

Jackson Public School District



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

Contact Information:

Project Administrator: Dr. William Merritt, Chief of Staff

Telephone: 601-960-8738

E-mail: wmerritt@jackson.k12.ms.us

RFP 2022- 17

Title: Student Information System (SIS)

Issue Date: May 20, 2022

Submission Deadline: June 09, 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**

If you would like the tabulation for this RFP after Board Approval, please go to 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. William Merritt.

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.
- See Pages eleven (11) and twelve (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 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



Post Office Box 2338 - Jackson, Mississippi 39225-2338
Telephone: 601-960-8799 ☎ Fax: 601-960-8967
Email: 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 _____

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

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.

Name of Organization

Printed Name of Authorized Representative

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. (State/Other fund requirement)	

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 – 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 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 – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

Original Signature of Contractor or Authorized Official
Date



**INDEPENDENT CONTRACTOR
 DEBARMENT VERIFICATION FORM***

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. (Federal fund requirement)	
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. (Federal and State/Other fund requirement)	

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 – 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 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 – 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

**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 (19): 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 (19)

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 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.

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.

Jackson Public School District

Request for Proposals - Student Information System (SIS)

The Jackson Public School District (JPSD), located in Jackson, Mississippi, is the second largest and only urban school district in the state of Mississippi. The District has seven high schools, ten middle schools, thirty-one elementary schools, and four special schools serving approximately 19,600 students in grades PreK- 12. There are approximately 2000 certified staff and 1500 non-certified staff members.

The Jackson Public School District (District) is seeking a student information system (SIS) that is robust, flexible, scalable, secure, and offers the district the ability to use SIS data as the authoritative data source for all District systems that touch students and teachers, such as transportation systems, child nutrition systems, learning management systems, assessment systems, and school to home communications systems. The District desires a system that provides improved efficiencies for data management, mitigates data quality issues, and provides an integrated workflow for documents and tasks to improve the operation of the District and the educational experience for all students, parents, and employees.

The District reserves the right to make a recommendation of a solution that is deemed in the best interest of the District, which may not necessarily be made on the basis on the lowest overall cost.

Proposal Elements

Requirements	14
Functional Requirements	15
Training and Support	15
ETL Process and Proposed Implementation Timeline	16
Technical and Security Requirements	16
References	17
Additional Documents	17
Presentation Requirement	17
Pricing Proposal	17
Scoring Rubric	18
Proposed Timeline of Events	18

Requirements

The District has used the SAM Spectra SIS from Central Access Corporation for over 10 years. The JPSD must maintain all student data for the length of time required by Mississippi state law and Mississippi Department of Education policies and standards. The SIS must be able to regularly submit files to the Mississippi Student Information System (MSIS) and be an approved vendor by the Mississippi Department of Education.

The SIS must generate reports as required by the Mississippi Department of Education, Office of the State Auditor, Department of Human Services, Department of Finance and Administration, or any other state law, policy, agency or standard currently known by the District and that applies to the District through June 30, 2023.

The SIS must be able to connect to other systems and applications used by the District using an API or similar technologies that provides a bi-directional data exchanges with the SIS without relying on flat-file nightly data exchanges between systems. This capability should be available for all systems identified in this proposal as well as new applications that may be acquired by the District.

- The SIS vendor must outline in their response all available methods to sync data between the SIS and our current applications as well as procedures for adding data exchanges with additional applications.
- Additional costs for integrating new or different applications to the SIS should be added to the budget proposal if required.

The list below contains several of the District’s current applications that require a connection to student data. This list is not comprehensive. An application on this list may not have an API or other similar capability, however, the District requests responses to include the SIS’ options to connect to each of the applications.

Applications	Available Methods of Exchanging Data	Data Exchange is Bi-Directional (yes/no)
DragonFly – Mississippi High School Activities Association athletic health records		
Insignia – library automation		
MSIS – Mississippi Student Information Systems		
Renaissance Learning		
Blackboard – Combined Mass Communications		

Applications	Available Methods of Exchanging Data	Data Exchange is Bi-Directional (yes/no)
SchoolStatus – messaging, data dashboard, teacher evaluations		
Canvas - LMS		
ClassGather – online textbook management application		
Clever – student and teacher rostering		
ELlevation – ELL management		
Heartland (Mosaic) – child nutrition		
SpedTrack – IEP management		
Microsoft School Data Sync		
VersaTrans – transportation management		
Welligent – electronic health records		

Functional Requirements

This RFP includes a spreadsheet with defined functional requirements. Each proposal response should include a completed spreadsheet. Responses can be a completed and submitted using an electronic Excel file attachment or PDF version of the spreadsheet.

