

Jackson Public School District



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

Contact Information:
Project Administrator: Dr. William Merritt
Telephone: 601-960-8738
E-mail: wmerritt@jackson.k12.ms.us

RFP 2022-03

Title: JPS Seeks a Vendor(s) to Provide a Universal Screener and Supplemental Software

Issue Date: December 14, 2022

Submission Deadline: January 18, 2023

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 Finance and Operations. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the RFP in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

Questions regarding proposal specification are to be addressed to the Project Administrator, Dr. William Merritt, 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 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



REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338
 Email: sfarris@jackson.k12.ms.us or bjones@jackson.k12.ms.us

School/Department Requesting Vendor Addition _____

To be completed by Vendor:

Please complete all sections and emailed or fax back to (601-960-8967).

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 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: Yes No
 Completed By: _____ Date: _____

Company's W-9 must accompany this form for IRS purposes and Certificate of Insurance for not less than \$1,000,000 as stated in Mississippi Code Section 31-7-139v)

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

JPSD reserves the right to reject any and all RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal.

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

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

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

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

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; JPSP 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. JPSP 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 JPSP for that time period, following inspection if applicable. **Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials need for presentations, etc. must be included in the total price proposal price submitted if and applicable.**

Performance Penalty

The Vendor is subject to a 10% penalty on this agreement for the **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 JPSP 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 JPSP whether the said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSP 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 JPSP 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, JPSP shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this RFP for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's RFP proposal, once submitted and accepted as a valid RFP by JPSP, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSP as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSP 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 JPSP, price and all other factors considered. The Vendor acknowledges the right of JPSP 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 JPSPD (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 JPSPD, 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 JPSPD 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

JPSPD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSPD'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 JPSPD. 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 JPSPD. 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 that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along with Six (6) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered to:
- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service or any other delivery methods.

Page (20): Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals weather mailed, hand delivery or electronically Uploaded. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted in the evaluation process and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page is located on page (20) of this document

Please submit the 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 designated date and time. No copies are warranted if uploaded electronically.

Please follow the proposal submittal instructions.

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

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

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 openings 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.

Vendors to Provide a Universal Screener and Supplemental Software Specifications

Introduction

Jackson Public School District (JPSD) is Mississippi's only urban school District located in the capital of Mississippi. The District has approximately 19,000 scholars, with 96% being scholars of color. In all that we do, we endeavor to demonstrate our Core Values in our day-to-day operation. Our Core Values are Equity, Excellence, Growth Mindset, Relationships, Relevance, and Positive and Respectful Culture. These are the Core Values that we require our partners to exhibit.

- This RFP supports ***Commitment #2: Innovative Teaching and Learning*** and ***Commitment #5: A Culture of Accountability and Excellence***.
- This RFP supports the following ***Core Values: Equity, Excellence, Growth Mindset, Relationships, and Relevance***.

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 with state standards and frameworks. Important elements of quality instruction include but are not limited to, implementation of the District's 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 solicit proposals to provide a Comprehensive Reading and Mathematics Universal Screening, Diagnostic, and Progress Monitoring System that includes the following components and capabilities: electronic administration; minimum three times per year universal screening; diagnostic assessment; progress monitoring monthly; national and local norming; and evidence-based measures. The solution should be appropriate for grades K – 12 (at a minimum) and should address each item outlined in the scope of work.

The computer-based universal screener will provide tools for daily formative assessment and periodic progress-monitoring technology to enhance curriculum, support differentiated instruction, and personalize practice in reading, writing, and math. The software program will offer psychometrically sound computer-adaptive assessments and intervention tools that are favorably reviewed by the National Center on Response to Intervention (NCRTI). The software program will provide online/virtual, onsite, and job-embedded professional development as well as instructional technology tools and technical support necessary for a world-class, integrated data system. The Service Provider will be prepared to host data on student reading and math progress, detailed longitudinal student reading and math practice records, and reading and math test scores.

Project Overview

Service Providers, with an electronically-administered universal reading and mathematics screening assessment, proven to be reliable and valid, that provides immediate results, including a clear, accurate picture of students' status with respect to key developmental skills in reading and mathematics will be sought to serve teachers and instructional leaders within the Jackson Public School District to provide extensive support of the Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS) (Process Standard 20.2).

