

# Jackson Public School District



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

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

**RFP 2024-19**

**Title: Online Supplemental Music Education Program**

**Issue Date: Monday, April 29, 2024**

**Submission Deadline: Thursday, May 16, 2024**

**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, 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 \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_  
 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: [mmays@jackson.k12.ms.us](mailto:mmays@jackson.k12.ms.us) or [todom@jackson.k12.ms.us](mailto:todom@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 read all sections of this RFP document very carefully prior to submitting an RFP proposal. Any agreement generated due to an award, may be terminated by the District without cause upon one week's prior notice to vendor.

**Vendor must provide a current copy of their company's Certificate of Insurance with Workers Compensation and General Liability included in the coverage for not less \$1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contact. This coverage must be submitted and kept on file with JPSD.**

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:

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

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

### **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 **2024-2025** 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 JPSPD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSPD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSPD 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 JPSPD, price and all other factors considered. The Vendor acknowledges the right of JPSPD 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.**

# 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

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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

---

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.*

### FEDERAL DEBARMENT CERTIFICATION:

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>	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

### STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov) for doing business with the State of Mississippi or with any Mississippi State Agency.

### PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on [www.sam.gov](http://www.sam.gov) – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

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*Original Signature of Contractor or Authorized Official*

---

*Date*



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM\*

(Please print clearly or type)

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

### FEDERAL DEBARMENT CERTIFICATION:

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>	

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.

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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 were 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: Michele Mays  
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 or on Jackson Public School District YouTube page.**

## **Online Standards-Based Supplemental Music Education Program**

### **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.

### **Scope of Project**

Jackson Public School District (JPSD) is seeking an online standards-based supplemental music education program for students in pre-kindergarten through eighth grades.

### **Standards-based**

The program must be aligned to the National Core Arts Standards and the Mississippi College and Career Readiness Arts Learning Standards for Music. The lessons must be grade-specific and printable for each activity.

### **Additional Functions of the Program**

- Teachers must be able to customize lessons according to students' needs.
- The program must allow students to have individual accounts for the teacher to assign tasks, with parental access if needed.
- The online platform must be accessible by mobile devices to give students access during and/or after school hours.
- Teachers must be able to deliver customized assignments through automatic student rostering and Single Sign-On integrations.
- The product must allow teachers to import content from outside the platform and to create custom screens for teaching or distributing to student accounts.
- The program must allow for the creation of custom assignments, assessments, and rubrics. Assessments and assignments must be auto graded by the product with the option to be reviewed by teachers.

- The program must integrate other content areas in the lessons to bring about a global perspective to learning music.
- The content must be multi-cultural in nature and include instructional support/translations for English Learners (ELs).
- The program must generate usage reports at the district, school, and classroom levels. The reports must communicate the progress students are making in the curriculum.

### **Professional Development**

The professional development plan must include training of teachers by grade-bands:

- PreK – 2<sup>nd</sup> grades
- 3<sup>rd</sup> – 5<sup>th</sup> grades
- 6<sup>th</sup> – 8<sup>th</sup> grades

The session must include how to use each function of the program, how to generate lessons, and assessments.

### **Customer Service**

There must be a responsive customer service representative team accessible during school hours. The team must be available via chat or online.

### **Technology Requirements**

Service Provide 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 One Roster v 1.1 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 effective in the classroom.
- 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.

### **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 where the JPS administers equitable services, the district is requesting that these identified partners receive the district's pricing.

### Scoring Rubric

<b>Project Description</b>	<b>Maximum Number of Points</b>	<b>Points Earned</b>	<b>Comments</b>
Lessons are customizable to meet students' needs.	10		
The program allows students to have individual accounts for teachers to assign tasks, with parental access if needed.	10		
The online platform is accessible by mobile devices to give students access during and/or after school hours.	10		
Teachers must be able to deliver customized assignments through automatic student rostering and Single Sign-On integrations.	10		
The product allows teachers to import content from outside the platform and to create custom screens for teaching or distributing to student accounts.	10		
The program allows for the creation of custom assignments, assessments, and rubrics. Assessments and assignments must be auto graded by the product with the option to be reviewed by teachers.	10		
The program must integrate other content areas in the lessons to bring about a global perspective to learning music.	10		
The content must be multi-cultural in nature and include instructional support/translations for English Learners (ELs).	10		
The program must generate usage reports at the district, school, and classroom levels. The reports must communicate the progress students are making in the curriculum.	10		
Professional development will be provided which includes training by grade bands- PreK-2 <sup>nd</sup> , 3 <sup>rd</sup> -5 <sup>th</sup> and 6 <sup>th</sup> -8 <sup>th</sup> grades.	10		
<b>Total</b>	<b>100</b>		

**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](mailto:rclay@jackson.k12.ms.us)

*All questions must be submitted to the project administrator by Wednesday, May 8, 2024. All questions will be answered and posted at least 3 days prior to the RFP Submission date. The answer to these questions will be posted on Jackson Public School District Website <https://www.jackson.k12.ms.us> and the Central Bidding website at [www.centralbidding.com](http://www.centralbidding.com).*



# 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 \_\_\_\_\_

Handwritten Signature \_\_\_\_\_

Addendums Acknowledge Yes \_\_\_\_\_ or No \_\_\_\_\_

Combined Proposal Total Cost \_\_\_\_\_

**This cover page is to be placed on the very front of the vendors submitted proposal. In the event that this page is not displayed when the deadline opening date occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.**