

# Jackson Public School District



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

**Contact Information:**

Project Administrator: Mrs. Erin Mason, Executive Director, Information Technology  
Telephone: 601-960-8831  
E-mail: eclark@jackson.k12.ms.us

**RFP 2022- 13**

**Title: School Site Surveys and Wireless Network Configuration Services**

**Issue Date: May 10, 2023**

**Submission Deadline: June 05, 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 Business Services. 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, Mrs. Erin Mason 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 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 \_\_\_\_\_

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### *SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY*

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that \_\_\_\_\_ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Signature

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### *CONFIGURATION SUMMARY*

*Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.*

## **ASSURANCES AND SIGNATURE FORM**

*In submitting this application I certify that:*

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.\*
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.\*
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.\*

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

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Name of Organization

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Printed Name of Authorized Representative

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Signature of Authorized Representative

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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*



**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 (21): 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 (21) 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 South State Street, Jackson, Mississippi 39201.**

## Introduction and Purpose

The Jackson Public Schools seeks a vendor to provide a comprehensive review of the current wireless environment in our schools, along with engineering services to remediate and configure the networks to provide the most effective, high performing wireless network to support high-quality, engaging teaching and learning in all District schools.

## Proposed Timeline of Events

Description of Events	Date
RFP Closes	June 5, 2023 10:00 AM CST
Deadline for questions <ul style="list-style-type: none"><li>All questions must be submitted via email to <a href="mailto:eclark@jackson.k12.ms.us">eclark@jackson.k12.ms.us</a></li><li>URL to view questions and responses: <a href="https://docs.google.com/document/d/1ioP3ai3pzcGk6uFylwXWProRUFj9s4-nvjoYPh9V7Xw/edit?usp=sharing">https://docs.google.com/document/d/1ioP3ai3pzcGk6uFylwXWProRUFj9s4-nvjoYPh9V7Xw/edit?usp=sharing</a></li></ul>	May 30, 2023 5:00 PM CST

## Proposal Scoring - Required for All Proposals to be Scored

For a proposal to be scored, it must have each of the submission requirements listed below. Each requirement must be clearly labeled and easy for reviewers to find, read, and evaluate. Failure to include any of the required elements will result in the proposal being deemed not responsive, and therefore will not be scored.

## Submission Requirements

In order for a proposal to be considered, each response must include the following items and documentation in addition to the requirement forms defined by the JPSD Business Office in the first pages of this RFP.

1. A one-page or less executive summary or narrative description of your proposal.
2. A sample Wi-Fi site survey and site assessment report.
3. A sample scope of work for a Wi-Fi network assessment and remediation project.
4. A sample final report for a school and the District as outlined in the Part Three scope.
5. A sample timeline that defines the time needed to complete the project from the date the vendor receives the District's purchase order. The timeline should outline how long it will take for your company to complete the entire project.
6. Three references for projects of similar size or larger with a similar scope (at least 35 or more locations).
7. Documentation of the qualifications of the staff that may be assigned to the project, including experience and the certifications necessary to make configuration changes to both Meraki and Aruba wireless networks. This can be a list of qualified staff with their certifications and experience. *Note: The District understands that staff will be assigned to this project according to availability, however, it is imperative the District validate the capacity of the vendor to provide number of qualified staff required to complete the project in the time needed.*
8. Cost – Vendors should include a cost proposal that clearly outlines the total cost of the project and includes quotes. Costs must be clearly defined and easy to understand. Vendors may choose to submit the costs for each school or each part of the project, but the total cost of the

project must be clearly defined and submitted on the cover page of this RFP as defined by the JPSD Business Office. Failure to follow this direction may result in the proposal being deemed not responsive and will not be considered.

9. Contracts – this RFP serves as the scope of work for the District for the professional services outlined. If your company requires additional contractual documents other than Jackson Public Schools Board of Trustees approval before work on this project can proceed, they must be included in the proposal response and clearly identified as required contracts.

