

# Jackson Public School District



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

**Contact Information:**  
Project Administrator: Dr. William Merritt  
Telephone: 601-960-8738  
E-mail: [wmerritt@jackson.k12.ms.us](mailto:wmerritt@jackson.k12.ms.us)

## **RFP 2022- 16**

**Title: Enterprise Resource Planning (ERP) for Finance and Human Resources**

**Issue Date: May 20, 2022  
Submission Deadline: June 09, 2022**

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

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED  
ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE  
PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADING TO  
[www.centralbidding.com](http://www.centralbidding.com)**

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.

**Questions regarding proposal specification are to be addressed to the Project Administrator, Dr. William Merritt listed.**

## 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 JPSP 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 JPSP 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 JPSP.
- See Pages eleven (11) and twelve (12) 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 JPSP AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSP 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: [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 rfp's 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 rfp's 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 rfp's 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 rfp's 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 **2022-2023** 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 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.

# Proposal Cover Page

## VENDOR INFORMATION

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

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## *SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY*

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in 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

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## *CONFIGURATION SUMMARY*

*Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.*

## **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

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Date Signed

\*For Educational/Instructional proposals





**JACKSON  
PUBLIC SCHOOLS**  
Transforming lives through  
excellent education

## 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 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>	

### 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.

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Original Signature of Contractor or Authorized Official

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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>	

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*Original Signature of Contractor or Authorized Official*

*Date*

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

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

- 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, title, opening date and addressee information as they appear in the RFP proposal in order that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along Six (6) Copies and any Documentation submitted with Proposal when Mailed or Hand Delivered to:
- 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.

**Page (19):** Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page (19)

**Please submit proposal when mailed or hand delivered to the below address:**

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

**Or**

**Mailed or hand delivered proposal must include the Original and six (6) copies. Proposals may be uploaded to [www.centralbidding.com](http://www.centralbidding.com) before the designate date and time. No copies are warranted if uploaded electronically.**

**Please follow the proposal submittal instructions.**

**INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED TO [www.centralbidding.com](http://www.centralbidding.com).**

**Until further notice, all hand delivery proposals delivered between 9:00 a.m. until 9:59 a.m. (local prevailing time) the date the bid is scheduled to open, must be delivered to JPSP Board Room, 621 South State Street, Jackson, MS 39201.**

**RFPs will be video recorded for the public to view on the above date and time at Jackson Public School District, Central Office 621 S. South State Street, Jackson, Mississippi 39201.**

***For questions, see the contact information below:***

*Jackson Public School District  
662 S. President Street  
Jackson, MS 39201  
Project Administrator: Dr. William Merritt, Chief of Staff  
Phone: 601-960-8738  
Email: [wmerritt@jackson.k12.ms.us](mailto:wmerritt@jackson.k12.ms.us)*

# Jackson Public School District

## Request for Proposals

### Financial, Accounting, Payroll, Fixed Assets Management

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, ten middle schools, thirty-one elementary schools, and four special schools serving approximately 19,600 students in grades PreK- 12. There are approximately 2000 certified staff and 1500 non-certified staff members.

The Jackson Public School District (District) seeks a system or “system of systems” that can provide improved efficiencies in all functional business areas. The JPSD desires to take advantage of the newest technology and harness new efficiencies by reviewing our current business processes and implementing technology to improve operational services for all stakeholders. The District is looking for a system or combination of systems to improve several key areas, including but not limited to:

- Improving the flow of data between core business systems
- Decreasing repetitive data entry and improve data quality.
- Improve accuracy and efficiency using a paperless workflow process for all functional areas.
- Improve the overall operational efficiencies of the District to be the best possible stewards of our funds.

#### Current Operational State

The District uses the following operational systems:

Marathon – Central Access Systems	PowerSchool	SIS
General Ledger	Unified Talent	SAM Spectra
Accounts Payable	Professional Learning	
Human Resources	eFinance	
Payroll (includes time and attendance)	Records	
Asset Management		
Warehousing		
Maintenance Work Orders		
16 <sup>th</sup> Section Land Management		

- Most current workflows are manual processes and are completed outside the current electronic systems. Current practice includes manually created emails and file attachments generated outside of the existing systems, fillable PDFs or Word documents, or paper forms.
- Duplicative data entry and manual data entry causes business inefficiencies and data quality issues. A lack of data validation mechanisms on key fields creates bad data and inaccurate reporting.
- Required signatures for completing business processes are almost all paper based. Processes that require a signature often make approval routings time consuming and cause delays in work as paper forms are transported from department to department.
- The current time-entry process is paper-based. The timesheet process is time sensitive and requires several steps involving handwritten approval signatures by supervisors and manual data entry into the payroll system for each employee.

