

# Jackson Public School District



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

Contact Information:

Project Administrator: Tiffany Jones, Manager, McKinney Vento Homeless Program

Telephone: 601-960-8885

E-mail: [tifjones@jackson.k12.ms.us](mailto:tifjones@jackson.k12.ms.us)

**Bid: 3263**

**Title: Partners to provide Supplies for Scholars Experiencing Homelessness**

**Issue Date: Monday, July 15, 2024**

**Submission Deadline: Tuesday, August 13, 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, Tiffany Jones 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 Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

**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 (13): 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 weather mailed, hand delivery or electronically Uploaded. 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 starting at Page (13).**

**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 (13) 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.***

# **Pool of Partners to Provide Supplies for Scholars Experiencing Homelessness**

## **Proposal**

### **1. Introduction**

Jackson Public Schools is an Equal Opportunity Employer and Jackson Public School's process of contracting is built on the principles of equity, consistency, and understandability.

McKinney Vento Homeless Program at Jackson Public Schools is seeking proposals from providers for supplies for Jackson Public Schools' scholars who are experiencing homelessness (as defined by the McKinney-Vento Act) in an effort to ensure equitable access to a free and appropriate public education.

This project is anticipated to operate for no less than 3, but no more than 6 months. The project will operate within the funding grant's timeline, up to the fund liquidation date. Multiple providers may be funded through this solicitation. Vendors may be asked to scale up or scale down their proposals based on funding availability.

The deadline that to receive these goods and stay in compliance with the funding entity is September 15, 2024.

Contracts arising from this RFP are subject to funding and all identified funding sources are subject to change based on funding source allocations and obligation and liquidation deadlines.

Appropriate accommodations can be made upon notice for any individuals with disabilities, who wish to respond.

### **2. Contract Requirements**

- A. The contractor must operate the program independently and not as an agent of Jackson Public Schools. Proposals will be accepted from a consortium of agencies. One joint proposal from each consortium will be required.
- B. The contractor must comply with all applicable federal, state, local statutes, and rules governing the operations of the program, including, but not limited to the following:
  - a. The Americans with Disabilities Act of 1990, 42 USC 12101 et seq. as well as ORS 30.670 through 30.685, ORS 659.425 and ORS 659.430, and all rules and regulations implementing those laws.
  - b. Federal Code, Title 5 USCA 7201 et seq.: Antidiscrimination in employment
  - c. 3.ORS 659.010, 659.015, 659.020 and, 659.030: Enforcement of Civil Rights
  - d. Other applicable requirements as stated in the OHCS EHA funding source exhibit.

Upon request, information will be provided to assist in locating copies of these rules.

- C. Contractor must comply with the following:
- a. All contract requirements concerning the provision of insurance must be met. This may include comprehensive liability with Jackson Public Schools named as additional insured, professional liability, fidelity bonding and workers' compensation coverage.
  - b. Automobile insurance with Jackson Public Schools named as additional insured is required if clients are transported or a vehicle is used in conducting agency business under the contract. Professional liability insurance is required if services are provided by licensed staff. Insurance requirements are outlined in Exhibit H of Jackson Public Schools contract.
- D. All furnishings, equipment and materials exceeding \$300 in value purchased with funds from this contract will belong to Jackson Public Schools and shall be returned to Jackson Public Schools at the end of the contract, in as good condition as received, reasonable wear and tear excepted.
- E. 19-21 Management Qualifications packet must be on file with Jackson Public Schools Health and Human Services with a passing score prior to the submission deadline date. **Please allow 1 week for scoring.**

### **3. Goals of The Project**

The goal of this project is to provide allowable and needed supplies for Jackson Public Schools' scholars who are experiencing homelessness as defined by the McKinney-Vento Act.

### **4. Homeless Status Defined**

All participants must be determined to be homeless according to the McKinney Vento Homeless Act, the federal law created to support the enrollment and education of homeless students.

The McKinney Vento Act defines homeless children as: "individuals who lack a fixed, regular, and adequate nighttime residence." This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.