**Scoring Rubric**

Criteria	Possible Points
Executive Summary – clear, on-topic and well defined	5
Sample surveys and reports – clear, well-documented, detailed, meets the defined scopes outlined in the RFP, meets the needs of the District, professional in appearance, technically sound, informative, useful, demonstrates capacity and capability	40
Timeline – reasonable and clear and meets the needs of the District	10
Qualifications and experience of the potential staff that would be working on this project. including technical staff	15
Proposal – complete, informative, clear, well organized, easy to understand and to find information	10
Cost – clear and reasonable and includes sample quotes	20
<b>Total Possible Points</b>	<b>100</b>

## **Introduction and Technical Environment Narrative**

The Jackson Public School District currently has 51 schools serving 18,800 students and approximately 2,500 school-based staff.

The District has a mixed wireless environment. There are 21 schools with Cisco Meraki MR46 WAPs and 28 schools with Aruba 315 WAPs managed in Aruba Central. Some locations have a 1:1 classroom to AP installation, but most schools have a coverage model. The Meraki APs are all managed in the Cisco Meraki cloud dashboard and all HP Aruba APs are managed in the Aruba Central cloud dashboard.

Most school switches are HP in both the MDF and corresponding IDFs. Our 7 high schools have new Meraki switches at the edge and are awaiting Cisco Catalyst switches for the MDFs (2023 installation).

When fully staffed, the District has one Network Engineer and school support staff of 10 technicians to manage and troubleshoot all technical issues, including wireless issues, at all locations and on all devices.

All students in grades K-12 use chromebooks in a 1:1 model. Employees use either Windows laptops or Windows desktops. There are MacOS and iOS devices with defined use cases at the vocational center and in prekindergarten classes.

District users, particularly in the schools, complain regularly and vociferously about poor Wi-Fi, a lack of Wi-Fi, intermittent Wi-Fi, dropped connections, and an inability to connect to the Wi-Fi.

The Jackson Public Schools is looking for a partner that can evaluate and survey the current Wi-Fi at each school, make recommendations to the District as to what needs to be done to improve the Wi-Fi in the schools, and provide the engineering support needed to make the changes necessary to provide the best overall experience and performance for both students and employees.

As other projects are dependent on this work, the District is looking for a partner that can complete this work expeditiously.

## **Project Description and Scope**

The Jackson Public Schools seeks proposals from qualified vendors to complete a three-part project as outlined below. The District is seeking to hire one qualified vendor to complete all parts of the project. Vendors who cannot provide adequate documentation to support their ability to complete both parts of the project will not be considered.

The proposed project consists of three parts:

1. Onsite, wireless services network assessment of each District school that includes but is not limited to mapping the locations of the current WAPs, heatmaps of the current Wi-Fi coverage, and complete written documentation for each location provided in an electronic format.
2. Engineering services that will use the results of the surveys completed in part one as well as an evaluation of our current WLAN configurations in both cloud management platforms to adjust the current wireless configurations and improve the wireless experience for the users in all schools.
3. Final heatmap validations for each location along with final written documentation and presentation of the findings and remediation steps completed by the vendor as well as recommendations for future improvements if necessary.

## **Part One Description**

The purpose of Part One is to complete thorough WLAN site surveys at each of the schools listed at the end of this proposal including the following:

- Perform a radio frequency (RF) site survey, or heat map, of the existing WLAN throughout the building that documents the current state of the RF environment.
- Document and/or verify AP placements relative to their current location in each school.
- Validate client device capabilities where possible.
- Conduct IT team interviews concerning current Wi-Fi issues, past configuration decisions and walk-through issues reported to the IT team concerning wireless connectivity by users.
- Partner with the customer's IT team to discover what issues and trouble users are experiencing in each building surveyed. Gain knowledge from the users to help better decide the path forward to optimize the WLAN.
- Provide a written document for each location provided to the District in electronic form.

