

# Jackson Public School District



**Jackson Public School District  
662 South President Street  
Jackson, MS 39201**

Contact: Alfred Young and Marc Rowe  
Telephone: 601-960-8911  
Email: [alyoung@jackson.k12.ms.us](mailto:alyoung@jackson.k12.ms.us)

**Bid 3265**

**Title: Bakery Products (Bread)**

**Issue Date: Friday, August 30, 2024**

**Submission Deadline: Monday September 30, 2024**

**Time: 10:00 a.m. (Central Standard Time)**

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADING TO [www.centralbidding.com](http://www.centralbidding.com)**

If you would like the tabulation for this RFP after Board Approval, please go to [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us). Double click on Departments and select Finance and Operations. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the RFP in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

**Questions regarding proposal specification are to be addressed to the Project Administrator, Dr. Michael Cormack or Felicia Thomas listed above.**

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed RFP shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal RFP document), at which time all RFP shall be publicly opened and read aloud. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal. Any agreement generated due to an award, may be terminated by the District without cause upon one week's prior notice to vendor.

**Vendor must provide a current copy of their company's Certificate of Insurance with Workers Compensation and General Liability Coverage. Jackson Public School District requires coverage for not less \$1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contact. This coverage must be submitted and kept on file with JPSD.**

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal RFP proposals submitted and base all decisions on the "lowest and best" RFP concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this RFP has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit RFPs via this RFP document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this RFP document to clearly define "open" and "competitive" product or service rfp specifications. All items on this RFP are to be **as specified or JPSD approved equal.**

**Addendum:** Vendor shall acknowledge the receipt of all addendums which were issued during the course of this RFP. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the RFP (e.g., pricing), in which case the Add RFP Addendum shall not only be acknowledged below but shall be completed and attached to the RFP at the time the RFP proposal is submitted. Receipt of the following Addendum issued during the course of this formal RFP is hereby acknowledged:

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable). **Addendum chart is located on page 14.**

### **Net Prices**

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only.** JPSD will only accept pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

### **Payment and Invoicing**

Unless otherwise indicated in the detailed specifications of this RFP document; JPSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and JPSD for that time period, following inspection if applicable. **Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials need for presentations, etc. must be included in the total price proposal price submitted if and applicable.**

### **Performance Penalty**

The Vendor is subject to a 10% penalty on this agreement for the **2024-2025** school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

### **Default and Delays**

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSD whether the said cost is the same as originally accepted or any excess cost.

**Damage to School Property**

Any damage or loss to JPSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated JPSD personnel, at the Vendor's cost, within a reasonable time.

**Guarantee**

Each Vendor, by presenting a rfp under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this RFP for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide coverage as indicated in the specifications.

**Acceptance and Award of RFP Proposals**

The Vendor's RFP proposal, once submitted and accepted as a valid RFP by JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSD at any time within forty-five (45) calendar days following the RFP opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All RFPs must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose RFP, conforming to the specifications, is deemed to be the most advantageous to JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD to reject the RFP, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSD (i.e., a duly issued purchase order or signed contract). All RFPs shall be approved by the Board of Trustees prior to the final award.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the RFP proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this RFP. However, if in the opinion of JPSD, a contract document is required to authorize the award of the RFP, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSD sign Vendor contract documents, a sample of all such documents shall be included with the RFP proposal and shall become a part of the Vendor's RFP proposal.

**All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.**

## Hard Copy Instructions for Submission

- Responses, once completed, should be placed in an opaque, sealed envelope.
- On the outside of the envelope, list the Company's name/address, RFP number, title, opening date and addressee information as they appear in the RFP proposal that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along with Two (2) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered.

**Please submit the proposal when mailed or hand delivered to**

**Jackson Public School District  
Business Office  
Attn: Michele Mays/Tequia Odom  
662 S. President Street  
Jackson, MS 39201**

- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service, or any other delivery methods.

**Page (12):** Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals whether mailed, hand delivery or electronically Uploaded. The submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

**All other required forms to include in the proposal are listed after Page (12).**

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted in the evaluation process and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page is located on page (12) of this document.