- Existing operational systems do not allow for the bi-directional exchange of data between systems.
- While not a functional requirement at this time, the District recognizes the value of a bi-directional data exchange between an HR system and a SIS that would eliminate the need to manually enter and update employee data in the SIS and improve the data quality in both systems.

### **Project Scope**

The District is seeking applications and systems that best meet the requirements of the District. Responses can be from a single vendor for all systems, or a vendor or multiple vendors who can partner and exchange data with other systems.

The following areas represent the functional areas in which the District is looking to more tightly integrate systems.

<b>Functional Areas</b>	
General Ledger and Financial Reporting	Time and Attendance
Budget (Capital and Operating)	Human Resources: Personnel Management and Benefits
Purchasing, Requisitions, and Contracts	Human Resources: Recruiting and Hiring
Accounts Payable	16 <sup>th</sup> Section Land Management
Accounts Receivable and Cash Receipts	Fixed Assets
Payroll	Professional Development
Maintenance Work Order Management	Warehousing

### **Requirements**

The District has used the Marathon system from Central Access Corporation for over 10 years. The JPSD must maintain all financial records as required by Mississippi state law and Mississippi Department of Education policies and standards. The District must be able to regularly submit reports to the Mississippi Department of Education and must have reports formatted to match state requirements.

The JPSD wants our system(s) to be able to exchange data using an API or similar technologies that provide a bi-directional data exchanges without relying on flat-file nightly data exchanges between systems.

An example of this exchange would be teacher licensing information entered in the HR system that can populate the licensing fields in a professional development management system. Another example would be demographic fields completed by an employee as part of the application process that would populate the Payroll and HR systems.

An example scenario of how we would like data and information to flow in our District is below.

1. Applicant fills out online application, including all demographic information. The application has data quality checks to ensure accurate data is entered into the system by the applicant.
2. Supervisor views the electronic application and contacts the applicant electronically using the hiring system to set up an interview.

3. The supervisor elects to hire the applicant and starts the hiring process. The forms required for hiring move through the electronic workflow until all required approvals are completed and all information needed for hiring is added to the employee record.
4. The HR department reviews the new hire information and changes the employee from applicant to hired. All employee demographic information comes from the application and moves to the employee folder.
5. The employee accesses the new employee information in the employee portal and completes the required insurance and other new employee forms such as tax forms and direct deposit information. All forms are electronically signed and submitted inside the employee portal.
6. The supervisor and employee receive electronic notifications when all information is complete, and the employee is approved to begin work.
7. At no point in this process is physical paper required.

### **Functional Requirements**

This RFP includes a n Excel workbook with defined functional requirements for several District operational areas. Each proposal response should include a completed workbook. Responses can be a completed and submitted using an electronic Excel file attachment or PDF version of the spreadsheet.

All functional areas of the District are not represented in the workbook. Specific functional areas have been identified for this proposal based on internal criteria.

### **Workflow Process**

The District wants to leverage push notifications and electronic workflow to improve operations. Please describe the workflow available in the proposed system. Include:

1. Methods of notifications: Examples might be email, text, or notifications inside the application
2. Types of notifications: Examples might include notifications of assigned tasks, notifications of completed forms, notifications of missed deadlines

### **Training and Support**

- The vendor will include with their proposal all options for support and training including on-site professional development and implementation support. Included should be recommendations for the training of District staff, JPS principals, and school leaders, technical onboarding assistance, online job embedded resources, online chat access to support professionals, as well as any other support options available. Options for additional tiered support may be included.
- The training must be flexible to meet the needs of the District. Any proposed training plan should include a budget for both onsite support and training as well as remote support. Training costs should be outlined for three (3) years.
- 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.

- The vendor must have an online training site that offers videos and frequently asked questions to ensure understanding of how to use proposed solution effectively.

### **ETL Process and Proposed Implementation Timeline**

Our current financial system is the Marathon Fund Accounting System from Central Access Corporation. The proposal response must include a possible timeline of events including benchmarks, deliverables, and the potential cost to move all data from our current solution to the proposed system if required. This description should include as much information as possible including the estimated hours the District will have to devote to the data cleansing and verification process.

The current Marathon financial system includes records and data from 2009 to the present and has been in use in the District for over 20 years.

