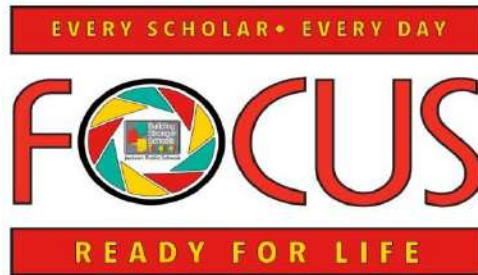


Jackson Public School District



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

Contact: Dr. Abby D. Webley
Telephone: (601) 960-8707
FAX: (601) 960-8924
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RFP 2016-10 Lead Partner to Provide Training on Lesson Plans Implementation for the Mississippi Assessment Program (MAP) and Subject Area Testing Program (SATP2)

Issued October 25, 2016

Submission Deadline
November 18, 2016
2:00 p.m. (Local Prevailing Time)

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1.0 Introduction

The Mississippi Educator and Administrator Professional Growth System is designed to improve student achievement by providing teachers and administrators with feedback to inform continuous improvement. A well-designed and well implemented educator effectiveness system will provide critical information to the Mississippi Department of Education (MDE), local districts, and schools to inform professional learning and improve student outcomes.

To support and implement the standards of the Mississippi Educator and Administrator Professional Growth System, **Jackson Public Schools is seeking a Lead Partner to provide professional development on Lesson Plans construction for the effective implementation of the Mississippi Assessment Program (MAP) and the Subject Area Testing Program (SATP II) in the areas of ELA and Math, based upon the Mississippi College and Career Readiness Standards (MSCCR).**

All training must be aligned with the standards of the Mississippi Department of Education and the Mississippi College and Career Readiness Standards. The professional development provided to teachers must give them the tools needed to prepare their students for state mandated tests, high school completion and post-secondary education.

2.0 Project Overview

A lead partner with a comprehensive professional services division will be sought to serve as instructional support for teachers and instructional leaders within the Jackson Public School District to provide extensive support with the writing of effective lessons plans that will allow teachers to unpack and scaffold objectives as they are outlined in the Mississippi Frameworks/ Mississippi College and Career Readiness Standards (MSCCR) for both English Language Arts (ELA) and math. Lead Partner must also have the ability to offer onsite, online, and print resources for educators.

These services will include up to 140 days of job embedded professional development /consultative services related to the following areas:

- Pacing Guides
- Deconstruction of Standards based on the Mississippi Assessment Program (MAP) and the Subject Area Testing Program (SATP2)
- Alignment of Classroom Instruction with MS Curriculum Frameworks and Mississippi College and Career Readiness Standards
- Research Based Instructional Strategies for Targeted Content Areas: Algebra I, English II, English Language Arts Grades, and Math
- Tier I – Quality Instructional Delivery of Lesson Plans
- Differentiated Instruction evident in lesson plans

- Data Analysis and Interpretation evident in lesson plans

Service Providers will be required to submit:

- Written reports to the superintendent, building level administrator, and specified district level administrators following each day of service.
- Quarterly, on-site briefings with the superintendent and appropriate district level personnel.

3.0 Scope of Work

The District desires to contract with a Lead Partner for all JPS schools to serve as instructional support for teachers and instructional leaders in the writing and implementation of lessons plans to support the Mississippi Assessment Program (MAP) and the Subject Area Testing Program (SATP2) as outlined by the Mississippi Frameworks/ Mississippi College and Career Readiness Standards (MSCCR).

Services must prepare teachers to write and deliver lessons aligned with standards listed in the new Mississippi Educator and Administrator Professional Growth System, standards 1-4:

Domain I: Lesson Design

1. Lessons are aligned to standards and represent a coherent sequence of learning
2. Lessons have high levels of learning for all students

Domain II: Student Understanding

3. Assists students in taking responsibility for learning and monitors student learning
4. Provides multiple ways for students to make meaning of content

Domain III: Culture and Learning Environment

5. Manages a learning-focused classroom community
6. Manages classroom space, time, and resources
(including technology when appropriate) effectively for student learning
7. Creates and maintains a classroom of respect for all Students

Domain IV: Professional Responsibilities

8. Engages in professional learning
9. Establishes and maintains effective communication

The following components must be evident in all professional development activities as it relates to the construction/implementation of lesson plans:

Planning

1. Plans lessons that demonstrate knowledge of content and pedagogy.
2. Plans lessons that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.
3. Selects instructional goals that incorporate higher level learning for all students.
4. Plans units of instruction that align with Mississippi Curriculum Frameworks/ Mississippi College and Career Readiness Standards (MSCCR).

