



# Clayton County Public Schools

Department of Business Services | Purchasing Quick Facts

## Vendor Registration

### 1. CCPS Vendor Self Service (Required)

#### Vendor Self Service Help Guides

- **NEW Vendor Registration:** [New Vendor Registration Help Guide](#)
- **Existing Vendors ONLY:** [VSS Link to Existing Profile Help Guide](#)
- **Password Recovery Guide:** [VSS Password Reset Help Guide](#)
- **Attaching Documents:** [Guide to Attaching Documents to Vendor Account](#)
- **Vendor Information & Forms:** [Click Here](#)

### 2. Submitting a Bid or Proposal:

To submit a bid or proposal, vendors must register in using the Bonfire portal at: <https://claytonk12ga.bonfirehub.com/portal/?tab=login>. For any technical questions/difficulties, contact Bonfire Support: <https://support.gobonfire.com/hc/en-us>

### 3. CCPS bids and proposals are advertised on the CCPS website; Bonfire website:

<https://claytonk12ga.bonfirehub.com/portal/?tab=openopportunities>; and the GA DOAS website: <http://doas.ga.gov/state-purchasing/supplier-services/getting-started-as-a-supplier>

## Methods of Solicitation

#### With Limited Exceptions —

All Goods and Services over \$50,000 must be awarded through a formal solicitation. Board approval usually required.

#### 1. Invitation for Bids (IFB)

Lowest Price Responsive Bid, from a Responsible Bidder, Meeting Specifications

#### 2. Request for Proposals (RFP)

Solutions/ Qualifications Based with Price being only one factor

## Exceptions to Competitive Requirements

#### 1. Emergency Purchases:

Urgent need to protect health, safety, welfare or property

#### 2. Sole Source Purchases:

Only one (1) known source: (traditional, professional services or single source)

#### 3. Government/Cooperative Contract Purchases:

Includes purchases from GA Statewide contracts, General Services Administration (GSA) Schedule and certain cooperative contracts

#### 4. Instructional Materials:

- a. **Mandated testing**, instructional programs, and instructional materials approved by GaDOE.
- b. **Supplemental materials**
- c. **Test and test scoring services** of a standardized Examination
- d. **Membership**

## Thresholds for Competition

**Purchases under \$5,000.00**  
Minimum of One (1) Quote

**Purchases from \$5,000.00 to \$9,999.99**  
Minimum of Two (2) Quotes

**Purchases from \$10,000.00 to \$49,999.99**  
Minimum of Two (2) Quotes on Vendor Letterhead

## Procurement Card Purchases (P-Card)

For low dollar value purchases  
Ability for immediate purchases  
Assigned to and used by an individual  
All documentation required for PO purchase must be provided

**Contact the Purchasing Department via the following email: [purchasing@clayton.k12.ga.us](mailto:purchasing@clayton.k12.ga.us)**