



## 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 compl

**REQUEST TO ADD VENDOR**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email: [mmays@jackson.k12.ms.us](mailto:mmays@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: <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

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.

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.

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 r9(T)-2B96

# 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





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

\_\_\_\_\_

\_\_\_\_\_

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

**Submission of RFP Proposals Instructions if not emailed to the email address listed:**

Responses, once completed, should be placed in an opaque, sealed envelope

date and \_\_\_\_\_ 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.

Any proposal not received by the stated deadline/time will not be considered and/or opened.

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 (23):** Cover page is to be placed on the very front of the vendors submitted proposal. In tv14(r)367G[ ]TJETQ EMC /Span /MCID 19/Lang (en-US)BDC q0.00000912 0 6isBTW\* ntUS

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS.

# Proposal

## *1.0 Introduction*

The instructional philosophy of the Jackson Public School District is to ensure that maximum learning takes place in a safe and positive environment. Teachers serve as positive role models,





#### **4.0 Management Responsibilities**

The Jackson Public School District will designate one representative who will act as the primary contact for this project. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. If you have any questions, please contact:

Dr. Kimberly Smith  
Executive Director, Office of Teaching and Learning  
Jackson Public School District  
624 South President Street  
Jackson, MS 39201  
Phone: (601) 960-8355  
Email: [kismith@jackson.k12.ms.us](mailto:kismith@jackson.k12.ms.us)

#### **5.0 Format and Procedures for Delivery of Proposal**

The proposal shall consist of six parts (Attachments A, B, C, D, E, F)

**Attachment A** – Proposal Cover Page

**Attachment B** Basic Program Description (include an overview of the programs and support services proposed, which will allow the district to determine the quality of services provided)

**Attachment C** – Cost (provide a **specific** description of your pricing structure)

**Attachment D** – Assurances and Signature Form

**Attachment E** – Proposal Form

**Attachment F** – Request to Add Vendor Form

#### ***Procedures for Delivery of Proposals***

***One (1) original and (6) copies of the proposal must be received on or before 10:00 a.m. on April 12, 2024, to the address listed below.***

*Jackson Public School District  
Business Office  
Attn: Michele Mays  
662 South President Street  
Jackson, MS 39201*

**Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed or emailed**



**copies will be accepted. The proposal must be signed by an authorized official to bind the offeror to the proposal provisions. Proposal must be in sealed envelope with the RFP number, title, and vendor return address listed on the outside of envelope for proper log in.**

4.



### **11.0 Criteria for Evaluation of Proposals**

Each proposal will be evaluated using the selection criteria indicated below.

Maximum points for each criterion are as follows:

#### **I. Project Description**

##### **Maximum Points (90 points)**

<b>Scoring Criteria</b>	<b>Number of Points</b>
The digital/print high quality instructional materials must be of high quality and listed on the MDE approved list of textbook resources and/or identified as high-quality instructional materials by Ed Reports.	5
The digital/print high quality instructional materials must provide guidance for teachers and school leaders in transitioning between in-person and remote learning.	15
The vendor must be able to provide embedded on-going professional learning both in-person and virtual that supports educators and leaders in implementing, monitoring and assessing the impact of the digital/print high quality instructional materials on teaching and learning.	20
The digital/print high quality instructional materials must provide an independent curriculum review.	10
The digital/print high quality instructional materials must support learning for students with learning disabilities and English language learners.	20
The digital/print high quality instructional materials must be aligned to the MS-College and Career Readiness Standards and provide data for feedback and refinement of instruction. Any digital/print high quality instructional materiint	10

Entities eligible to apply to provide the requested educational services may include:

- Private Educational Companies
- Institutions of Higher Learning (IHL)

**II. Cost**

DESCRIPTION OF SERVICE	PROJECTED NUMBER OF SERVICE DAYS/ DAILY RATE	TOTAL COST
		\$

The District reserves the right to reject any and all proposals and to negotiate with the best proposed offer to address issues other than those described in the proposal.

***12.0 Time Line:***

<b>April 2, 2024</b>	<b>RFP Issued</b>
<b>April 19, 2024</b>	<b>Proposals Due</b>
<b>April 22-23, 2024</b>	<b>Evaluation of Proposals</b>
<b>May 21, 2024 (Tentative Date)</b>	<b>Board Approval</b>

### **13.0 Responsibilities of an Approved Provider**

1. Ensure that the professional development /consultative services provided and the content used by the provider are consistent with those of the school district and State and are aligned with the Mississippi Curriculum Frameworks.
2. Enter into an agreement with the district that includes:

Statement of specific goals.

Description of how the progress will be measured.

Timetable for implementing services.

Initiation date, frequency, and duration of services to be provided.

Payment provisions based on services provided.