**Scope of Services**

The district desires to develop a pool of Partner(s) to provide supplies to District-approved McKinney-Vento families. These supplies include:

<b>Item</b>	<b>Color</b>	<b>Size</b>	<b>Quantity</b>
T-shirts	Specific colors (red, blue, gold, burgundy, green)	Small	100
		Medium	100
		Large	100
		X-large	100
		2X	100
		3X	50
Men's Jeans	Blue	28	50
		30	50
		32	50
		34	50
		36	50
		38	50
		40	50
		42	50
Ladies' Jeans	Blue	44	50
		3	50
		5	50
		7	50
		9	50
		11	50
		13	50
		15	50
		16 Plus	50
		18 Plus	50
Men's Shoes	Black, Blue (one pair of each color)	20 Plus	50
		8	2
		8.5	2
		9	2
		9.5	2
		10	2
		10.5	2
		11	2
		11.5	2
12	2		
<b>Item</b>	<b>Color</b>	<b>Size</b>	<b>Quantity</b>
Women's shoes	Black, Blue (one pair of each color)	6	2
		6.5	2
		7	2
		7.5	2

		8	2
		8.5	2
		9	2
		9.5	2
		10	2
		10.5	2
		11	2
Boys' shoes	Black, Blue (one pair of each color)	12	2
		13	2
		1	2
		2	2
		3	2
		4	2
Girls' shoes	Pink, Black (one pair of each color)	5	2
		11	2
		12	2
		13	2
		1	2
		2	2
Belts	Black	3	2
		4	2
		Small	50
		Medium	50
		Large	50
Girls' panties	Assorted	X-large	50
		2XL	50
		Size 4	100
		Size 5	100
		Size 6	100
		Size 7	100
		Size 8	100
		Size 10	100
		Size 12	100
		Size 14	100
Boys' briefs	Assorted	Size 16	100
		Size 18	100
		Small	100
		Medium	100
Men's Boxer Briefs	Assorted	Large	100
		X-large	100
		Size 32-34	100
		Size 36-38	100
		Size 40-42	100

<b>Supply</b>	<b>Quantity</b>
Kindermats	100
Character Backpacks	Girls – 150 Boys – 150
Composition Notebooks	2500
Calculators (TI 30X)	500
Calculators (TI 84)	100
Primary Writing Tablets	500
Bookshelves (3-shelf)	5
Manila Paper (12" X 18")	5000 packs
Pocket folders, plastic with prongs (red, green, and yellow)	5000
Kleenex	1000 packs
Pens (blue and black)	1000 packs
#2 Pencils	2500 packs
College-ruled notebook paper	5000 packs
Scissors (Fiskars)	500 pairs
Crayola Crayons (pkg. of 48)	1000
Washable markers (10 count)	1000
Colored Pencils (12 count)	1000
Erasers (pink pear or art gum)	5000
Earbuds	500
Highlighters	5000
Graph paper	1000
Hygiene kits	1000