Assessment

5. Collects and organizes data from assessments to provide feedback to students and adjusts lessons and instruction as necessary.
6. Incorporates assessments into instructional planning that demonstrates high expectations for all students.

Instruction

7. Demonstrates deep knowledge of content during instruction.
8. Actively engages students in the learning process.
9. Uses questioning and discussion techniques to promote higher order thinking skills.
10. Brings multiple perspectives to the delivery of content.
11. Communicates clearly and effectively.

Other Resources Needed:

- Ensuring that the teachers understand and are utilizing evidence based instructional resources in their classrooms and the resources to meet the goals of the competencies and objectives in the Mississippi Curriculum Frameworks/ Mississippi College and Career Readiness Standards (MSCCR) for Mathematics and ELA.
- Guiding and assisting the teachers in establishing and maintaining short-term and long range goals as they relate to construction of lesson plans that are most impactful on student growth and achievement.

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. Abby Webley, Executive Director, School Improvement
Jackson Public School District
101 Dr. Dennis Holloway Drive
Jackson, MS 39203
Phone: (601) 960-8707
Email: awebley@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

Attachment G – W-9

Procedures for Delivery of Proposals

One (1) original and (1) copies of the proposal must be received on or before 2:00 p.m. on Nov. 18, 2016

Jackson Public School District
Business Office
Attn: Bettie Jones
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.

Bids will be opened publicly on the above date and time at Jackson Public School District, Central Office, 662 S. President Street, Jackson, Mississippi 39201

6.0 Acceptance of Proposals

The Jackson Public School District reserves the right, in its 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.

7.0 Rejection of Proposals

Proposals may be rejected for reasons that include, but are not limited to, the following:

1. The proposal contains unauthorized amendments to requirements as outlined herein.
2. The proposal is conditional.
3. Proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
4. The proposal is not signed by an authorized representative of the applicant.
5. The proposal contains false or misleading statements or references.
6. The proposal price is clearly unreasonable.
7. The proposal is not responsive (i.e., does not conform in all material respects to the RFP).

8. The supply or service item offered in the proposal is unacceptable by reason of its failure to meet the requirements of the specifications or permissible alternates or other acceptability criteria set forth in the RFP.

8.0 Disposition of Proposals

All proposals become the property of the Jackson Public School District.

9.0 Conditions of Solicitation

The release of the RFP does not constitute an acceptance of any offer. Jackson Public School District reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document.

The offeror shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the RFP shall be in writing.
2. The Jackson Public School District will not be liable for any costs associated with the preparation of proposals or negotiations of contract incurred by any party.
3. Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, but proposals may be accepted without such discussions.
4. Any proposal received after the time and date set for receipt of proposals is late. Any withdrawal or modification of a proposal received after the time and date set for receipt of proposals at the place designated for receipt is late. No late proposal or late modification will be considered unless receipt would have been timely but for the action or inaction of school district personnel directly serving the procurement activity.
5. The offeror represents that it has not retained a person to solicit or secure this agreement for a commission, percentage, brokerage, or contingent fee.
6. The offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without (for the purpose of restricting competition) any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate the price proposal.

10.0 Standard Terms and Conditions

Certain terms and conditions are required. Therefore, the offeror shall assure agreement and compliance with the following Standard Terms and Conditions:

1. INDEPENDENT CONTRACTOR

The offeror shall perform all services as an independent contractor and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the contractor with respect to third parties shall be binding on Jackson Public School District.

2. ACCESS TO RECORDS

The offeror agrees that the Jackson Public School District, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit/examine any pertinent documents, paper, and records, related to change and performance under this agreement. Such records shall be kept for a period of three years after final payment under this agreement, unless the Jackson Public School District authorizes earlier disposition. Offeror agrees to refund to the district any overpayments disclosed by any such audit. However, if litigation, claim, negotiation, audit or other action involving the records had been started before the expiration of the three (3) year period, the records shall be retained until completion of the action and resolution of all issues, which arise from it.

