

# Jackson Public School District



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

Contact Information:  
Project Administrator: Tommy Nalls  
Telephone: 601-985-3159  
E-mail: [tnalls@jackson.k12.ms.us](mailto:tnalls@jackson.k12.ms.us)

## **Rebid RFP 2024 - 04**

**Title: The JPS Teacher Certification Program**

**Issue Date: Monday, July 01, 2024**

**Submission Deadline: Thursday, July 18, 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, Tommy Nalls listed above.**

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. 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 Coverage. Jackson Public School District requires 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 a 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.**

## Hard Copy Instructions for Submission

- 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 Two (2) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered.

**Please submit the proposal when mailed or hand delivered to**

**Jackson Public School District  
Business Office  
Attn: Michele Mays/Tequia Odom  
662 S. President Street  
Jackson, MS 39201**

- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service, or any other delivery methods.

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

**All other required forms to include in the proposal are listed after Page (20).**

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

**Mailed or hand-delivered proposal must include the Original and three (3) 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.***

**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.

**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

WOMAN AND MINORITY

### Acknowledgment of Addendum(s)

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





**REQUEST TO ADD VENDOR**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email form to [mmays@jackson.k12.ms.us](mailto:mmays@jackson.k12.ms.us) or [todom@jackson.k12.ms.us](mailto:todom@jackson.k12.ms.us) | Fax to (601-960-8967)

School/Department Requesting Vendor Addition \_\_\_\_\_

**To be completed by Vendor:** Please complete all sections:

Will your company accept purchase orders?    Yes                    No

**Note:** As an approved Vendor, you agree not to accept any order from JPS without an approved purchase.

**Orders taken and completed without a Purchase Order will be considered a Donation to JPS.**

Are you an employee of the Jackson Public School District?    Yes                    No

**PRODUCT LINE:** \_\_\_\_\_

Parent Company Name: \_\_\_\_\_ Doing Business As (DBA) Name: \_\_\_\_\_

Parent Company Tax #: \_\_\_\_\_ D/B/A Federal Tax ID/Social Security #: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip-code \_\_\_\_\_

Remittance Address: **(If Different):**

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip-code \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Select One: This information will be used to track purchases from minority vendors.**

Minority Code:    Woman & Minority                    Minority                    Non-Minority                    Woman

Type of Entity:    Individual/Sole Proprietor                    Corporation                    Partnership                    Other

Submitted By: Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED:** The following forms must be submitted

IRS W-9 Form [Request for Taxpayer Identification Number and Certification](#)

Certificate of Liability Insurance for not less than \$1,000,000 as stated in Mississippi Code Section 31-7-139

<b>FOR INTERNAL USE ONLY</b>	
Vendor Number: _____	1099: <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed By: _____	Date: _____

# Proposal Cover Page

## VENDOR INFORMATION

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

---

### *SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY*

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

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

\_\_\_\_\_  
Date

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

---

### *CONFIGURATION SUMMARY*

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

## **ASSURANCES AND SIGNATURE FORM**

***In submitting this application, I certify that:***

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

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

---

Name of Organization

---

Printed Name of Authorized Representative

---

Signature of Authorized Representative

---

Date Signed

\*For Educational/Instructional proposals



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

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

### FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is

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>	

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.*

### 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.

### 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.

\_\_\_\_\_

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

## TEACHER CERTIFICATION 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.

### **Scope of Services**

JPSD is wanting to establish supports in two areas to address critical needs for certification:

#### **Pathway 1: Initial Certification:**

To address and support JPS employees who are seeking an initial, standard license, Jackson Public School District (JPSD) is seeking an accredited college or university partner to provide a virtual and/or hybrid model of the required courses needed to earn a standard 5-year license. This partnership will be for up to the next three (3) years.

The partner must have an approved nontraditional (alternate route) educator preparation program by the Mississippi Board of Education on or before July 1, 2024.

The school district is willing to provide a space to facilitate the hybrid classroom design. JPSD will pay the tuition and fees for those employees that successfully complete the program.

The courses are as follows:

- Classroom Management (or course equivalent): 3 credit hours
- Data, Analysis, and Evaluation (or course equivalent): 3 credit hours
- Introduction to Special Education (or course equivalent): 3 credit hours
- Internship/Practicum: 6 credit hours

The courses required for initial certification are described in subsequent paragraphs:

#### **Course: Classroom Management (or course equivalent)**

This course presents best practices in classroom and behavior management - from organizing time, materials, and classroom space to strategies for managing individual and large group student behaviors, transitions, lab activities, and other arrangements for classrooms in general and special education. Basic federal and state laws as they pertain to the legal procedures for all teachers, including teachers of students with disabilities and English Learner (EL) students. This course must prepare the teacher to feel confident in their abilities and equip them to fulfill their professional and legal responsibilities in the classroom.