## **Part Two Description**

The purpose of Part Two is to make configuration changes to the District's current wireless network as needed based on the findings from the site surveys and an evaluation and assessment of the current WLAN configurations to ensure the JPSD wireless network follows industry standards and best practices.

The vendor is expected to deliver a list of findings, recommendations, and proposed changes to the District technical staff they believe will improve the overall performance of the network. The vendor and the District staff will review all data and develop the scope of work for the network changes based on the report presented. The District will review and approve all network configuration changes, but the vendor will be responsible for implementing all the changes.

The review should include WLAN configuration and settings that may include but are not limited to:

- SSID configurations
- Radio settings
- Channel configurations
- Radio power settings
- RF Profile settings
- VLAN configurations
- Co-channel interference
- Review and verify DHCP settings
- Review and recommend traffic shaping and load balancing rules
- Verify DNS configurations and NAT translations
- Recommend and assist JPS IT staff in correctly configuring access control to ensure all users and devices reliably connect to the correct wireless networks
- Recommend and assist JPS IT staff in organizing both cloud management consoles to provide the most efficient organizational structure possible to best manage the current wireless networks
- Assist with the upload of floorplans if available at the time of the engagement



### **Part Three Description**

- Provide a final heatmap validation for each school.
- Provide documentation of all changes and agreed upon remediation steps taken during the course of the engagement.
- Provide any findings and recommendations for future improvements to the Wi-Fi network if needed.
- Provide a written and verbal review of the entire project scope to the JPS Technical Staff.

### **Overall Project Deliverables**

The list of deliverables below must be completed and delivered to the District as part of the work of this project. It is expected that deliverables will be provided at different times during the project as the work of the project is completed.

- Initial Wi-Fi site survey and assessment report for each school
- District wireless network assessment and remediation scope of work that includes the findings and recommendations necessary to improve the wireless network performance.
- Updated wireless network assessment and remediation scope of work that includes the agreed-upon changes from the meetings between the JPS IT staff and the vendor.
- Final site heatmap validations for each school
- Final project report and review.

### **Other Information**

- JPS IT staff will be available to assist the selected vendor, but all work must be implemented and completed by the vendor.
- All site surveys must be completed physically on site.
- Upon project kick-off, the District will provide all needed access to the cloud consoles for both the Meraki and the Aruba Central environments.
- The District will provide access and escorts to assist with the site surveys to ensure access to all necessary spaces in schools.
- No additional purchases or installations of WAPs or additional cabling is included in this project.
- This is an ESSER 2 project.
- Locations including building square footage and addresses are included at the end of the RFP.
- Building square footages are best effort and are intended to include all permanent, physical structures on each campus including noncontiguous buildings such as gymnasiums and field houses.
- Portable classrooms are not included in this project.
- Football stadiums are not included in this project.

### Locations Included in this Project

School	Address	Square Footage	Auditorium Capacity	Lunchroom Capacity	Gym Capacity	Regular Classrooms	Wi-Fi
Bailey Middle School	1900 North State Street	94,204	800	236	500	40	Meraki
Bates Elementary School	3180 McDowell Road Ext.	50,403	300	250		26	Aruba
Blackburn Middle School	1311 West Pearl Street	102,000	750	250	672	46	Aruba
Boyd Elementary School	4521 Broadmeadow Drive	46,702	288	180		25	Aruba
Brinkley Middle School	3535 Albermarle Road	110,300	1,000	284	1,000	43	Meraki
Callaway High School	601 Beasley Road	149,952	1,000	536	1,000	70	Meraki
Cardozo Middle School	3180 McDowell Road Ext.	114,665	1,000	250	1,300	39	Meraki
Career Development Center	2703 First Avenue	104,712				25	Meraki
Casey Elementary School	2101 Lake Circle	43,144	275	180		24	Meraki
Chastain Middle School	4650 Manhattan Road	113,402	900	250	800	53	Meraki
Clausell Elementary School	3330 Harley Street	28,552	150	150		17	Aruba
Dawson Elementary School	4215 Sunset Drive	39,280	375	192		18	Aruba
Forest Hill High School	2607 Raymond Road	234,619	500	423	2,500	88	Meraki
Galloway Elementary School	186 Idlewild Street	75,510	545	243	545	24	Aruba
Green Elementary School	610 Forest Avenue	35,764	270	185		17	Aruba
Isable Elementary School	1716 Isable Street	68,800	525	375		34	Meraki
Jim Hill High School	2185 Coach F. Harris Street	167,381	1,000	284	1,000	63	Meraki
John Hopkins Elementary School	170 John Hopkins Road	66,664	500	500		46	Aruba

