

# Jackson Public School District



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

Contact Information:  
Project Administrator: Dr. Rajeeni Clay-Scott  
Telephone: 601-960-8707  
E-mail: rclay@jackson.k12.ms.us

## RFP 2022 - 15

**Title: Pool of Partners to Provide Content Area Support Job Embedded Professional Development Process Standard 20 and Administrative and Instructional Coaching Support**

**Issue Date: May 12, 2022**

**Submission Deadline: June 08, 2022**

**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 Business Office. 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. Rajeeni Clay-Scott listed above.

**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 JPSP 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 JPSP 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 JPSP.
- See Pages five (11) and six (12) for further instructions

**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 JPSP AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSP 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



Post Office Box 2338 - Jackson, Mississippi 39225-2338  
Telephone: 601-960-8799 ☎ Fax: 601-960-8967  
Email: [bjones@jackson.k12.ms.us](mailto:bjones@jackson.k12.ms.us)

**REQUEST TO ADD VENDOR**

To be completed by JPS School/Location:  
School/Department Requesting Vendor Addition \_\_\_\_\_

To Be Completed by Vendor: Please complete all sections and return by fax or email.

Will your company accept purchase orders?  Yes  No

**Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.**

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

Product Line \_\_\_\_\_

PARENT COMPANY NAME: \_\_\_\_\_

Doing Business As (dba) NAME: \_\_\_\_\_

Order Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REMITTANCE ADDRESS:**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent Company Tax ID# \_\_\_\_\_

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

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

Minority Code:  Woman & Minority  Minority  
 Non-Minority  Woman

**Select One**  
Type of Entity  Individual/Sole Proprietor  Corporation  
 Partnership  Other \_\_\_\_\_

**\*\*\*\*JPS accepts no responsibility for orders filled without a valid purchase order\*\*\*\***

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

Date \_\_\_\_\_

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

**Company's W-9 must accompany this form for IRS purposes.**

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 rfps 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 rfps 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.

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 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:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

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

**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.

### **Performance Penalty**

The Consultant is subject to a 10% penalty on this Agreement for the **2022-2023** 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 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 an 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 the 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.**

#### **Grievance Procedure**

JPSD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSD's rfp process. If Vendor disagrees with any aspect of the rfp process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the rfp, including rfp number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by JPSD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the rfp that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon an rfp, no appeals or protests will be acknowledged by JPSD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

# 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





## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

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

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>	

**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.

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Original Signature of Contractor or Authorized Official Date



**INDEPENDENT CONTRACTOR  
 DEBARMENT VERIFICATION FORM\***

(Please print clearly or type)

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

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>	

**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 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*

***\*Project is being supported with federal funds***

## **Submission of RFP Proposals Instructions if not emailed to the email address listed:**

- 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 in order 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 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 Six (6) Copies and any Documentation submitted with Proposal when Mailed or Hand Delivered to:
- Any proposal not received by the stated submission 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 (23):** 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. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page (23).

Please submit proposal when mailed or hand delivered to the below address:

Jackson Public School District  
Business Office  
Attn: Bettie Jones  
662 S. President Street  
Jackson, MS 39201

Or

Mailed or hand delivered proposal must include the Original and six (6) copies. Proposals may be uploaded to [www.centralbidding.com](http://www.centralbidding.com) before the designate 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).**

Until further notice, all hand delivery proposals delivered between 9:00 a.m. until 9:59 a.m. (local prevailing time) the date the bid is scheduled to open, must be delivered to JPSD Board Room, 621 South State Street, Jackson, MS 39201.

RFPs will be video recorded for the public to view on the above date and time at Jackson Public School District, Central Office 621 S. South State Street, Jackson, Mississippi 39201.

