

# Jackson Public School District



Jackson Public School District

662 South President Street

Jackson, MS 39201

Contact Information

Project Administrator: Dr. William Merritt, IV, Executive Director of Federal Programs

Telephone: (601) 960-8707

E-mail: [wmerritt@jackson.k12.ms.us](mailto:wmerritt@jackson.k12.ms.us)

**RFP 2019-14**

**Title: Pre-K Curriculum**

**Issued Date: June 06, 2019**

**Submission Deadline: June 27, 2019**

**Time: 10:00 A.M. (Local Prevailing Time)**

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS AND ONE COPY IN THE  
FORMAT/DESIGN ISSUED ALONG WITH ANY 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](http://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 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 JPSPD 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 JPSPD.
- See Page Five (6) for further instructions

**I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN 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 \_\_\_\_\_  
PRINTED SIGNATURE \_\_\_\_\_  
WRITTEN SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED: WOMAN OWNED NON-MINORITY MINORITY



Jackson Public Schools

Post Office Box 2338 - Jackson, Mississippi 39225-2338

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

Email: [jewalker@jackson.k12.ms.us](mailto:jewalker@jackson.k12.ms.us) or [bjones@jackson.k12.ms.us](mailto:bjones@jackson.k12.ms.us)

### 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 return by fax or email.

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

Minority Code: ☐ Woman & Minority ☐ Minority  
☐ Non-Minority ☐ Woman

**Select One**

Type of Entity ☐ Individual/Sole Proprietor ☐ Corporation  
☐ Partnership ☐ Other \_\_\_\_\_

\*\*\*\* JPS accepts no responsibility for orders filled without a valid purchase order\*\*\*\*

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

Date \_\_\_\_\_

#### FOR INTERNAL USE ONLY

Vendor Number: \_\_\_\_\_ 1099: ☐ Yes ☐ No

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Company's W-9 must accompany this form for IRS purposes. Revised 11-08-18 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; 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.

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 JPSPD for that time period, following inspection if applicable.

### **Performance Penalty**

The Consultant is subject to a 10% penalty on this Agreement for the 2018-2019 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 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 an rfp under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, 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**

JPSPD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSPD'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 JPSPD. 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's 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 JPSPD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

### **Submission of RFP Proposals Instructions**

RFPs, once completed, should be placed in an opaque sealed envelope. **On the outside of the envelope, list the company'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 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 appropriate file. Original rfp documents must be listed at the forefront of all the submitted proposal from interested parties.**

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

**Please submit proposal to address listed below.**

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

**For questions or concerns regarding this proposal request, contact Dr. William Merritt at 601-960-8707 or [wmerritt@jackson.kk12.ms.us](mailto:wmerritt@jackson.kk12.ms.us).**

# 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.*



## **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.

Instruction is student-centered and focused on the goal of mastering the curricula of the District which is aligned to state standards and frameworks. Important elements of quality instruction include, but are not limited to, implementation of the district curricula, teaching to the objectives, utilizing effective methods of delivery, assessing, re-teaching, and providing expanded opportunities in the learning process.

## **Specifications**

Jackson Public School District (JPSD) is seeking a vendor to provide a high-quality pre-kindergarten curriculum that effectively develops oral language and early literacy skills. It is the expectation of JPSD for the curriculum to support and enhance the following areas that will allow the district's Pre-K students to be proficient in these areas, prior to entering kindergarten:

- **Motivation:** Build a cooperative classroom environment to fuel motivation, with child-directed instruction, hands-on experiences, ownership of materials, and interactive online activities, and by supporting and exploring imagination.
- **Phonemic Awareness:** Teach students how to identify, understand and manipulate sounds in spoken words.
- **Phonological Awareness:** Ensure readiness for phonics instruction with short, daily exercises.
- **Phonics:** Introduce letter-sound relationships systematically, sequentially and explicitly.
- **Vocabulary:** Explore vocabulary in quality literature, during instruction and in everyday communication.
- **Writing:** Use writing as a reinforcement to phonemic awareness and phonics instruction.
- **Social & Emotional Development:** Prepare children for new social environments presented at school by example, through direct communication and with cooperative learning activities.
- **Science:** Explore the magic of the natural world with simple scientific experiments.
- **Math:** Build a foundation for mathematical thinking through center exploration, activities, and games, using math children encounter every day.

### **Other Requested Curriculum Components:**

- The Curriculum must provide a comprehensive program and intentional instructional practices aligned with the state early childhood learning guidelines and kindergarten standards.
- The Curriculum must be based on early childhood research and professional practice that is focused on children's cognitive, social, emotional, and physical skills and development and prepares children for the transition to kindergarten, including early literacy, numeracy, social studies, science, art, and language skills.
- The Curriculum must include a comprehensive child assessment instrument that will assess each child's cognitive and language skills when the child enters and again before the child leaves the program to improve program planning and implementation, communicate with parents, and promote kindergarten readiness.
- Curriculum goals are clearly defined, shared, and understood by stakeholders.
- The Curriculum encompasses critical areas of development, including children's physical well-being and motor development; social and emotional development; approaches to learning; language development; cognition and general knowledge; and subject matter areas such as science, mathematics, language, literacy, social studies, and the arts.
- The Curriculum is based on evidence that is developmentally, culturally, and linguistically relevant for children who will experience the learning. It is organized around principles of child development and learning.
- Pedagogy or teaching strategies are tailored to children's ages, developmental capacities, language and culture, and abilities or disabilities.
- Children are active and engaged cognitively, physically, socially, and artistically.
- The content and implementation of the Curriculum build on children's prior individual, age-related, and cultural learning is inclusive of children with disabilities and supportive of background knowledge gained at home and in the community.

- The Curriculum must meet the standards of relevant professional organizations, i.e., National Association for the Education of Young Children (NAEYC), the Southern Early Childhood Association (SECA), the National Early Childhood Teacher Educators (NAECTE),
- Include tools, resources, or documents that provide parents/guardians and others with necessary resources to provide transparency into the Curriculum and to provide support for academic progress at home or outside the school setting.
- Curricular and instructional resources included with the print resources that are in digital or online formats are accessible from any Internet-enabled device including but not exclusive to personal computers, laptop computers, Chromebooks, tablets, and smartphones.
- Design of lessons attends to the needs of a variety of learners (e.g., using multiple representations, deconstructing/reconstructing the language of standard, providing suggestions for addressing common student difficulties).
- Lessons are thoughtfully structured and support the teacher in leading the class through the learning paths at hand, with active participation by all students in their own learning and in the learning of their classmates.
- The teacher materials contain a curriculum map and overview, containing: (i) explicit directions for how to implement structural components, and (ii) learning progression of instructional standards for previous, current and future grade instruction.

### **Training and Support**

The District recognizes that Professional Development is essential to an effective implementation.

- The vendor shall describe the initial training and professional development necessary to implement the proposed curriculum in year one.
- The training plan should include mechanisms to train district teachers and other district- level staff who, in turn, will train school staff and provide support district-wide.
- The professional development plan should be designed to supplement the district's existing teacher professional development and should include both instructional pedagogy and instruction in early childhood content to increase the

instructional capacity of the District's teachers. The plan should include the number of days the vendor deems necessary to ensure an effective implementation. If online training is available, it should be included as part of the implementation plan.

- The vendor must provide dedicated technical support. The vendor must provide full contact information for the specific person who will be responsible for this contract, including name, address, telephone number(s), and email address along with vendor's company contact information.

## **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