

Jackson Public School District



662 South President Street

Jackson, MS 39201

Contact: Project Administrator, Laketia Marshall-Thomas

Telephone: (601) 960-8730

E-mail: lamarshall@jackson.k12.ms.us

RFP Submission Date: July 27, 2018

Submission Deadline and Time: August 21, 2018

RFP 2018-07

Title of Proposal:

Pool of Service Providers for ACT Preparation Services

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS AND ONE COPY IN THE
FORMAT/DESIGN ISSUED ALONG WITH OTHER DOCUMENTATION ATTACHED
TO THE BACK OF PROPOSAL**

If you would like the tabulation for rfp after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Business Office. 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.

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 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 rfp.

Acceptance of Proposals: The Jackson Public School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. JPSPD reserves the right to accept the "lowest and best" rfp which in their judgement, assures JPSPD the product(s) or service(s) having the best performance and the highest level of function, quality and value. 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.

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 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 _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED BELOW:

MINORITY OWNED WOMAN OWNED NON-MINORITY



Jackson Public Schools

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Telephone: 601-960-8799 ☎ Fax: 601-960-8967

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.

Are you an employee of the Jackson Public School District? ☐ Yes or ☐ 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

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 06-07-17 bj

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal rfp proposals 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 rfps 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 rfps shall be publicly opened and read aloud. Neither dating of the rfp form nor placing the rfp in the mail by this date shall meet legal requirements; the formal rfp document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all rfps received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this rfp document prior to submitting an rfp proposal.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal rfp proposals submitted and base all decisions on the "lowest and best" rfp concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this rfp has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit rfps via this rfp document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this rfp document to clearly define "open" and "competitive" product or service rfp specifications. All items on this rfp are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this rfp. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the rfp (e.g., pricing), in which case the Addendum shall not only be acknowledged below but shall be completed and attached to the rfp at the time the rfp proposal is submitted. Receipt of the following Addendum issued during the course of this formal rfp is hereby acknowledged:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

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

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to **two** places to the right of the decimal point only. The JPSD mainframe computer database is designed to accept only 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, it is mutually understood that JPSPD 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. JPSPD 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.

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 JPSPD 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 JPSPD whether said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSPD 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 JPSPD 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, JPSPD 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 the 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 formal rfp proposals shall be approved by the Board of Trustees prior to the award of the rfp.

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.

Grievance Procedure

JPSD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSD's rfp process. If Vendor disagrees with any aspect of the rfp process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the rfp, including rfp number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by JPSD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the rfp that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon an rfp, no appeals or protests will be acknowledged by JPSD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

Submission of RFP Proposals

RFPs, once completed, should be placed in an opaque sealed envelope. On the outside of the envelope, list the vendor's name/address, RFP number and title as they appear on the RFP proposal in order that the rfp may be accurately registered upon receipt. A responsible official who is a legal representative of the Vendor must sign the attached proposal form, in order for the rfp to be valid and acceptable. An rfp which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by JPSD. Please submit proposal to address listed below

PROPOSAL TRANSMITTAL FORM

Pool of Service Providers

Name of Offeror: _____

Contact Person: _____

Title: _____

Location of Offeror's Principal Place of Business: _____

Location of place of performance if different from above:

Phone Number: _____ Fax Number: _____

Mailing Address:

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 awarding the contract.

Authorized Signature

Date

Proposal Due Date: August 21, 2018 @ 10:00 A.M.

Submit Sealed Proposal to the address below:

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

REQUEST FOR PROPOSAL

Questions:

Any and all questions regarding information contained in proposal are to be directed to the attention of: Assistant Superintendent, Laketia Marshall-Thomas, 662 South President Street, Jackson, MS 39201, Telephone: (601) 960-8730; email lamarshall@jackson.k12.ms.us.

Jackson Public School District's Procedures for Placement in the Pool of Service Providers

Pools of Service Providers (PSP) are being established under an open process for interested vendors to become a member of the pool. JPS will make every effort to solicit nominations from entities such as organization, independent professional development providers, and community based agencies/providers for the development of the pools. In addition, the following procedures shall apply to the establishment and use of the pool of service providers:

1. Specify the Name of the Pool

JPS will annually review and update the list of submitted entities to ensure a current and accurate pool of quality providers.

2. Establish method for entry into pool

JPS will use the following methods to enter entities in the pool:

- An annual memo will be mailed to *Potential Service Providers* with a Recommendation/Nomination/Application Form enclosed. Individuals interested in being placed on the list will designate pools in which they wish to be considered by checking the appropriate line on the form. *The form, with a current resume or statement of qualifications, will be returned to this office.*
- Interested parties may be included in the PSP with a request via phone, fax, or email. A resume or statement of qualifications will be included in each provider's file.
- Inclusion in the list of Service Providers may be at the suggestion or nomination of a third party. A resume or statement of qualifications will be included in each provider's file.
- The consultants must undergo a fingerprinting criminal background check.