*For questions, contact the Project Administrator listed below.*

*Jackson Public School District  
662 South President Street  
Jackson, MS 39201  
Contact Information:  
Project Administrator: Dr. Rajeeni Clay-Scott  
Telephone: 601-960-8707  
E-mail: [rclay@jackson.k12.ms.us](mailto:rclay@jackson.k12.ms.us)*

# Proposal Specifications

## **1.0 Introduction**

The instructional philosophy of the Jackson Public School District is to ensure that maximum learning takes place in a safe and positive environment. Teachers serve as positive role models, mentors, and contributing team members who adhere to, and enforce, district and school policy. Teachers will use the district's instructional delivery model to ensure effectiveness and consistency. Our district is committed to Innovative Teaching and Learning which is deeply embedded in our Core Values of Equity and Excellence

Instruction is student-centered and focused on the goal of mastering the curricula of the district, which is aligned to state standards and frameworks. Important elements of quality instruction include, but are not limited to, implementation of the district curricula, teaching to the objectives, utilizing effective methods of delivery, assessing, re-teaching, and providing expanded opportunities in the learning process.

The purpose of this document is to outline a plan of activities and strategies to focus the efforts of the district in achieving instructional success as defined by the state's accountability model. The activities described will clearly outline and support district efforts to: (1) streamline instructional programs pre-kindergarten-12; (2) increase data-driven decision making; and (3) implement meaningful and consistent professional learning and coaching opportunities based on clearly defined needs.

All training must be aligned with the standards of the Mississippi Department of Education and the Mississippi College and Career Readiness Standards. The professional development provided to teachers must give them the tools needed to prepare their students for state mandated tests, high school completion and post-secondary education.

## **Content-area Support for Pre-kindergarten – 12<sup>th</sup> grades**

### **Scope of Work**

The District desires to contract with Lead Partner(s) to focus on the District's Instructional Management System (Standard 20) of the Mississippi Public School Accountability Standards to build instructional capacity that will improve student outcomes. The Lead Partner(s) must focus on the standards, skills and best practices needed to improve the schools' accountability ratings (as defined by the Mississippi Department of Education's Performance Accountability System) by at least one letter grade. The Lead Partner(s) must utilize the Mississippi Academic Assessment Program (MAAP), the Mississippi College and Career Readiness Standards, Learning Forward's Professional Development Standards, the Mississippi Educator Professional Growth System, and the Professional Standards for Educational Leaders to guide the support provided. Services must include an approved evaluation plan outlining valid data that will be used to measure the effectiveness of the services performed, relative to the amount of the investment in the services. Also, the services must require teachers to review and evaluate students' work samples to improve instruction, i.e., projects, performance tasks, etc. The Lead Partner(s) must provide data analysis of the tested grades at contracted schools and provide a detailed plan of how the Lead Partner

support services will positively increase student achievement and overall school academic outcomes. Projected student achievement and overall school academic outcomes will be explicitly quantified, and periodic data reports will be provided a minimum of three times per year. Although the Lead Partner(s) may be assigned to support and coach specific teachers, JPSD is requiring that monthly/bi-weekly meetings be held with the entire staff to discuss instructional strengths and weaknesses, areas for improvement, and to demonstrate instructional strategies that will assist teachers in improving students in the area of growth and proficiency. The Lead Partner(s) must be willing to normalize instructional practices during the service period. The Lead Partner(s) must demonstrate sufficient staffing, experience, knowledge, and capability to carry out the work. Each consultant must have a valid Mississippi License to work with teachers.

Additional services that JPSD is seeking from a lead partner is to provide coaching support and leadership development for teachers, instructional coaches and principals following the *JPSD Instructional Coaching Framework*. Again, the Learning Forward's Professional Development Standards, the Mississippi Educator Professional Growth System, and the Professional Standards for Educational Leaders will guide the support.

### **Project Overview**

- Lead Partner(s), with an academic comprehensive professional services division, will be sought to serve as instructional support for teachers and instructional leaders within the Jackson Public School District to provide extensive support of the Jackson Public Schools' implementation of the Instructional Management System (Standard 20.1) from the current Mississippi Public School Accountability Standards;
- The school district meets the following instructional management requirements {Miss. Code Ann. §§ 37-3- 49(2) (a-c) and 37-3-49(5)} (7 Miss. Admin. Code Pt. 3, Ch. 41, R. 41.1);
- The school district implements an instructional management system that has been adopted by the school board and includes, standards and frameworks required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school;
- 20.2 The instructional management system includes a tiered instructional model in accordance with (7 Miss. Admin. Code Pt. 3, Ch. 41, R. 41.1), including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements;
- Lead Partner(s) must provide support to administrators in establishing a vision for a strong learning environment that will encourage teacher growth and retention in addition to driving a culture of continuous improvement using an evidence-based model;
- Lead Partner(s) must provide support to schools' instructional coaches and teachers on how to employ 21<sup>st</sup> century instructional strategies using an evidence-based model;
- Lead Partner(s) must also have the ability to offer onsite, online, and print resources for educators;

