

# **Jackson Public School District**

Jackson Public School District

662 South President Street

Jackson, MS 39201

Contact Information

Project Administrator: Dr. Kimberly Smith

Telephone: (601) 960-8355

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

**RFP 2021-01**

**Title: Performance Management/Training System**

**Issued Date: January 28, 2021**

**Submission Deadline: February 18, 2021**

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

**Time: 10:00 a.m. (Central Standard Time)**

**PLEASE SUBMIT ONE (1) ORIGINAL RFP DOCUMENTS AND 7 COPIES IN THE  
FORMAT/DESIGN ISSUED ALONG WITH ANY OTHER DOCUMENTATION  
ATTACHED TO THE BACK OF PROPOSAL.**

If you would like the tabulation for this RFP after Board Approval, please go to [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us). Double click on Departments and select 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 JPSD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this rfp.

### **Acceptance of Proposals:**

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" rfp which in their judgment assures JPSD the product(s) or service(s) having the best performance and the highest level of function, quality and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline, to secure a final selection to award RFP should such action be in the best interest of JPSD.
- 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 JPSD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.**

RESPECTFULLY SUBMITTED,

COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_  
PRINTED SIGNATURE \_\_\_\_\_  
WRITTEN SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

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



Post Office Box 2338 - Jackson, Mississippi 39225-2338  
Telephone: 601-960-8799 ☎ Fax: 601-960-8967  
Email: [adevams@jackson.k12.ms.us](mailto:adevams@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.**

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed 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**. JPSD will only accept pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal)

shall be ignored in the rfp analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

### **Payment and Invoicing**

Unless otherwise indicated in the detailed specifications of this rfp document; 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 2020-2021 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 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 RFPs shall be approved by the Board of Trustees prior to the final award.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the rfp proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this rfp. However, if in the opinion of 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.

**All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.**

### **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 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:**

- Responses, once completed, should be placed in an opaque, sealed envelope
- On the outside of the envelope, list the company's name/address, RFP number and title as they appear on the RFP proposal in order that the response 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. The original documents must be displayed in front of all copies submitted by interested parties.**

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS AND 7 COPIES IN THE FORMAT OUTLINED ABOVE ALONG WITH ANY OTHER DOCUMENTATION ATTACHED TO THE BACK OF PROPOSAL.**

**The outer side of all submitted sealed rfp proposal packages must list the vendor's company name, return address, rfp number, title, opening date must be listed to determine where the package is to be delivered. The delivery address, Department and attention to person are required for a successful delivery.**

**Please submit proposal and copies to the address listed below:**

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

**Please follow the proposal submittal instructions listed on page 6.**

**Any proposal not received by the stated submission deadline/time will not be considered and/or opened. The proposal will be returned to the vendor at the vendor's expense.**

**The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service or any other delivery methods.**

# 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.*





## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. <b>(State/Other fund requirement)</b>	

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

### FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

### STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov) for doing business with the State of Mississippi or with any Mississippi State Agency.

### PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District(JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on [www.sam.gov](http://www.sam.gov) – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

\_\_\_\_\_  
*Original Signature of Contractor or Authorized Official*

\_\_\_\_\_  
*Date*



## INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM\*

(Please print clearly or type)

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

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with <a href="http://www.sam.gov">www.sam.gov</a> (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. <b>(Federal fund requirement)</b>	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. <b>(Federal and State/Other fund requirement)</b>	

### FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

### STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov) for doing business with the State of Mississippi or with any Mississippi State Agency.

### PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on [www.sam.gov](http://www.sam.gov) – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

\_\_\_\_\_  
Original Signature of Contractor or Authorized Official

\_\_\_\_\_  
Date

***\*Project is being supported with federal funds***

**Jackson Public School District - Request for Proposals**  
**Online Professional Development Management System and Video Library**

The Jackson Public School District (JPSD), located in Jackson, Mississippi, is the second largest and only urban school district in the state of Mississippi. The District has seven high schools, twelve middle schools, thirty-three elementary schools, and four special schools serving approximately 24,000 students in grades PreK- 12. There are approximately 2000 certified staff and 1500 non-certified staff members.

The District currently uses the Frontline Professional Growth platform to manage professional development in the District.

**Objective**

The Jackson Public School District (JPSD) Office of Teaching and Learning seeks to purchase a professional development platform that provides a management system for creating and maintaining a catalog of events, registration and enrollment management and provides transcripts for all employees. There should also be a video library included with the professional development management system that provides appropriate content for both certified and classified staff members.

