.us/
Lovejoy	High	https://006.clayton.k12.ga.us/
Perry Learning Center	High	https://312.clayton.k12.ga.us/
Morrow	High	https://003.clayton.k12.ga.us/
Mt. Zion	High	https://007.clayton.k12.ga.us/
Mundy's Mill	High	https://311.clayton.k12.ga.us/
North Clayton	High	https://004.clayton.k12.ga.us/
Riverdale	High	https://005.clayton.k12.ga.us/

Questions?

- Clayton County Public Schools
- Purchasing Department
- 1098 Fifth Avenue
  Jonesboro, GA 30236
- PURCHASING@CLAYTON.K12.GA.US

Survey QR Code

CLAYTON COUNTY PUBLIC SCHOOLS

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