- The Lead Partner(s) must provide individualized coaching sessions that are one-to-one
- The Lead Partner coaches and teachers must interact at least every couple weeks; sustained throughout the school year.
- The Lead Partner coaching is focused on a specific content and teachers are coached on their practices within the context of their own classrooms.
- The Lead Partner(s) must interact and plan with the teacher throughout the *JPSD Instructional Coaching Framework* coaching cycle and prior to delivering support services;
- The Lead Partner(s) must provide feedback around instruction, classroom management, and/or classroom culture, and facilitating learner (administrator, instructional coaches, teacher) self-reflection and growth;
- The Lead Partner must debrief with the teacher and principals within two (2) days of providing support sessions and coaching;
- Lead Partner(s) must provide in-classroom coaching and support for teachers and instructional coaches with the development and use of JPS teaching and learning systems and the *JPS Instructional Coaching Framework*;
- Lead Partner(s) must develop and maintain coaching and support schedules that reflect the differentiated needs of learners;
- The Lead Partner(s) must assist teachers with resources, materials, tools, and information to support planning, classroom instruction, management, and culture;
- Lead Partner(s) must make instructional presentations to the district and school-level leadership teams. This may be in-person or virtual; and
- The daily rate for job embedded professional development is **\$1,500.00** per day. A day constitutes eight hours of services. The district may secure from 100 to 2,000 days of service, based on need and the availability of funds.

**Desired Measurable GOALS:**

By partnering with a proven provider to offer the above professional services for teachers and leaders serving identified JPS At-Risk Schools, Jackson Public Schools aims to achieve the following outcomes:

1. **Schools will decrease** the number of students in each of the Levels 1 – 3 by at least 5%; **Schools will increase** the number of students in each of the Levels 4 and 5 by at least 5% **and/or** increase schools’ accountability grades as determined by the Mississippi Department of Education’s Performance Accountability System;

2. Schools will **decrease** the number of students scoring Levels 1 – 3 in each subgroup;
3. Participate in Focused Instructional Team meetings with teachers, instructional coaches, and leaders to use students' data to guide instructional changes to plan and implement high quality instruction for students with diverse needs;
4. Develop and improve teachers/instructional coaches/administrator's instructional practice; and
5. Develop and improve teachers/instructional coaches/administrator's instructional leadership capacity by increasing their understanding of identifying and implementing evidence-based practices to meet the needs of students, teachers, and coaches.

**Teachers will be able to:**

- Implement the District's Instructional Management System with fidelity;
- Deliver the District's curriculum, using effective, proven strategies for the students;
- Assess student learning with a variety of classroom, district, and state assessments;
- Collect and analyze student data; diagnose instructional, management, and/or culture needs; and identify evidence-based strategies for improving classroom culture and student achievement.
- Use assessment data to drive instructional decisions;
- Implement the professional learning activities outlined in the District's Professional Learning Plan;
- Communicate strengths and weaknesses to students, parents, administrators, and others as appropriate; and
- Attend professional development activities/sessions.

**Jackson Public Schools is requesting that each interested vendor prepare a response to this proposal in the following manner:**

- Based upon desired **Measurable Goals** and **Scope of Work** prepare a detailed proposal that outlines how your organization will support Jackson Public Schools to fully implement Process Standard 20 of the Mississippi Public School Accountability Standards.
- The following areas of support must be addressed in your proposal as it pertains to teacher, instructional coaches and administrator professional development and training:
  - Deliver the District's curriculum, using evidence-based, proven strategies for the students;
  - Assess student learning with a variety of classroom, district, and state assessments;
  - Use assessment data to drive instructional decisions;
  - Implement the District's Instructional Management System with fidelity;
  - Implement the professional learning activities outlined in the district's and/or school's Professional Learning Plan;