School	Address	Square Footage	Auditorium Capacity	Lunchroom Capacity	Gym Capacity	Regular Classrooms	Wi-Fi
Johnson Elementary School	1339 Oak Park Drive	68,270	225	300		34	Aruba
Key Elementary School	699 West McDowell Road	38,632	360	208		17	Aruba
Kirksey Middle School	5677 Highland Drive	84,060	1,000	250	650	21	Meraki
Lake Elementary School	472 Mt. Vernon Avenue	52,978	268	165		32	Aruba
Lanier High School	833 West Maple Street	160,603	1,070	240	1,200	73	Meraki
Lester Elementary School	2350 Oakhurst Street	37,578	268	122		17	Aruba
Marshall Elementary School	2909 Oak Forest Drive	44,451	300	200		29	Aruba
McLeod Elementary School	1616 Sandlewood Place	47,711	275	180		28	Aruba
McWillie Elementary School	4851 McWillie Circle	64,380	550	550		31	Aruba
Murrah High School	1400 Murrah Drive	168,427	1,000	282	800	74	Meraki
North Jackson Elementary School	650 James M. Davis Drive	50,247	500			30	Aruba
Northwest Middle School	7020 Highway 49 North	132,875	450	450	1,200	49	Meraki
Oak Forest Elementary School	1831 Smallwood Drive	36,790	500			19	Aruba
Obama Elementary School	750 North Congress Street	26,169	425	128		12	Aruba
Pecan Park Elementary School	415 Claiborne Avenue	61,500	400			31	Aruba
Peebles Middle School	2940 Belvedere Drive	110,053	1,000	340	650	42	Meraki
Powell Middle School	3655 Livingston Road	115,867	788	400	960	52	Meraki
Provine High School	2400 Robinson Street	165,395	1,000	414	800	74	Meraki

School	Address	Square Footage	Auditorium Capacity	Lunchroom Capacity	Gym Capacity	Regular Classrooms	Wi-Fi
Raines Elementary School	156 Flag Chapel Road	34,142	360	137		19	Aruba
Shirley Elementary School	330 Judy Street	28,700	270	180		14	Aruba
Smith Elementary School	3900 Parkway Drive	47,950	360	300		28	Aruba
Spann Elementary School	1615 Brecon Drive	36,581	270	180		19	Meraki
Sykes Elementary School	3555 Simpson Street	48,049	268	162		17	Aruba
Timberlawn Elementary School	1980 North Siwell Road	44,639	500			29	Aruba
Van Winkle Elementary School	1655 Whiting Road	64,380	500			31	Aruba
Walton Elementary School	3200 Bailey Avenue Ext.	70,000	300	242		35	Aruba
Wells APAC Elementary School	1120 Riverside Drive	29,810	120	118		12	Aruba/Meraki
Whitten Middle School	210 Daniel Lake Boulevard	126,482	900	347	800	31	Meraki
Wilkins Elementary School	1970 Castle Hill Drive	55,345	275	130		30	Aruba
Wingfield High School	1985 Scanlon Drive	133,722	1,027	336	1,000	46	Meraki

***All questions regarding the specifications must be directed:***

*Jackson Public School District  
Information Technology  
Attn: Mrs. Erin Mason  
630 South State Street  
Jackson, MS 39201  
Phone: 601-960-8831  
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# 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.**