**RFP Completion Checklist**

The checklist provided below is a courtesy to vendors to ensure the submission of all of the requested elements of the RFP. All proposals must have each element clearly labeled and defined either by tabs or table of contents.

Section		Element Description
	1.	Required JPS Business Office forms are properly completed and signed.
	2.	Description of the proposed professional development management and online video content (brief narrative).
	3.	Completed Requirements for the Professional Development Management System.
	4.	Description of Account Creation and Management.
	5.	Description of the Learning Management System (LMS) Integration.
	6.	Completed Requirements for the Online Video Library.
	7.	Description of the Online Video Collection Age and Content.
	8.	Data security and privacy documentation included.
	9.	References provided.
	10.	Pricing proposal.
	11.	Additional documentation

## Description of the Proposed Solution

Each offeror should provide a brief narrative (no more than one page) identifying and describing what the proposed solution is, and how it can meet the requirements of the District.

## Scope of Services

### Requirements for the Professional Development Management System

PD Management System Requirements	Comply (Yes or No)
1. Provides badges and micro-credentials for professional development course and/or goals.	
2. Provides printable certificates for professional development course and/or goals.	
3. Easy for teachers, principals and administrators to learn and use.	
4. Can create Individually customizable PD plans.	
5. Tracks progress and all records updates tracked in real-time.	
6. Allows for customized course evaluations.	
7. Has online catalog management and registration.	
8. Ability to pre-register users based on a pre-defined PD calendar.	
9. Can limit class size and includes wait-list functionality.	
10. Data can be exported from the PD system in .csv, .xls or other format(s).	
11. Integrated automatic email reminders.	
12. Integrated survey tool for qualitative feedback.	
13. PD goals tracked by district, building and individual teacher.	
14. Track and display historical PD record for previous years.	
15. Includes standard reports and the ability to create custom reports.	
16. Instructors can validate attendance through a variety of methods other than the application web site.	
17. Allows for course or event registration through text message, QR code, bar code, e-ticket, unique number or method other than the application web site.	
18. Allows for signing in or checking in for a course or event through text message, QR code, bar code, e-ticket, unique number or method other than the application web site.	
19. Has a functional mobile platform (mobile app mobile site) or that allows participants to register, check-in, and complete evaluations or surveys without having to navigate the full site.	
20. Has push reminders and/or notifications for participants and instructors for things like missing attendance, incomplete evaluations, etc.	
21. Users can subscribe and receive notifications for new courses or videos or activities via email and/or text.	

<b>PD Management System Requirements</b>	<b>Comply (Yes or No)</b>
22. Has mechanism for users to add off site professional development activities to their transcript.	
23. Contains workflow and approval process for professional development activities.	

### **Account Creation and Management**

The JPSPD requires that user accounts be created and updated automatically through a nightly process that does not require daily human intervention. The desired system must have the ability to create accounts, as well as the ability to move and update user accounts as employees transfer to other locations within the District, or change positions.

Please attach or include specific documentation as to how JPSPD systems and your systems can be connected to create and manage accounts in the online professional development system, whether via API, LDAP, SFTP upload, OneRoster, SSO, SAML, etc. More than one solution should be provided if it is currently available.

The system must provide a mechanism for single sign on using O365, Google SSO, or another SSO provider. Vendors must include a description of the SSO options for their platform.

All fields that can be populated and/or updated in the proposed system via nightly data upload should be included. At minimum, the JPSPD requires the fields below, or the ability to populate the information in the fields below into a similar field in the online system. Additional fields should be defined.

First Name	Email Address
Last Name	Job Description
Employee ID Number	Certified or Classified
Work (Pay) Location	Years of Experience
Hire Date	

### **Learning Management System Integration (LMS)**

Currently, the JPSPD uses the learning management system (LMS) Canvas to provide online professional development, and the District desires to be able to integrate the new online video library with that system. Please attach or include specific documentation as to how the proposed online professional development system can or does integrate with Canvas or provide a list of LMSs that can exchange data with the proposed professional development management system. To the JPSPD, this means an embedded exchange via SCORM, AAIC,

Common Cartridge, LTI, etc., that allows data on course completion, assessments, activity, etc. to be passed to and from the management system.

### **Requirements for the Online Video Library**

The JPSD seeks a provider for online video content and video content management that provides the capabilities outlined below. All responses should include evidence that the proposed system meets the requirements as defined.