- Implement instructional coaching following the *JPSD Instructional Coaching Model*; focusing on self-reflection, collaborative observation and walkthrough, collaborative lesson planning, instructional strategy role play, and examining student work.
  - Provide, at a minimum six professional development days for teachers (two each nine weeks for the 1<sup>st</sup> – 3<sup>rd</sup> term);
  - Experience in successfully supporting administrators with an evidence-based model for leadership;
  - Experience in successfully supporting instructional coaches using an evidence-based model;
  - Describe in detail how the instructional process includes differentiated instruction and the MTSS Process;
  - Provide a model that includes the components for instruction for a 60 – minute instructional period, A/B block (90 & 100 minutes) face-to-face, blended model, and virtually;
  - Communicate strengths and weaknesses to teachers, administrators, and others as appropriate; and
  - Coordinate with the Office of Teaching & Learning to include all delivered professional development in the district’s database system.
- Additionally, as you prepare your proposal, the Lead Partner must address how your organization will support the desired outcomes as stated below to achieve the following desired outcomes:
    - Services must include a quantified evaluation plan outlining valid data that will be used to measure the effectiveness of the services performed, relative to the amount of the investment in the services; and
    - Services that require teachers to self-reflect, to review and evaluate students’ work samples and to analyze data to improve instruction, i.e. projects, performance tasks, etc.

## **Coaching Support around Classroom Culture and Management**

### **Scope of Work**

Vendor needs to provide teacher and leader development partner services for a strategic partner to continue leader and teacher development coaching around an evidence-based framework consisting of a common language around what excellent teaching and learning looks like and associated expectations around teacher skill progression to support more robust, focused coaching.

Vendor needs to provide principal coaching services to implement a school leadership development model that engages current school principals in a continuous and sustained reflective self-inquiry process designed to develop leadership capacity and focus should be on preparing educators to become transformational leaders committed to systemic schoolwide improvement efforts and social justice who can work effectively in diverse and challenging contexts.

The Scope of Work includes the following:

- Build leadership and change management skills of school leaders;

- Focus on building cultural competence of teachers;
- Focus on addressing disempowering teacher mindsets;
  - Provide site-based, job-embedded coaching support to teachers in the areas of classroom culture and classroom management. Classroom management methods must be able to be implemented by all teachers in all subjects and grade levels;
- The program must be research- and evidence-based with demonstrated results;
- Provide access to coaching support by other means, including workshops and/or online access;
- Focus on select instructional strategies that research shows to be effective in improving academic achievement;
- Train and coach teachers in the implementation of instructional strategies that increase the rigor to support student achievement and reach all students;
- Implement strategies that will improve academic and behavior outcomes;
- Assess current levels of performance and design a comprehensive plan with the principal to lead the school toward a culture of feedback and growth of teacher capacity with instructional pedagogical strategies;
  - A clear description of the coaching cycles proposed following the *JPSD Instructional Coaching Framework*, including a demonstration of continuous improvement.
    - Results and data from coaching cycles must be available real-time for Jackson Public School District staff, school administrators, and district administrators.
    - Have a plan for the gradual release of support from vendor to district to ensure sustainability.
- Implement systems of feedback following the *JPSD Instructional Coaching Framework* aligned to teacher needs, with an emphasis on the sustainability of newly learned classroom management and instructional strategies;
- Support school leaders in creating a common language that communicates consistency, high academic expectations, and equitable school culture for all students;
- Be well versed in the areas of K-12 leadership development and coaching;
- Be proficient with best teaching, leadership, and appraisal practices;
  - Ground coaching and modeling in theoretically sound and empirically tested models of instructional reform, particularly as these apply to the education of minorities and the socioeconomically disadvantaged.
  - Utilize the *JPSD Instructional Coaching Framework* to facilitate collaborative observations and walkthroughs observations, collaborative lesson planning, examining student work, and instructional role play;
  - Use *JPSD Instructional Coaching Framework* forms and protocols as standardized tools that can be used at and across campuses: elementary and secondary;
- Demonstrate leadership practice that is grounded in theoretically sound and empirically tested models of instructional reform;
- Demonstrate evidence of reliability and validity in teacher appraisal data;
- Demonstrate results with teacher retention and campus culture; and
- A focus on at-risk populations, i.e. students with behavior challenges, adjudicated you etc.