3. APPLICABLE LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law provisions, and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. The offeror shall comply with applicable federal, state, and local laws and regulations. In compliance with state law, the offeror, if employed by a public entity, must make arrangements with her/his employer to take the appropriate leave (annual, professional, compensation, etc.) during the period of service covered by the contract.

4. AUTHORITY TO CONTRACT

Offeror warrants (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

5. COMPLIANCE WITH LAWS

The offeror understands that the school district is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the offeror agrees during the term of the agreement that the offeror will strictly adhere to this policy in its employment practices and provision of services. The offeror shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

6. PERSONNEL

Offeror agrees that, at all times, the employees of offeror furnishing or performing any of the services specified under this agreement shall do so in a professional manner.

7. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competition relating to those prices, the intention to submit a bid or the methods or factors used to calculate the prices bid.

8. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligations of the district to proceed are conditioned upon the appropriation of funds by the Mississippi State Department of Education and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the State, the district shall have the right upon ten (10) working days written notice to the offeror, to terminate or modify the agreement without damage, penalty, cost of expenses to the state or district of any kind whatsoever. The effective date of termination or modification shall be as specified in the notice of termination or modification.

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
A. Alignment Between Research and Program Design;	10
B. Alignment with Proposal Overview/ Goals;	10
C. Connection to State Academic Standards and District's Instructional Programs;	10
D. Defined Monitoring Process Relative to Achieving Proposal Outcomes;	10
E. Communication with Schools and District;	10
F. Highly Qualified Professional Staff;	10
G. Record of Success as Evidenced in Improved Academic Outcomes for Students;	10
H. Compliance with Federal, State, and Local Policies.	10

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

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

II. 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:

Oct. 25, 2016	RFP Issued
Nov. 18, 2016	Proposals Due
Nov. 28, 2016	Evaluation of Proposals
Dec. 20, 2016	Board Approval

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.
 - Description of the services to be provided.
 - Qualifications of staff responsible for the delivery of the services.
 - Written reports to the superintendent, building level administrator, and specified district level administrators following each day of service.
 - Quarterly, on-site briefings with the superintendent and appropriate district level personnel.

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.

Proposal Due Date: Nov. 18, 2016 by 2:00 p.m.
(Local Prevailing Time)

Send To:

Jackson Public School District

Business office

Attn: Bettie Jones

662 South President Street

Jackson, MS 39203

II. BASIC PROGRAM DESCRIPTION

1. Provide evidence that your program has a positive impact on student achievement as demonstrated by state, district and/or other independent student performance assessments, particularly for low-income, under-achieving students.
2. Provide letters of reference from previous clients that specifically relate to the School Improvement services of your organization. Provide contact information for each reference. (Submit a minimum of 3 letters and/or references)
3. Explain how the key instructional practices and major design elements of your proposal are (1) high quality, (2) based on research, and (3) specifically designed to increase student academic achievement.
4. Describe your program's connection to specific benchmarks in the Mississippi Curriculum Frameworks for Language Arts, Science, and Mathematics.
5. Describe the specific process you would use to evaluate and monitor progress toward achieving proposal objectives.
6. Describe the qualifications of your employees who would be providing professional development/consultative services to teachers and administrators.
7. Describe your capacity to deliver quality services over time to the identified population.

BUDGET/COST SUMMARY

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

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

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, Specifications, Addenda if applicable and Exhibit A – ARRA Terms and Conditions) 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 timeframe agenda (if applicable).

All items contained in this RFP shall be as specified or JPSPD 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 bid.

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 BID SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSPD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSPD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

Respectfully submitted,

Company _____

Address _____

Phone _____

Fax _____

E-Mail Address _____

Signed _____

Write Out Signature _____

Title _____

Date _____

Business Status: ____ Minority Owned ____ Woman Owned ____ Non-Minority

Do you agree to all the RFP terms and conditions? ____ Yes ____ No

Reference: www.jackson.k12.ms.us for terms and conditions.

Data Universal Number System (DUNS) Number: _____

REQUEST TO ADD VENDOR

To be completed by JPS School/Location:
School/Department Requesting Vendor Addition _____

To Be Completed by Vendor: Please complete all sections and 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.

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

Minority Code:

This information will be used to track purchases from minority vendors.

____ 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.

Revised 11-16-15 bj