#### **Operative Definitions:**

**Classroom Management:** The set of strategies that teachers and students use to ensure a productive, harmonious learning environment to prevent disruptions in the learning process. (Rothstein-Fisch, Trumbull, 2008)

**Classroom Organization:** The ways that teachers structure classroom interactions and activities to promote learning, including communication, relationships, time and the arrangement of the physical environment (Rothstein-Fisch, Trumbull, 2008)

**Behavior Management:** The application of specific strategies for the purposes of positively managing individual and group behaviors that encourage and support academic, behavioral, and social learning for all students.

**Course: Testing, Measurement and Evaluation (or course equivalent)**

This course must be study of the theory, concepts and practices of learning measurement and evaluation in instructional settings. Course topics should include reliability theory, test and evaluation development, validation and assessment. This includes, but not limited to development, administration, evaluation, and interpretation of educational assessment, including creating plans that integrate teaching and assessment; designing objective, performance, and portfolio assessments; evaluating students and discussing evaluations with parents; and interpreting standardized tests.

**Course: Introduction to Special Education (or course equivalent)**

This course must provide an overview of the role of special education for students with disabilities, explore services, placement settings, supports, instructional approaches, collaboration with other professionals, and processes related to classification and documentation. This course must also introduce the terminology, identification, and issues commonly encountered when addressing the needs of diverse students with disabilities. Emphasis should be placed on inclusion, diversity issues, federal and state legislative mandates pertinent to nondiscriminatory assessments, parental involvement, individualized education programs, and professional practice and foundations in special education. The course addresses the collaborative roles of a multidisciplinary approach to supporting children and youth with disabilities in a diverse society.

**Course: Internship/Practicum**

The college/university partner must provide a 1-year internship or practicum for the program participant. This support must include mentorship and meaningful, written feedback based on observations. The internship/practicum must meet the specifications as outlined by the Mississippi Department of Education.

## **Pathway 2: Elementary Education Supplemental Endorsement**

To address and support teachers who are seeking certification in Elementary Education, Jackson Public School District (JPSD) is seeking an accredited college or university partner to provide a virtual and/or hybrid model of the required courses needed for a teacher to earn the 120 – Elementary Education (K-6) endorsement on their standard 5-year license for up to the next three (3) years. The school district is willing to provide a space to facilitate the hybrid classroom design. JPSD will pay the tuition for those employees that successfully complete the program.

The partner must have a supplemental endorsement program for the 120- Elementary Education (K-6) endorsement approved by the Mississippi Board of Education on or before July 1, 2024. While specific coursework details are typically outlined within the approved programs, the endorsement generally requires coursework that covers foundational teaching methods, child development, instructional strategies for young learners, and literacy-specific teaching methods for elementary education consisting of:

- Twelve (12) hours of Literacy Coursework
- Three (3) hours of Science, Technology, Engineering, and Mathematics (STEM) methods
- Three (3) hours of Research Coursework related to Teaching Reading.

### **Proposal Requirements**

In your response to the RFP, please address the following areas:

1. Address how will the college/university partner ensure each participant meets admission criteria.
2. Address whether or not the university partner will agree to release the transcripts to JPSD. JPSD will require all employees that participate in the program to complete a FERPA release agreement.
3. Address whether or not the college/university has an approved program for each pathway (1 – Alternate Route Certification; 2- Elementary Education Supplemental Endorsement). Be sure to detail the courses required for each pathway and when they are offered during the academic year.
4. The potential partner must provide an itemized cost sheet of the of the following in the proposal:
  - The cost of each course per credit hour.
  - The cost of textbooks, fees, and all materials required for each course.
  - Cost (inclusive of tuition and fees) per semester per individual
  - Total cost (inclusive of tuition and fees) per individual to complete the entire program per pathway.Please ensure that this list is submitted on a page by itself with the proposal.
5. Address how the college/university partner will provide information to candidates regarding scholarships, grants, and other tuition reduction opportunities that are available to students that qualify and enroll in the program and agree to review these opportunities for each student that is accepted and enrolls in the program.