**Mailed or hand-delivered proposal must include the Original and three (3) copies. Proposals may be uploaded to [www.centralbidding.com](http://www.centralbidding.com) before the designated date and time. No copies are warranted if uploaded electronically. Please follow the proposal submittal instructions.**

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED TO [www.centralbidding.com](http://www.centralbidding.com). For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814.

***In order for this proposal to be accepted for evaluation, all information must be completed, and all instructions must be followed.***

## **Bakery Products (Bread)**

**Effective Dates: November 1, 2024 - July 31, 2025, Plus Summer Feeding**

**With the Option to Renew for Two Additional Years**

The Board of Trustees of the Jackson Public School District (hereinafter referred to as "JPSD") is soliciting formal bid proposals from professional bakery institutions (hereinafter referred to as "Vendor") for the purchase of **BAKERY PRODUCTS** to be purchased on an "as needed" basis during the forthcoming fiscal year, to be used in the JPSD Child Nutrition Program.

The Vendor shall guarantee the availability of adequate facilities for receiving telephone orders from food service managers. The Vendor shall guarantee to comply with all sanitary regulations of City Ordinances, Hinds County Board of Health, and Mississippi State Board of Health.

### **General Information:**

The School Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting formal bid quotations from qualified Vendors (hereafter referred to as "Vendor") for the purchase and delivery of dairy products to be purchased on an "as needed" basis during the forthcoming school year (2024-2025) by Child Nutrition lunchroom managers, as per these specifications. It is understood and mutually agreed that the following terms and conditions are made a part of Bakery Products (Bread). Vendors may offer a bid proposal for the entire proposal listed.

All product quantities indicated in this bid are annual projections (including the regular lunchroom program, breakfast program, and summer school) based on estimated past product usage, past menus—which may or may not be modified for the next school year—anticipated future enrollment, and evolving student consumption habits. The quantities indicated should not be considered an exact reflection of the actual quantities to be purchased during the upcoming school year; they are provided solely as a means to simulate the purchase of all products listed in the bid to determine the "lowest and best" bid proposal submitted.

Similarly, the enrollment data provided should not be considered an exact indication of the actual student attendance during the upcoming school year for any or all schools listed; this data is provided for vendor informational purposes only. Upon acceptance by JPSD, either in whole or in part, this bid will serve as the agreement between the successful vendor and JPSD. The contract will be effective from November 1, 2024, through July 31, 2025, covering the full 2024-2025 school year as well as the 2025 Summer School Session, with an option to renew for two additional years, unless otherwise terminated as per the provisions described herein.

All bakery products shall be delivered as ordered by the child nutrition managers. However, only bakery products as described in this bid are authorized by the JPSD to be delivered, and the Vendor agrees that all bakery products delivered shall comply with the specifications and pricing structure as established in the bid proposal and shall be produced and distributed in accordance with all applicable rules and regulations for such bakery products, promulgated by any governmental agency. The bakery products shall be delivered *daily* Monday through Friday at an hour mutually agreeable to Vendor and the various child nutrition managers and at an internal location specified by the child nutrition managers. It shall be the responsibility of the Vendor to insure that all deliveries are made to each instructional center *on time* as per the pre-determined delivery schedule. Vendor's repeated tardiness with deliveries or failure to make deliveries for dairy products may result in the cancellation of the contract.

JPSD, through its child nutrition managers, reserves the right to reject bakery products that do not meet the specifications or other provisions of this contract or that are spoiled or sour. Rejected bakery products must be removed from the premises by the Vendor at the Vendor's expense no later than the day following notification, with no cost to JPSD. Leaking containers shall be replaced, and any cost of lost or damaged ice cream due to the breakdown of storage boxes shall be borne by the Vendor. The Vendor must replace all rejected dairy products. However, if any dairy products supplied by the Vendor are rejected on more than three occasions, JPSD may, at its discretion, terminate the contract.

**Contract Renewal:**

The terms of this contract will be from November 1, 2024, through July 31, 2025 (or the end of summer), covering a period of nine (9) months. If renewed, the contract will extend from August 1, 2025, through July 2027, for a period of twelve (12) months per fiscal year. The Jackson Public School District reserves the right to extend the term for up to ninety (90) days to ensure a continued source of supply until new or replacement contracts are finalized. Any contract extension is contingent upon mutual approval by Jackson Public Schools and the contractor(s).