## **Project Overview**

- The Lead Partner(s), with an academic comprehensive professional services division, will be sought to serve as instructional support for teachers and instructional leaders within the Jackson Public School District to provide extensive support around classroom culture and management;
- The school district meets the following instructional management requirements {Miss. Code Ann. §§ 37-3- 49(2) (a-c) and 37-3-49(5)} (7 Miss. Admin. Code Pt. 3, Ch. 41, R. 41.1);
- The school district implements an instructional management system that has been adopted by the school board and includes the district’s Philosophy of Instruction and the standards, competencies, and objectives found in the MS College and Career Readiness Standards, the Mississippi Curriculum Frameworks and the Career and Technical Education curricula;
- The instructional management system (Standard 20.2) includes a tiered instructional model in accordance with (7 Miss. Admin. Code Pt. 3, Ch. 41, R. 41.1), including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements;
- The Lead Partner(s) must also have the ability to offer onsite, online, and print resources for educators;
- The Lead Partner(s) must make a presentation to the district and school-level leadership teams;
- The Lead Partner must assess and develop a baseline on a school’s/teacher’s classroom culture and management; and
- The Lead Partner will analyze discipline data from the identified schools and provide a synopsis of findings and recommendations to address the analysis.

### **Desired Measurable GOALS:**

By partnering with a proven provider to offer the above professional services for administrators and teachers serving identified JPS At-Risk Schools, Jackson Public Schools aims to achieve the following outcomes:

1. Demonstrate a measurable impact on classroom management and positive culture within a school. The Lead Partner must present a tool with the proposal that will be used for this purpose.
2. Promote self-reflection focused on increasing teacher capacity to align instruction to state standards, district curricula, assessments, and improve student achievement.
3. Participate in Data Team meetings with teachers and leaders to reflect on instructional practices, measure the effect instruction has had on students’ learning, and implement insights gained from the meetings to improve teachers’ performance.
4. Develop administrators and teachers’ pedagogical knowledge in the area of classroom culture and management.

## Other Resources:

- Ensure that the teachers understand and are utilizing evidence-based instructional resources in their classrooms and the resources to meet the goals of the Mississippi Curriculum Frameworks/Mississippi College and Career Readiness Standards (MSCCRS) for Mathematics and ELA; and
- Guide and assist the administrators and teachers in establishing and maintaining short-term and long-range goals related to classroom management and culture.

## **Coaching Support for Central Office Executive Team Members and Mid-Level Managers**

### Scope of work

JPSD is seeking several vendors that can provide support to leadership coaching to executive and mid-level team members. The support must be embedded in an evidenced-based framework that includes the *JPSD Instructional Coaching Framework*. This coaching framework must have measurable impacts on participants. The proposal should consist of the combination of strategies listed below.

- Lead Partner must have experience in coaching principal supervisors and/or mid-level managements and/or central office staff;
- Lead Partner must provide a comprehensive framework/model for coaching support that utilizes the *JPSD Instructional Coaching Framework*;
- A blended approach to coaching must take place i.e. in-person or virtual;
- The partner must be able to normalize practices according to professional responsibilities;
- The partner must be able to provide support in the major content area for grades K -12;
- The partner must build capacity within team members;
- If applicable, the partner must provide a Trainer of Trainer model for participants to be able to facilitate sessions with other district staff;
- The partner must have the ability to support the analyzing of data on a district level and be able to provide next steps for instructional improvement;
- Partner must provide meaningful and timely feedback using JPS forms and protocols to participants within a 24 to 48-hour timeframe; and
- The partner must be willing to plan and outline with participants goals and next steps to coaching following JPSD protocols.