**JPS seeks Lead Partner for JPS Teacher Certification Program**

**Scoring Rubric for Rebid RFP 2024-04**

<b>Criteria</b>	<b>Excellent (5)</b>	<b>Good (4)</b>	<b>Satisfactory (3)</b>	<b>Needs Improvement (2)</b>	<b>Unsatisfactory (1)</b>
<b>Admission Criteria Compliance</b>	Detailed plan ensuring all participants meet admission criteria	Clear procedures with minor details on ensuring compliance	Basic outline with some procedures mentioned	Vague plan with minimal procedures	No plan or unclear procedures
<b>Transcript Release Agreement</b>	Fully agrees, detailed procedure for FERPA release agreement	Agrees, basic procedure outlined	Conditional agreement, procedure not detailed	Hesitant agreement, unclear procedure	Does not agree or address the issue
<b>Approved Program Pathways</b>	Comprehensive programs for each pathway, detailed course list	Approved programs, courses listed with minor details on schedule	Programs available, basic course list, limited schedule details	Limited program availability, vague course, and schedule details	No approved programs or details provided
<b>Itemized Cost Sheet</b>	Complete, detailed, and clear itemized cost sheet	Mostly complete cost sheet with minor details missing	Basic cost sheet with key components listed	Incomplete cost sheet, significant details missing	No cost sheet or very minimal information provided
<b>Scholarship and Financial Aid Information</b>	Thorough information on scholarships and grants, proactive review	Good information with some review procedures outlined	Basic information provided, limited review procedures	Minimal information, unclear review procedures	No information or commitment to review financial aid opportunities

Point Total \_\_\_\_\_/20

Evaluator \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Notes:

## Detailed Descriptions for Each Criterion

### 1. Admission Criteria Compliance

- **Excellent (5):** The university provides a comprehensive and detailed plan, including specific steps, timelines, and personnel responsible for ensuring each participant meets the admission criteria.
- **Good (4):** The university outlines clear procedures with minor details on ensuring compliance, including general timelines and roles.
- **Satisfactory (3):** The university presents a basic outline with some procedures mentioned, lacking detailed steps or specific personnel.
- **Needs Improvement (2):** The university provides a vague plan with minimal procedures, lacking clarity and specificity.
- **Unsatisfactory (1):** The university does not present a plan or procedures are unclear and insufficient.

### 2. Transcript Release Agreement

- **Excellent (5):** The university fully agrees to the transcript release, providing a detailed procedure for the FERPA release agreement, including forms and timelines.
- **Good (4):** The university agrees to release transcripts and outlines a basic procedure for the FERPA release agreement.
- **Satisfactory (3):** The university conditionally agrees, mentioning the procedure but lacking detailed steps.
- **Needs Improvement (2):** The university shows hesitant agreement, with an unclear or incomplete procedure.
- **Unsatisfactory (1):** The university does not agree or address the issue of transcript release.

### 3. Approved Program Pathways

- **Excellent (5):** The university has comprehensive programs for each pathway with detailed course lists, descriptions, and schedules for the academic year.
- **Good (4):** The university has approved programs and lists the courses with minor details on their scheduling.
- **Satisfactory (3):** The university offers programs with a basic course list and limited schedule details.
- **Needs Improvement (2):** The university has limited program availability with vague course and schedule details.
- **Unsatisfactory (1):** The university does not have approved programs or fails to provide necessary details.

### 4. Itemized Cost Sheet

- **Excellent (5):** The university provides a complete, detailed, and clear itemized cost sheet, covering all specified items (course per credit hour, textbooks, fees, per semester, total cost).

- **Good (4):** The university provides a mostly complete cost sheet with minor details missing but covers the key components.
- **Satisfactory (3):** The university provides a basic cost sheet listing key components but lacks some specifics.
- **Needs Improvement (2):** The university provides an incomplete cost sheet with significant details missing.
- **Unsatisfactory (1):** The university fails to provide a cost sheet or provides very minimal information.

#### **5. Scholarship and Financial Aid Information**

- **Excellent (5):** The university provides thorough information on scholarships, grants, and tuition reduction opportunities and commits to proactively reviewing these for each student.
- **Good (4):** The university provides good information on financial aid opportunities with some review procedures outlined.
- **Satisfactory (3):** The university provides basic information on financial aid with limited review procedures.
- **Needs Improvement (2):** The university provides minimal information with unclear review procedures.
- **Unsatisfactory (1):** The university does not provide information or commit to reviewing financial aid opportunities.

***For questions regarding the RFP Specifications, please contact:***

*Tommy Nalls  
Director of Recruitment  
Jackson Public School District  
662 S. President Street  
Jackson, MS 39201  
Email: [Tnalls@jackson.k12.ms.us](mailto:Tnalls@jackson.k12.ms.us)  
Phone: 601-985-3159*

# 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 \_\_\_\_\_

Print Name \_\_\_\_\_

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

**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.**