

# Jackson Public School District



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

Contact Information:  
Project Administrator: Dr. Rajeeni Scott  
Telephone: 601-960-8707  
E-mail: [rclay@jackson.k12.ms.us](mailto:rclay@jackson.k12.ms.us)

**RFP 2023-04**

**Title: Lead Partner(s) to Support Secondary Students in ELA and Math**

**Issue Date: January 13, 2023**

**Submission Deadline: February 09, 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](http://www.centralbidding.com)**

If you would like the tabulation for this RFP after Board Approval, please go to [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us). Double click on Departments and select Finance and Operations. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the RFP in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

Questions regarding proposal specification are to be addressed to the Project Administrator, Dr. Rajeeni 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 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](mailto:sfarris@jackson.k12.ms.us) or [bjones@jackson.k12.ms.us](mailto: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 \_\_\_\_\_

<b>FOR INTERNAL USE ONLY</b>	
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 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; JPSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and JPSD for that time period, following inspection if applicable. **Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials need for presentations, etc. must be included in the total price proposal price submitted if and applicable.**

### **Performance Penalty**

The Vendor is subject to a 10% penalty on this agreement for the 2023-2024 school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

### **Default and Delays**

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSD whether the said cost is the same as originally accepted or any excess cost.

### **Damage to School Property**

Any damage or loss to JPSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated JPSD personnel, at the Vendor's cost, within a reasonable time.

### **Guarantee**

Each Vendor, by presenting 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 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

---

Printed Name of Authorized Representative

---

Signature of Authorized Representative

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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.

\_\_\_\_\_

*Original Signature of Contractor or Authorized Official*      *Date*



**JACKSON**  
**PUBLIC SCHOOLS**

Transforming lives through  
excellent education

## 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 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 (17): 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 (17) 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](http://www.centralbidding.com) before the designated date and time. No copies are warranted if uploaded electronically.**

**Please follow the proposal submittal instructions.**

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

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

**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.**

# **Lead Partners to Support Students in ELA and Math**

## **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.

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.

### **Commitment #2 of the JPS Strategic Plan**

Scholars will achieve at high levels when teaching and learning are built around their individual strengths, needs, cultures, interests, and dreams. It is critical that each adult in Jackson Public Schools recognizes each scholar as an individual and ensures equitable learning opportunities that facilitate the development of skills, knowledge, confidence, and voice.

In order to graduate global citizens prepared to solve the problems of tomorrow, we must embrace schooling that is radically different from current and past practices. Innovation will be encouraged in classrooms, schools, out-of-school times, and across the district, as space is created for new ideas and ways of "doing school." Through the strategic initiatives outlined below, we will encourage teaching and learning that is relevant and personalized to scholars' interests, responsive to their identities, and reflective of the types of critical thinking and collaborative problem-solving required by tomorrow's world.

### **Scope of Work**

The Jackson Public School District (JPSD) is to procure a vendor that will assist the district in providing a high-quality English Language Arts (ELA) and/or Math instruction to middle and/or high school scholars.

Below are the criteria that each proposal must meet to be considered for the evaluation process:

- The instruction should be evidence-based and developed to meet the rigor and on-grade level expectations of the math MS-CCRS.

- The instruction should have coherence. The progression from grade to grade should demonstrate prerequisite skills and what students should know and be able to do by the end of each lesson/unit.
- The instruction should contain strategies and materials to help build the students' conceptual understanding.
- The instruction should be designed to include fluency and procedural skills needed for each standard.
- The instruction should be designed with appropriate pacing and application.
- The instruction should include a variety of teaching strategies to accommodate diverse learning styles. This includes models, a variety of questions and questioning techniques, checks for understanding, formative assessments, flexible grouping, opportunities for student led conversations, and immediate feedback.
- Instruction should support mathematical discourse, support for diverse populations (i.e. SPED and EL), and make relevant connections to cultural responsiveness.
- Resources could include digital accessibility to resources for students.
- Resources should also include a variety of embedded formative and summative assessment options with rubrics, answer keys, and scoring guidance.
- Initial and on-going support could be provided to ensure resources are implemented with fidelity to yield successful outcomes.

Lead Partner(s) will work with middle and/or high school scholars in ELA and/or Math by designing and providing high-quality instruction focused on improving program implementation, alignment of program standards to Mississippi College and Career Readiness Standards, and delivering the written, taught, and assessed curriculum to increase student success specific disciplines or programs.

The partners(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. 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 partner(s) to review and evaluate students' work samples to improve instruction, i.e., projects, performance tasks, etc. The partner(s) must provide data analysis of the tested grades at contracted schools and provide a detailed plan of how the partner support services will positively increase student achievement and overall school academic outcomes.

### **Desired Measurable GOALS:**

By partnering with a proven provider to offer the above support for scholars Jackson Public Schools aims to achieve the following outcomes:

1. The number of students successfully completing specific courses/programs will increase by 5%.
2. Rates of students passing specific course or program assessments will increase by 5%.
3. Develop and improve students' instructional capacity to understand specific courses or programs by increasing their understanding of evidence-based practices to meet the needs of students as evidenced in pre-post assessments of participants.

### **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 support middle and/or high school scholars with ELA and/or Math instruction.
- The following areas of support must be addressed in your proposal as it pertains to ELA and/or Math support for students:
  - Deliver the district's curriculum and program/course specific curriculums, using effective, proven strategies for students.
  - Assess student learning and growth with a variety of program/course specific assessments as well as classroom, district, and state assessments.
  - Use assessment data to drive instructional decisions.
  - Communicate strengths and weaknesses of program/course implementation to teachers, administrators, and others as appropriate.
  - Integrate program specific curriculums with the district's curriculum, using evidence-based, proven strategies for the students.
  - Provide, up to a maximum of, twelve 5-hour student sessions to support English Language Arts at each middle school.
  - Provide, up to a maximum of, twelve 5-hour student sessions to support Math at each middle and high school.
  - Experience in successfully supporting ELA and/or Math implementation of specific programs or courses; and
  - Services must include an instrument to measure the effectiveness of the services performed, relative to the amount of the investment in the services

### **Project Overview**

- Partner(s) will work with the middle and/or high school scholars in ELA and/or Math by designing and providing support focused in alignment with programs/courses standards of the Mississippi College and Career Readiness Standards, and delivering the written, taught, and assessed curriculum of specific programs/courses to increase student success these specific disciplines or programs; and
- Partner(s) must provide specific course or program implementation assessments and reports;

### **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. A virtual session is 4-5 hours, and the consultant must have 10 – 25 participants in the virtual session.

### **Service Provider(s) Requirements**

- A written plan outlining how the organization will improve outcomes in implementing specific courses or programs.
- A written plan outlining how the body of work will be accomplished, inclusive of goals and outcomes.
- An evidence-based framework/model and resources for increasing student performance specific to a particular program or course and support.
- A program/course implementation specific pre/post assessment; and
- Written reports and onsite implementation briefings to the superintendent, specified district-level administrators, and/or building level administrators.

### **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.

#### ***For questions contact:***

Jackson Public School District  
662 South President Street  
P.O. Box 2338  
Jackson, MS 39225  
*Attn: Dr. Rajeeni Scott, Executive Director of School Support*  
601-960-8707  
*rclay@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.**