<b>Online Video Library Requirements</b>	<b>Comply (Yes or No)</b>
1. The online application contains a comprehensive library of videos for all K-12 content areas in a variety of lengths that are available to staff members 24/7/365. The application must be hosted by the vendor.	
2. The online platform possess an extensive video library which provides school administrators, teachers, curriculum specialists, and other instructional leaders with videos that are appropriate for both whole group and small group sessions in schools during grade level meetings, faculty meetings, etc.	
3. The video library contains instructional content that can be prescribed to staff members. Content can be prescribed to individual staff members or custom groups of staff members at an individual school or across school buildings.	
4. Staff members can self-select video content on demand.	
5. Additional District produced and provided video content can be added to the online professional development video library. This includes the uploading of District recorded professional learning sessions so that those who missed the session can view it and others can review it as needed.	
6. Other non-video content can be uploaded and stored, such as handouts, slides, and lesson plan examples.	
7. Custom courses can be created and be assigned to groups of employees for mandatory viewing. Examples are custom courses such as pre-employment or first year teacher courses that contain multiple videos from both the online provider and District produced libraries.	
8. Courses and or videos can be assigned automatically by the online application based on surveys, observations, or assessments built into the system.	
9. Non-education content is available for non-certified staff such as nurses, office personnel, food service workers, and maintenance staff	

Online Video Library Requirements	Comply (Yes or No)
that would include topics such as blood borne pathogens, sexual harassment, and workplace safety training.	
10. The online content has varied video lengths. Longer videos have scenes or annotated video transcripts that can assist District staff in finding specific parts of a longer video.	
11. The management/administrative section of the online application allows District administrators to assign/delegate rights to school personnel to upload videos and share within schools and/or across the District. Viewing of the video content by individuals, groups, and schools can be tracked.	
12. District uploaded content can be tagged videos for better cataloging and searching. Videos can be annotated and/or comments allowed on locally uploaded content. Assessments can be created in the online program.	
13. Comprehensive reporting tools are available that can disaggregate and report on individuals, groups, and work locations.	
14. Credit for completion of assigned video collections or online content can be automatically given after the participant has completed all requirements.	
15. Courses/video content should be capable of integrating with other systems. To the JPSPD, <i>integrate</i> means an embedded exchange via SCORM, AAIC, Common Cartridge, LTI, etc., that allows data on course completion, assessments, activity, etc. to be passed from the online video library provider to a management system.	

### Video Library Age and Content

Each proposal response must include specific documentation that outlines the scope, breadth, and age of the videos contained in the online library. A catalog of videos is not sufficient. An example of what is acceptable is outlined below, however vendors can provide the information in the form easiest to generate, as long as it provides the appropriate information.

#### Sample

Video Description (EXAMPLE ONLY)	Number of Videos	Average Age
Classroom Management	30	2010
Compliance (blood borne pathogens, sexual harassment, mental health, etc.)	15	2016
Teaching Math	85	2012
Pedagogy	120	2015

### **Data Security and Privacy Documentation**

Although not part of the scoring rubric, each vendor is asked to provide documentation outlining their company's data security and privacy policies. Vendors who fail to meet industry standards for data security and privacy will be excluded.

Vendors should include their procedures for notifying customers if a data breach occurs. Mitigation steps for a data breach should also be included.

### **References**

Vendors should provide at least 3 references from school districts of similar size and demographics. If possible, include current contact information. Of additional value are any references that have integrations with an LMS

### **Pricing Proposal**

Each vendor should submit a complete price that provides the best and most cost effective delivery of an online professional development management system with an integrated, online, video professional development library.

Elements of the price proposal should include everything necessary to make the online professional development management system with integrated video library 100% operational as outlined in the Scope of Work.

Professional development costs should be included if necessary, but should be broken out as a separate cost.



## Additional Documents

Although not part of the scoring rubric, each vendor is asked to include any contracts, order forms, or other documents required to enter into a contract with the company.

## Scoring Rubric

Criteria	Possible Points
Overall vendor's ability to provide the scope of services in the RFP as outlined in the proposal response.	10
The completeness, correctness and organization of the RFP response. Responses to the scope of work are easy to find in the proposal and include complete information.	5
The ability of the vendor's proposed application to meet the requirements set forth in the RFP for the professional development management system.	22
The ability of the application to provide automated account creation and management and SSO.	10
The ability of the vendor's proposed application to meet the requirements set forth in the RFP for the online video library.	15
Age and available content in the video library	10
Data security and technical information	5
Three references are provided from school districts similar in size to JPS.	3
Pricing and fee structures.	20
<b>Total Points</b>	<b>100</b>

**Budget Cost Analysis**

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