**Tiffany Jones, Manager, McKinney Vento Homeless Program**

**Telephone: 601-960-8885**

**E-mail: [tifjones@jackson.k12.ms.us](mailto:tifjones@jackson.k12.ms.us)**

**Pool of Partners to Provide Supplies for Scholars Experiencing Homelessness**  
**Scoring Rubric**

Project Description	Maximum Number of Points	Points Earned	Notes
<b>Products/Pricing</b> <ul style="list-style-type: none"> <li>• All products and services outlined in RFP available.</li> <li>• Pricing for all available products and services</li> <li>• Details the warranties on all products and services</li> </ul>	30		
<b>Performance Capability</b> <ul style="list-style-type: none"> <li>• Ability to deliver products and services nationally.</li> <li>• Response time to fulfill and deliver orders.</li> <li>• Shipping charges</li> <li>• Return and restocking policy and applicable fees History of meeting the shipping and delivery timelines Ability to meet service and warranty needs of members.</li> <li>• Customer service/problem resolution</li> <li>• Invoicing process</li> <li>• Contract implementation/Customer transition.</li> <li>• Financial condition of vendor</li> <li>• Website ease of use, availability of products</li> </ul>	40		
<b>Qualification and Experience</b> <ul style="list-style-type: none"> <li>• Vendor reputation in the marketplace</li> <li>• Reputation of products and services in the marketplace</li> <li>• Past relationship with Jackson Public Schools</li> <li>• Experience and qualification of key employees.</li> <li>• Location and capacity of salespersons who will work on this contract.</li> <li>• Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and director.</li> <li>• Minimum of 3 customer references relating to the products and services within this RFP</li> <li>• Certifications in the Industry</li> <li>• Company profile and capabilities</li> </ul>	30		
<b>Total</b>	<b>100</b>		



# Jackson Public School District Proposal Submission Cover



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

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

**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:

**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 below and include a current W-9 and Certificate of Insurance (if applicable):

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 Contact: **(If Different) Remittance Name:** \_\_\_\_\_

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

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

\_\_\_\_\_ 5

Contact Email Address \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ PO 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 \_\_\_\_\_

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

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

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





## 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

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Printed Name of Authorized Representative

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Signature of Authorized Representative

---

Date Signed



\*For Educational/Instructional proposals

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>	



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

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

### FEDERAL DEBARMENT CERTIFICATION:

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

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>	



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM\*

(Please print clearly or type)

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*Original Signature of Contractor or Authorized Official*

*Date*

Item	Color	Size	Quantity	Total \$
T-shirts	Specific colors (red, blue, gold, burgundy, green)	Small	100	
		Medium	100	
		Large	100	
		X-large	100	
		2X	100	
		3X	50	
			<b>Total for t-shirts</b>	
Men's Jeans	Blue	28	50	
		30	50	
		32	50	
		34	50	
		36	50	
		38	50	
		40	50	
		42	50	
		44	50	
			<b>Total for men's jeans</b>	
Ladies' Jeans	Blue	3	50	
		5	50	
		7	50	
		9	50	
		11	50	
		13	50	
		15	50	

		16 Plus	50	
		18 Plus	50	
		20 Plus	50	
<b>Total for ladies' jeans</b>				
Men's Shoes	Black, Blue (one pair of each color)	8	2	
		8.5	2	
		9	2	
		9.5	2	
		10	2	
		10.5	2	
		11	2	
		11.5	2	
		12	2	
<b>Total for men's shoes</b>				
<b>Item</b>	<b>Color</b>	<b>Size</b>	<b>Quantity</b>	
Women's shoes	Black, Blue (one pair of each color)	6	2	
		6.5	2	
		7	2	
		7.5	2	
		8	2	
		8.5	2	
		9	2	
		9.5	2	
		10	2	
		10.5	2	
		11	2	

		<b>Total for women's shoes</b>		
Boys' shoes	Black, Blue (one pair of each color)	12	2	
		13	2	
		1	2	
		2	2	
		3	2	
		4	2	
		5	2	
		<b>Total for boy's shoes</b>		
Girls' shoes	Pink, Black (one pair of each color)	11	2	
		12	2	
		13	2	
		1	2	
		2	2	
		3	2	
		4	2	
Belts	Black	Small	50	
		Medium	50	
		Large	50	
		X-large	50	
		2XL	50	
		<b>Total for belts</b>		
Girls' panties	Assorted	Size 4	100	
		Size 5	100	
		Size 6	100	



		Size 7	100	
		Size 8	100	
		Size 10	100	
		Size 12	100	
		Size 14	100	
		Size 16	100	
		Size 18	100	
		<b>Total for girls' panties</b>		
Boys' briefs	Assorted	Small	100	
		Medium	100	
		Large	100	
		X-large	100	
		<b>Total for boys' briefs</b>		
Men's Boxer Briefs	Assorted	Size 32-34	100	
		Size 36-38	100	
		Size 40-42	100	
		<b>Total for Men's boxer briefs</b>		