3. Establish selection criteria within each pool

JPS will consider geographical location, evaluation of trainer, alphabetical selection, customer needs, demographics, availability, etc. in establishing selection criteria.

4. Establish fee schedule by using a method of cost comparison to ensure competitive fee.

JPS will include surveys of similar positions and documentation to support the rate of compensation in the contract file. In addition, JPS will maintain an evaluation of services form in each provider's file.

FY 2018-2019 Qualification Listing for Pool of Service Providers for ACT Preparation Services for the Jackson Public School District

ACT Preparation Services

Jackson Public Schools is seeking a pool of multiple type vendors who can provide ACT preparation for students and staff within the Jackson Public School District. We are seeking vendors who have the ability to offer evidence-based, onsite or online resources for students and educators, ACT practice tests (Pre and Post Tests), ACT test preparation sessions/boot camps, AND professional development for staff. JPS has 7 high schools with approximately 1750 11th grade students that will utilize these services.

Criteria for Selection:

- Can create a custom program for designated school
- Experienced test prep teachers who have successfully completed a rigorous training program
- Subject Areas: Math/Reading/LA/Science
- Pre and Post testing –Real ACTs for all pre and post testing.
- Data Driven Instruction based on student needs
- Teacher Coaches who can develop items and lesson plan support packages to assist teachers as they embed the ACT curriculum into the state's framework that is being used daily in the instructional process (On-Site Vendors)

Jackson Public School District
Pool of Service Providers
2018-2019 Recommendation/Nomination/Application Form
Pool of Service Providers for ACT Prep

Name _____ Home Phone _____

Address _____

E-mail Address _____ Work Phone _____

Please check the appropriate type of service/services that are offered by your organization. You may check all that applies to your organization. Only **one resume** is required. This form, along with a **current resume and a synopsis of successful evaluations for services performed**, must be returned to the address listed at the end of this document. The pool will be updated as needed.

ACT Prep Vendor

____ On-Line Only for Students and Teachers, Evidence-Based Resource Materials

____ On-Line Only for Students, Evidence-Based Resource Materials

____ On-Line Only for Teachers, Evidence-Based Resource Materials

____ On-line, On-Site, Evidence-Based Resource Materials for Students and Teachers

____ On-line, On-Site, Evidence-Based Resource Materials for Students

____ On-Site Only with Evidence-Based Resource Materials for Students and Teachers

____ On-Site Only with Evidence-Based Resource Materials for Students

____ Experienced ACT Prep Teachers (On-Site Vendors)

____ Evidenced-Based Resource Materials

____ ACT Practice Sessions/Boot Camps for students (In-district/per high school)

____ ACT Practice Test (Online with timely scoring and analysis report)

____ Professional Development for teachers

Submit one (1) Original proposal and one (1) Copy of proposal in sealed envelope to the address listed above on page two (7). The RFP Number, Title, vendor return address must be listed on the outside of envelope. No Faxed or emailed proposals will be accepted or allowed.

Part A: SCIENTIFICALLY-BASED RESEARCH

Please cite the scientifically-based research that you have reviewed and incorporated as you developed your training in each area identified above. Attach additional sheets as needed.

Scientifically-based Research: The professional development activities to be carried out must be based on a review of evidence-based scientific research. An explanation of how the activities expect to improve student academic achievement must be included. Scientifically-based research is defined as:

...research that involves the application of rigorous, systemic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs; and includes research that employs systemic, empirical methods that draw on observation or experiment. Such research also involves rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn, and relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators. The research should be evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with appropriate controls to evaluate the effects of the condition of interest, with a preference for random-assignment experiments, or other designs to the extent that those designs contain within condition or across-condition controls. Experimental studies should be presented in sufficient detail and clarity to allow for replication or, at minimum, offer the opportunity to build systemically on their findings; and has been accepted by a peer-reviewed journal or approved by a panel of independent evaluators.

Part A: SCIENTIFICALLY-BASED RESEARCH

Part B: SCOPE OF SERVICE

Please describe the goals and objectives of the services your organization provides, how they reflect best practices, how they are aligned with state and national standards, and their sustainability. Attach additional sheets as needed.

Part B: SCOPE OF SERVICE

Part C: EVALUATION

Please describe the following:

- 1) What measureable outcomes are expected?
- 2) How will your organization evaluate the services being provided as they are being delivered?
- 3) What internal checks will be used to ensure your organization is on course in providing services?
- 4) At what point are internal corrections made to meet desired target?
- 5) How does your organization present progress or lack thereof?

Part C: EVALUATION

Part D. BUDGET/COST

Please list the total cost of all services provided.

Part D. Budget/Cost	
\$	
\$	
\$	
\$	
Total Cost	\$

Part E: ATTACHMENTS

- A *current* résumé for each consultant
- A minimum of three letters of reference
- Recent evaluations for services performed

Note: Completing this form is not a contract or a guarantee of a contract with the Jackson Public School District.

Return to: Jackson Public School District

The Business Office
Attention: Ms. Bettie Jones
662 South President Street
Jackson, MS 39201
Telephone: (601) 960-8582