**The Jackson Public School District reserves the right to extend the contract term for up to ninety (90) days to maintain continuity of supply until new or replacement contracts are finalized. Any contract extension is contingent upon approval by both Jackson Public Schools and the contractor(s).**



Past Vendor performance shall be a consideration in determining the "lowest and best" bid.

The Vendor shall be responsible for removing all vendor-owned bread racks which are left at the school sites WEEKLY; JPSD shall not be responsible for any broken racks which are left at the school sites by the Vendor.

The right is reserved to award this bid to a single Vendor in its entirety or to award each item on an individual basis to multiple Vendors, whichever is deemed to be in the best interest of the District.

**Vendors are instructed to round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only. The JPSD computer system is designed to accept only pricing which is stated in this manner. All digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored. The unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.**

**BAKERY**

**1. HAMBURGER BUNS**

Shall measure approximately 3 3/4" diameter, 17 ounce minimum per dozen.

Cost Per Dozen \$ \_\_\_\_\_

Cost Per 30 Count Tray \$ \_\_\_\_\_

Weight Per Dozen..... \_\_\_\_\_

**2. HAMBURGER BUNS, WITH SESAME SEEDS**

Shall come with sesame seeds; approximately 3 3/4" diameter; 17 ounce minimum per dozen.

Cost Per Dozen \$ \_\_\_\_\_

Cost Per 30 Count Tray \$ \_\_\_\_\_

Weight Per Dozen..... \_\_\_\_\_

**3. HAMBURGER BUNS (WHOLE GRAIN WHITE)**

Shall measure approximately 3 3/4" diameter, 17 ounce per dozen.

Cost Per Dozen \$ \_\_\_\_\_

Cost Per 30 Count Tray \$ \_\_\_\_\_

Weight Per Dozen..... \_\_\_\_\_

**4. SLICED SANDWICH BREAD (WHITE PULLMAN)**

Shall be size 13" X 4", 20-ounce minimum per loaf, thin slice (26 slices).

Cost Per Loaf \$ \_\_\_\_\_

Weight Per Loaf..... \_\_\_\_\_

**5. SLICED SOFT & SMOOTH ROUND TOP BREAD (WHOLE GRAIN WHITE)**

Shall be sized 13" X 4", 20 ounce minimum per loaf, thin slice (22 slices)

Cost Per Loaf \$ \_\_\_\_\_

Weight Per Loaf..... \_\_\_\_\_

**6. SLICED SANDWICH BREAD (WHOLE GRAIN WHITE)**

Round Top Loaf (20 slices)

Cost Per Loaf \$ \_\_\_\_\_

Weight Per Loaf..... \_\_\_\_\_

**7. HOAGIE BUNS (WHOLE GRAIN WHITE)**

Shall measure 6"

Cost Per Loaf \$ \_\_\_\_\_

**8. HOT DOG BUNS (WHOLE GRAIN WHEAT)**

Shall be 5" in length, 20-ounce minimum per 16 count.

Cost Per 16 Count \$ \_\_\_\_\_

Weight Per 16 Count..... \_\_\_\_\_

**9. SUB ROLLS (ENRICHED WHEAT FLOUR)**

Shall be 6" 6ct 15oz per per pkg

Cost Per 6 Count pkg \$ \_\_\_\_\_

Weight Per Loaf..... \_\_\_\_\_

**10. FOOD SERVICE TEXAS TOAST (ENRICHED WHEAT FLOUR)**

Shall be 17 slice, 20oz per pkg, 33g per serving

Cost Per pkg \$ \_\_\_\_\_

Weight Per Loaf..... \_\_\_\_\_

End of Proposal

## **Contact Information**

**Alfred Young**  
**Jackson Public Schools Child Nutrition Department**  
**601-960-8911**  
**[alyoung@jackson.k12.ms.us](mailto:alyoung@jackson.k12.ms.us)**

# Jackson Public School District Proposal Submission Cover



Jackson Public School District  
662 South President Street  
Jackson, MS 39201

Bid/RFP Proposal # \_\_\_\_\_

RFP Title \_\_\_\_\_

Submission Deadline Date and Time: \_\_\_\_\_

Participating Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Handwritten Signature \_\_\_\_\_

Addendums Acknowledged: Yes \_\_\_\_\_ or No \_\_\_\_\_

Combined Proposal Total Cost \_\_\_\_\_

**This cover page is to be placed on the very front of the vendors submitted proposal. In the event that this page is not displayed when the deadline opening date occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.**

**PROPOSAL FORM**

**Board of Trustees  
Jackson Public School District  
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this RFP shall be as specified or JPSD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this RFP.