- 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.
- Process Standard 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.
- The Service Provider must provide a program that will effectively support the Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS) process students in the language of English and Spanish to be administered three times a year (beginning, middle, and end of year).
- The Service Provider must provide an electronically administered diagnostic assessment component that provides educators with immediate results, as well as an accompanying progress monitoring component. These components must be reliable and valid and must align with key developmental skills in reading and mathematics regardless of whether the student is below, at, or above grade level.
- The Service Provider and software program must have the ability to offer onsite, online, and print resources for educators. All program maintenance, updates, and upgrades must be included at no additional cost for the license term.
- The Service Provider must make an in-person or virtual data presentation to the District leadership teams quarterly and upon request.
- The software program must provide online reports after each Universal Screener administration to include the following: Lexile level per student; overall reading level per

student; percentile rank for each student’s overall reading level; growth report which tracks student growth and progress throughout the year; English and Spanish reports; estimated oral reading fluency both of which are criterion-referenced; include parent reports and must be easy for teachers and administrators to use and manage.

Scope of Work

The District is requesting proposals for a Comprehensive Reading and Mathematics Universal Screening, Diagnostic, and Progress Monitoring System that can be used as a screener and as a diagnostic assessment program. The product should also include learning paths for students with teacher resources.

The Comprehensive Reading and Mathematics Universal Screening will be administered to all students three times per academic year to provide an especially critical “first look” at individual students who may be at risk and in need of Tier 2 supplemental instruction and/or Tier 3 intensive intervention. Screening assessments should be quick but also provide reliable and valid data. Screening assessments should help teachers place students into preliminary instructional groups based on initial instructional needs. The universal screener will be administered early in the school year.

Both the screener and diagnostic assessments for literacy and math must be aligned to the MCCRS for Grades K - 12. The screener and diagnostic assessment for grades K - 3 must address the following components for literacy: phonological and phonemic awareness, letter knowledge, phonics and decoding, fluency, comprehension, and vocabulary. Both the screener and diagnostic assessments for mathematics must be aligned to the MCCRS for Grades K -12 and address the following components: counting and cardinality, operations and algebraic thinking, numbers, and operations in base ten, measurement and data, and geometry.

The Service Provider must provide rigorous, supplemental Tier reading and mathematics instruction that supports teachers with teaching Mississippi College and Career Ready Standards (MCCRS). The solution must have resources and support for students and teachers. The Service Provider’s solution should also include skills-based language arts and individualized mathematics instruction customized based on each student’s assessment data and integration capabilities with nationally recognized assessment partners.

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

- Based upon the desired Scope of Work (Section 3.0, page 10), prepare a detailed proposal that outlines how your organization will support Jackson Public Schools to fully implement Standard 20.2 of the Mississippi Public School Accountability Standards.
- The following areas of support must be addressed in your proposal as it pertains to online supplemental program and professional development:
 - Provide an evidence-based intervention tool that will focus on the critical reading, critical math skills, and motivational needs that will have the greatest impact on reading and math achievement in grades K through 12;

- Provide a reading management software that will personalize reading practice by helping educators guide students to appropriate-level books and providing them with daily feedback regarding reading practice;
 - Provide a program that offers the ability to create custom reports to track the progress of student sub-groups;
 - Provide reports that are available online and in real-time at the individual, class, grade, school, and District levels. At a minimum, the solution must include individual student reports, a report that groups students according to instructional level for effective remediation, a report that will outline the growth of students, reports that include information related to specific skills deficits that are desired (specific suggestions for targeted instruction based on results are preferred), and District level reports used to monitor student growth and scale score that is MCCRS;
 - Provide school-wide and/or District-wide summaries of reading updated in real-time for public tracking of reading progress on school and District websites;
 - Provide a solution that will continually adjust its choice of test questions to the student's responses and will allow teachers to set goals and track growth in student reading achievement longitudinally within the school-year;
 - Ability to print reading and mathematics activities and search/create assignments that are aligned to MCCRS regardless of whether the student is below, at, or above grade-level;
 - Provide an intervention component linked to diagnostic results that provides curriculum and/or resources for educators to meet the needs of students who have been identified as in need of intervention;
 - Provide immediate corrective feedback and remediation for students struggling with specific concepts; built-in support for English language learners, students with disabilities, and other students with special needs or considerations; and the ability to challenge high-performing students.
- Specification for Reading must include the following:
 - Product must measure all critical areas of early reading development:
 - Phonemic Awareness
 - Alphabetic Knowledge
 - Vocabulary
 - Comprehension
 - Fluency
 - Support foundational skill building, emphasize complex text and use of authentic literature, and include interdisciplinary passages that feature academic vocabulary;
 - Constructed response and multiple-choice questions that require students to analyze and find evidence in the text and include technology-enhanced items;
 - Rigorous literary passages that cover a variety of genres including folktales, fables, myths, poetry, historical fiction, and fantasy; and
 - Digital tools to visually show and develop critical thinking such as audio recording, highlighter, answer eliminator, and text response.