- Capital Assets: 114,579 inventoried items with a valuation of \$456,848,353.81.
- Accounts Payable
  - 300 checks per month
  - 100,000 vendors
  - 300 1099 forms annually
- Budget - 2021-2022 combined budget (all funds) - \$471,051,511.80
- Maintenance Work Orders – Combined YTD 6,117
- 16<sup>th</sup> Section Land Management – 107 parcels, 1,297 acres
- Warehousing – Athletics, General Supplies, Child Nutrition – 1,493 active items
- Human Resources - 25,001 employee records
- Purchasing – 8003 purchase orders YTD
- Reporting – 150 custom Mississippi and District compliance reports

The District must retain all data and records as required by Mississippi state law and the Mississippi Department of Education. Specific policies and laws pertaining to all educational records retention can be found at [https://www.mdah.ms.gov/sites/default/files/2020-03/SchoolDistricts\\_2019-10-15\\_w-cover.pdf](https://www.mdah.ms.gov/sites/default/files/2020-03/SchoolDistricts_2019-10-15_w-cover.pdf).

### **Technical and Security Requirements**

- Data security is of paramount concern to the JPSD. The program/system must meet or exceed the requirements for both FERPA and HIPPA and should utilize encryption for data both in transit and at rest. Vendors must include documentation for the following items:
  - Whitepapers or technical descriptions of the company's data privacy policies.
  - General, non-proprietary descriptions of back-ups, disaster recovery and/or physical data security provisions.
  - Procedures for notifying customers in the event of a data breach along with non-proprietary descriptions of mitigation strategies in case of a breach.
  - The name and title of the designated security office for the proposed systems.
- The application must support single sign-on. The District uses the application Rapid Identity from Identity Automation for account provisioning, account management, SSO, and MFA. The



District desires to leverage this application for SSO, however, proposals should include all options available for SSO for both students and employees.

- The application must support multi- factor authentication. The District uses the Rapid Identity application to manage and provision accounts as well as provide MFA for all students and staff. It is preferred that the District's Rapid Identity Portal manage MFA for the SIS, however, proposals should include all options available for MFA for both students and employees, as well as parents.
- The proposal must include:
  - How data is destroyed if the district no longer continues with the application.
  - How long data is retained should the District cancel the contract with the company.
  - How the District retrieves all data should the District cancel the contract with the company.

### **Data Exchange**

Please describe what technology can be used to import, export, or exchange data with other systems such as API, point to point connections, nightly flat file uploads, Excel file imports, etc.

### **References**

Vendors must provide at least 3 references from school districts of similar size and demographics that are using the solution(s) being proposed.

### **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 a contract with the company.

The District's data sharing agreement (DSA) is included with the RFP.

### **Presentation Requirement**

All submitted proposals will be evaluated. Proposals deemed responsive may be asked to make an on-site, live demonstration of their application to the selection committee.

Vendors selected to present will be given a standard set of questions and tasks that must be answered and demonstrated during the presentation.

Each presentation will have a set time. Presentations are tentatively scheduled for the week of July 18-22, 2022.

### **Pricing Proposal**

Each vendor should submit a complete price with their proposal that provides the best and most cost-effective implementation of the proposed system or systems that includes all components necessary to implement the proposed solution.

The proposed budget should break out annual costs for 3-years and include the elements listed below. Vendors may add additional components and include as much detail as required to clearly define the 3-year costs of the proposed solution.

- All costs for data conversion and loading existing data if required (ETL).
- All costs for implementation.
- All costs for professional development.
- All costs for annual support and maintenance of the proposed solution.

### Scoring Rubric

Criteria	Possible Points
The ability of the vendor's proposed application to meet the requirements set forth in the RFP.	25
The completeness, correctness, and organization of the RFP response.	5
The ability of the application to integrate with other District applications and systems.	20
Data security and technical information	15
Pricing and fee structures.	10
Presentation and demonstration of the proposed application.	25
Total Points	100

### Proposed Timeline of Events

Description of Events	Dates
RFP Released	May 20, 2022
Written Proposals Due	June 9, 2022
Vendor Presentations	July 18-22, 2022 (tentative)
Vendor Selection	Following vendor presentations
Board of Trustees Approval*	By September 30, 2022

\*(Contingent on legal approval of any contracts, terms and conditions documents, data sharing agreements, and other legally required elements)

# Jackson Public School District Proposal Submission Cover Page



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

RFP Proposal # \_\_\_\_\_

RFP Title \_\_\_\_\_

Submission Deadline Date and Time: \_\_\_\_\_

Participating Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Hand written Signature \_\_\_\_\_

Addendums Acknowledge Yes \_\_\_\_\_ or No \_\_\_\_\_

Combined Proposal Total Cost \_\_\_\_\_

**This cover page is to be placed on the very front of the vendors submitted proposal. In the event that this page is not displayed when the deadline opening date occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.**