**Acceptance of Proposals:**

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" RFP which in their judgment assures JPSD the product(s) or service(s) having the best performance and the highest level of function, quality, and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline, to secure a final selection to award RFP should such action be in the best interest of JPSD.

**I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.**

RESPECTFULLY SUBMITTED,

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PRINTED SIGNATURE \_\_\_\_\_

WRITTEN SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED:

WOMAN OWNED

NON-MINORITY

MINORITY

WOMAN AND MINORITY

### Acknowledgment of Addendum(s)

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	



**REQUEST TO ADD VENDOR**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email form to [mmays@jackson.k12.ms.us](mailto:mmays@jackson.k12.ms.us) or [todom@jackson.k12.ms.us](mailto:todom@jackson.k12.ms.us) | Fax to (601-960-8967)

School/Department Requesting Vendor Addition \_\_\_\_\_

**To be completed by Vendor:** Please complete all sections:

Will your company accept purchase orders?    Yes                    No

**Note:** As an approved Vendor, you agree not to accept any order from JPS without an approved purchase.

**Orders taken and completed without a Purchase Order will be considered a Donation to JPS.**

Are you an employee of the Jackson Public School District?    Yes                    No

**PRODUCT LINE:** \_\_\_\_\_

Parent Company Name: \_\_\_\_\_ Doing Business As (DBA) Name: \_\_\_\_\_

Parent Company Tax #: \_\_\_\_\_ D/B/A Federal Tax ID/Social Security #: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip-code \_\_\_\_\_

Remittance Address: **(If Different):**

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip-code \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Select One: This information will be used to track purchases from minority vendors.**

Minority Code:    Woman & Minority                    Minority                    Non-Minority                    Woman

Type of Entity:    Individual/Sole Proprietor                    Corporation                    Partnership                    Other

Submitted By: Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED:** The following forms must be submitted

IRS W-9 Form [Request for Taxpayer Identification Number and Certification](#)

Certificate of Liability Insurance for not less than \$1,000,000 as stated in Mississippi Code Section 31-7-139

<b>FOR INTERNAL USE ONLY</b>	
Vendor Number: _____	1099: <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed By: _____	Date: _____

# Proposal Cover Page

## VENDOR INFORMATION

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

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### *SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY*

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that \_\_\_\_\_ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Signature

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### *CONFIGURATION SUMMARY*

*Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.*



## **ASSURANCES AND SIGNATURE FORM**

***In submitting this application, I certify that:***

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

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Name of Organization

---

Printed Name of Authorized Representative

---

Signature of Authorized Representative

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Date Signed

\*For Educational/Instructional proposals



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

*\*\*Appropriate signatures shall certify statements below.*

### FEDERAL DEBARMENT CERTIFICATION:

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. <b>(State/Other fund requirement)</b>	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

### STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov) for doing business with the State of Mississippi or with any Mississippi State Agency.

### PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on [www.sam.gov](http://www.sam.gov) – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

\_\_\_\_\_

*Original Signature of Contractor or Authorized Official*

\_\_\_\_\_

*Date*



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM\*

(Please print clearly or type)

*\*\*Appropriate signatures shall certify statements below.*

### FEDERAL DEBARMENT CERTIFICATION:

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with <a href="http://www.sam.gov">www.sam.gov</a> (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. <b>(Federal fund requirement)</b>	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. <b>(Federal and State/Other fund requirement)</b>	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

### STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov) for doing business with the State of Mississippi or with any Mississippi State Agency.

### PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on [www.sam.gov](http://www.sam.gov) – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

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*Original Signature of Contractor or Authorized Official*      *Date*