

Jackson Public Schools RFP 2022-04 Summer Enrichment Program and Activities
Questions

1. **The RFP says that the proposal must be submitted in the original format as the RFP. Does this mean that you want us to go through the RFP and enter responses under each requirement, or does it mean that the information provided in the proposal must be in the same order as in the RFP?**

Same order as in the RFP

2. **The RFP says that we must include Attachment G - contract draft. What is this, and where can it be obtained? Are you asking us to prepare our contract to submit with the proposal, or is there a specific contract draft we are supposed to use?**

An addendum with the JPS contract template will be provided for applicants to complete as Attachment G.

3. **For clarification, the submission of the proposal is supposed to be hand-delivered or sent by postal mail only, correct? Submissions may not be submitted through the central bidding portal; is this correct?**

Proposals may be hand-delivered, mailed, OR submitted through www.centralbooking.com.
(page 7)

4. **Does the envelope that we use for submission have to be opaque? Is there a size requirement?**

No, documents must be in a sealed envelope or box that will support all the vendor's documents if not submitted electronically.

5. **Is this the proper way to label the submission envelope?**

Please see below the correct way the envelope is to be addressed (pages 6,7 and 17)

Company name - Company submitting RFP

Company address- Address of company submitting RFP

RFP:2022-04

RFP Title: Summer Enrichment Program and Activities

Opening Date: April 15, 2022

Addressee: Jackson Public School District

Business Office

Attn: Bettie Jones

662 S. Presidents Street

Jackson, MS. 39201

6. **Where are we supposed to place our letter of reference? Do we put it after Attachment C: Cost Effectiveness or after Attachment H: Proof of Insurance?**

The letter of reference is a part of the Scope of Work and must be submitted within that attachment (pages 15 - 16)

7. If we are offering services at a JPS site, are we required to provide lunch and snacks for students, or will meals be handled by the district?

JPS Food services will provide breakfast and lunch for scholars participating in the summer enrichment program located on approved JPS summer sites.

8. Has the list of elementary sites been determined?

No

9. Can off-site providers choose Option 1?

Yes, however, JPS will not provide transportation to off-site locations (page 13).

10. Can both on-site and off-site be chosen?

Yes, however, potential grantees must collaborate with JPS Innovative Strategy to refine as needed summer programming delivered to students. (page 16).

11. Are the vendors responsible for feeding the scholars on-site or is this for off-site only?

JPS Food services will provide breakfast and lunch for scholars participating in the summer enrichment program located on approved JPS summer sites.

12. For off-site does the vendor have to provide transportation and if off-site is an option for option 1 should we include our registration form along with the RFP?

JPS will not provide transportation to off-site locations (page 13).

13. Who is responsible for paying for background checks?

Subject program staff to a background check is one of the minimum scope of services that vendors shall provide during the contract term (page 15).

14. Do current employees in the JPS Afterschool Program have to do an additional background check for the summer?

No, as long as there is not a break in service and the employee is working for the same employer.

15. About how many of the 7000+ scholars are anticipated for 2nd, 3rd, and 5th this summer?

To be determined and based on summer program registration and enrollment.