### **Instructional Coaches will be able to:**

- Model lessons and align instruction with the curriculum to meet the needs of all students for teachers;
- Provide support to teachers using the *JPSD Instructional Coaching Framework*;
- Effectively use coaching protocols to provide meaningful, evidence-based feedback to teachers focused on effective instruction, classroom management, and increasing teacher capacity;

- Work with teachers and leaders to collect and analyze student data, diagnose instructional, management, and/or culture needs; and identify evidenced based strategies for improving classroom culture and student achievement.
- Participate in bi-weekly data meetings and assist in developing instructional next steps for teachers;
- Develop a daily schedule and provide timely/real time feedback to teachers; and
- Conduct building-level professional development for instructional staff.

**Administrators will be able to:**

- Define measurable and realistic instructional goals for student learning. This must be done by grade-level and/or content area based on baseline data, i.e. MAAP, universal screener data, diagnostic assessment;
- Provide meaningful feedback to teachers, according to the Mississippi Educator Professional Growth System;
- Prioritize instructional support to teachers i.e. lead partner, instructional coaching, etc.;
- Provide support to teachers using the *JPSD Instructional Coaching Framework*;
- Effectively use coaching protocols to provide meaningful, evidence-based feedback to teachers focused on effective instruction, classroom management, and increasing teacher capacity;
- Work with teachers to collect and analyze student data, diagnose instructional, management, and/or culture needs; and identify evidenced based strategies for improving classroom culture and student achievement.
- Improve the culture and climate of the building. A pre and post assessment/analysis must be done, to include input from students, staff and parents: and
- Conduct bi-weekly Focused Instructional Team meetings to inform instructional next steps.

## Content Sessions

### Scope of Work

Professional development has become crucial in the wake of growing teacher shortages, increased student diversity, and school safety and climate concerns. Jackson Public School is seeking Lead Partner(s) to assist with providing professional development that will enable educators to develop the knowledge and skills they need to address student’s learning challenges and the Mississippi College and Career Readiness Standards. Lead Partner(s) will work with school leaders to design and provide professional development focused on improving alignment and delivery of the written, taught, and assessed curriculum to increase student success and close performance gaps.

The professional development sessions must be content-specific, ranging from 2 to 2 ½ hours at a rate of \$250.00 per session. The vendor is responsible for developing an approved agenda and providing the materials for the session. The sessions must be thoughtfully planned and coordinated

with The Office of Teaching and Learning and based on district and state data. Jackson Public Schools believe that when educators learn, students learn more.

**Other Resources Needed:**

- Ensuring that the teachers understand and are utilizing evidence-based instructional resources in their classrooms and the resources to meet the goals of the Mississippi Curriculum Frameworks/Mississippi College and Career Readiness Standards (MSCCRS) for Mathematics and ELA; and
- Guiding and assisting the teachers in establishing and maintaining short-term and long-range goals as they relate to construction of lesson plans and assessments that are most impactful on student growth and achievement.

**Declaration of an Emergency (local, state, national)**

In the event of a local, state, or national emergency, the lead partner must be able to provide teacher support and/or professional development virtually. As referenced previously, a virtual day is 8 hours and the consultant must have 15 – 25 participants in the virtual session. Additionally, the vendor must offer CEUs to participants.

**Service Providers Requirements**

- A written plan outlining how the organization will improve outcomes in ELA, math, history and/or science in order to positively improve the instructional outcomes of the school that explicitly identified and approved prior to beginning services. The plan is subject to revision after each nine-week term; (If applicable)
- A written plan outlining how the body of work will be accomplished, inclusive of goals and outcomes;
- Plans for implementing the *JPSD Instructional Coaching Framework* while providing resources for coaching and support;
- Written reports following JPSD protocols to the superintendent, specified district-level administrators, building level administrator within a 24 to 48-hour timeframe; and
- Quarterly, on-site briefings with the superintendent and appropriate district-level personnel.

**Other Considerations**

The district reserves the right to enter a 3-year contract with a vendor, based on the vendor’s ability to demonstrate its organization’s ability to achieve aforementioned goals.

Also, the vendor must agree to attend district data/partner meetings at least 7 times a year or as needed to address specific concerns.

# Jackson Public School District Proposal Submission Cover Page



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

RFP Proposal # \_\_\_\_\_

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

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

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

Address \_\_\_\_\_

Hand written Signature \_\_\_\_\_

Addendums Acknowledge 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.**