- Provide digital mathematics instruction that includes:
 - Problem-solving activities for grades K – 12 that dive deeper into math concepts
 - The Solution must be evidence-based and be available for early numeracy, grade K through 2nd
 - Provide conceptual math understanding and procedural fluency and must include energetic instruction that involves word problems, problem-solving, and key mathematical topics
 - Differentiated activities presenting the same grade level standard at varying levels of difficulty
 - Provide a universal screener that will include built-in components for essential training and implementation support.
 - Provide data and schedule meetings with District Office three times a year to review data
 - Coordinate with JPSD Office of Teaching and Learning and The Office of Federal Programs (MTSS) to include all delivered in Frontline.

- Additionally, as you prepare your proposal, please take into consideration how your organization will support the desired outcomes as stated above to achieve the following desired outcomes:
 - The Service Provider will create a customized plan for professional development and support that includes recommendations for training and coaching for instructional staff and administrators of JPS Principals, technical onboarding assistance, online job-embedded resources, and easy online access to chat with support professionals.

Supplemental Software Program

Additionally, the District exploring options for engaging, evidence-based software programs in the areas of ELA, mathematics, science, and history/social studies for the following grade bands:

- K – 2nd
- 3rd – 5th
- 6th – 8th
- 9th – 12th

Although not required, Health and Social & Emotional Learning, Arts & Music, and Engineering and Technology are added bonuses of a software program.

The program must be standards-based and aligned with the Mississippi College and Career Readiness Standards. Also, the program must include the following:

- Comprehensive Curriculum that addresses each of the aforementioned content areas
- Actionable Analytics

- Real-Time Diagnostics
- Personalize Learning Plan

Evidence-based Research and Reviews

- The reading management software must meet the *Every Student Succeeds Act (ESSA)* requirements for evidence-based research. The program will have numerous research studies and reviews supporting its effectiveness, with many independently led, experimental, or quasi-experiment, and published peer-reviewed journals.
- The reading program that will meet *Every Student Succeeds Act (ESSA)* requirements for evidenced-based research and qualifies for federal funding.
- If linking studies are available regarding the product, the vendor must submit them in the proposal.

Technology Requirements

The Service Provider will comply with the following technical specifications:

- Open, flexible browser-based platform certified by IMS Global Learning Tools Interoperability (LTI);
- Data export to build customizable reports;
- Single sign-on integration with Google and Microsoft (Please identify the one in which you integrate)
- User Synchronization Service certified by IMS Global OneRoster v1.1 standards that can automatically provision users, classes, and group enrollment information, with no additional fee associated with rostering.
- Strick, proven privacy practices to secure student data (FERPA) compliant;
- Integration with the District’s Learning Management System (LMS) to support the use of an LMS effectively in the classroom. Please identify all the LMSs in which your program integrates; and
- Does your program partner with Clever? If so, to what extent? SSO, SSO and Rostering, and Saved Passwords.

Teachers will be able to:

- Engage students in the learning process by setting ambitious, obtainable, individualized literacy and math goals with an evidence-based solution that is aligned with MCCRS;
- Develop individualized goals for students to ensure that students are proficient and master required state-specific standards;
- Print reading and mathematics activities, lesson plans, and search for and create assignments by MCCRS;
- Use assessment data to drive instructional decisions;
- Implement the District’s Instructional Management System with fidelity;
- Communicate strengths and weaknesses to students, parents, administrators, and others as appropriate;
- Employs direct, guided, and collaborative instruction while allowing students to work independently;

- Provide computer-adaptive growth monitoring assessments to students in grades K - 12;
- Provide resources that are scaffolded for independent reading and promote interest-driven, authentic reading experiences for students; and
- Provide interim assessments monthly and utilize items from the same item bank as the diagnostic for comparability.

Additional Requirements:

- Provide specialized support, as needed, upon agreement and approval of the Superintendent or designee and the provider project manager.
- The District reserves the right to enter into a 3-year agreement with the vendor, upon an annual review of data and services.
- If additional licenses are needed from the District’s local partners and private schools in which the JPS administers equitable services, the District is requesting that these identified partners receive the District’s pricing.
- Vendors will be required to do an in-person demonstration of the product.
- Additionally, the vendor must provide detailed data reports to the District at the end of each term. The reports must include strengths, areas of opportunity, and next steps.
- The vendor must present a comprehensive plan of implementation and support to ensure the success of the program.

The vendor may submit a proposal for the entire RFP or for specific areas, i.e., ELA or math screener or just the supplemental software programs.

For questions, contact the Project Administrator:

***Jackson Public School District
662 S. President Street
P.O. Box 2338
Jackson, MS 39225
Dr. William Merritt, Chief of Staff
Phone: 601-960-8738
Email: wmerritt@jackson.k12.ms.us***

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 _____

Print Name _____

Addendums Acknowledge Yes _____ or No _____

Combined Proposal Total Cost _____

This required 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 for evaluation. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.