Training and Support

- The vendor will include with their proposal all options for support and training including on-site professional development and implementation support. Included should be recommendations for the training of District staff, JPS principals, and school leaders, technical onboarding assistance, online job embedded resources, online chat access to support professionals, as well as any other support options available. Options for additional tiered support may be included if they are an additional cost.

- The training must be flexible to meet the needs of the District. Any proposed training plan should include a budget for both onsite support and training as well as remote support. Training costs should be outlined for three (3) years.
- The vendor must provide dedicated technical support. The vendor must provide full contact information for the specific person who will be responsible for this contract, including name, address, telephone number(s), and email address along with vendor's company contact information.
- The vendor must have an online training site that offers videos and frequently asked questions to ensure understanding of how to use proposed solution effectively.

ETL Process and Proposed Implementation Timeline

Our current SIS application is SAM Spectra from Central Access Corporation. The proposal response must include a possible timeline of events including benchmarks, deliverables, and the potential cost to move all data from our current solution to the proposed system if required. This description should include as much information as possible including the estimated hours the District will have to devote to the data cleansing and verification process.

The District must retain all data and records as required by Mississippi state law and the Mississippi Department of Education. Specific policies and laws pertaining to all educational records retention can be found at https://www.mdah.ms.gov/sites/default/files/2020-03/SchoolDistricts_2019-10-15_w-cover.pdf.

Technical and Security Requirements

- Data security is of paramount concern to the JPSD. The program/system must meet or exceed the requirements for both FERPA and HIPAA and should utilize encryption for data both in transit and at rest. Vendors must include documentation for the following items:
 - Whitepapers or technical descriptions of the company's data privacy policies.
 - General, non-proprietary descriptions of back-ups, disaster recovery and/or physical data security provisions.
 - Procedures for notifying customers in the event of a data breach along with non-proprietary descriptions of mitigation strategies in case of a breach.
 - The name and title of the designated security office for this application.
- The application must support single sign-on. The District uses the application Rapid Identity from Identity Automation for account provisioning, account management, SSO, and MFA. The District desires to leverage this application for SSO, however, proposals should include all options available for SSO for both students and employees.
- The application must support multi-factor authentication. The District uses the Rapid Identity application to manage and provision accounts as well as provide MFA for all students and staff. It is preferred that the District's Rapid Identity Portal manage MFA for the SIS, however, proposals should include all options available for MFA for both students and employees, as well as parents.
- The proposal must include:
 - How data is destroyed if the district no longer continues with the application.

- How long data is retained should the District cancel the contract with the company.
- How the District retrieves all data should the District cancel the contract with the company.

References

Vendors must provide at least 3 references from school districts of similar size and demographics. If possible, include current contact information. Of additional value are any references that have integrations with current District LMS applications and other tools for managing SSO and rostering including but not limited to, Clever, Canvas, Google Classroom, and the District's Rapid Identity portal.

Additional Documents

Although not part of the scoring rubric, each vendor is asked to include any contracts, order forms, or other documents required to enter a contract with the company.

The District's data sharing agreement (DSA) is included with the RFP.

Presentation Requirement

All submitted proposals will be evaluated. Proposals deemed responsive may be asked to make an on-site, live demonstration of their application to the selection committee.

Vendors selected to present will be given a standard set of questions and tasks that must be answered and demonstrated during the presentation.

Each presentation will have a set time. Presentations are tentatively scheduled for the week of June 27- July 1, 2022

Pricing Proposal

Each vendor should submit a complete price with their proposal that provides the best and most cost-effective implementation of a web-based student information system that includes all components necessary to implement the proposed application.

The proposed budget should break out annual costs for 3-years and include the elements listed below. Vendors may add additional components and include as much detail as required to clearly define the 3-year costs of the proposed solution.

- All costs for data conversion and loading existing data if required (ETL).
- All costs for implementation.
- All costs for professional development.
- All costs for annual support and maintenance of the proposed solution.

Scoring Rubric

Criteria	Possible Points
The ability of the vendor's proposed application to meet the requirements set forth in the RFP.	25
The completeness, correctness, and organization of the RFP response.	5
The ability of the application to integrate with other District applications and systems.	20
Data security and technical information	15
Pricing and fee structures.	10
Presentation and demonstration of the proposed application.	25
Total Points	100

Proposed Timeline of Events

Description of Events	Dates
RFP Released	May 20, 2022
Written Proposals Due	June 9, 2022
Vendor Presentations	June 27 – July 1, 2022 (tentative)
Vendor Selection	Following vendor presentations
Board of Trustees Approval*	By September 30, 2022

*(Contingent on legal approval of any contracts, terms and conditions documents, data sharing agreements, and other legally required elements)

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.