

Jackson Public School District



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

Contact Information:

Project Administrator: Dr. Samecia Stokes

Telephone: 601-960-8869

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

RFP 2022- 23

**Title: Afterschool/Summer Academic Enrichment
Programs and Activities**

Issue Date: July 25, 2022

Submission Deadline: August 16, 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**

If you would like the tabulation for this RFP after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Business Office. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the RFP in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

Questions regarding proposal specification are to be addressed to the Project Administrator, Dr. Samecia Stokes listed above.

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 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 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



Post Office Box 2338 - Jackson, Mississippi 39225-2338
Telephone: 601-960-8799 ☎ Fax: 601-960-8967
Email: sfarris@jackson.k12.ms.us or 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 Vendor 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 _____

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.

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

*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. (State/Other fund requirement)	

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 – 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 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 – 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



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

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

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Authorized Official's Name	
Complete Address	
Contact Number	
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Original Signature of Contractor or Authorized Official

Date

10

***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 (32): 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 Uploaded. 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 is located on page 32.

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 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. For any questions concerning the process, or how to
register, please contact Central Bidding at 225-810-4814.

**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 JPSD 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 regarding RFP 2022-23, see below contact information:

*Jackson Public School District
662 South President Street
Jackson, MS 39201
Project Administrator: Dr. Samecia Stokes, Executive Director
Office of Innovative Strategy
Phone: 601-960-8869
Email: [sstokes@jackson.k12.ms.us](mailto:ssstokes@jackson.k12.ms.us)*

2022-2023 Afterschool and Summer Program Activities

(Address Learning Loss & Academic Enrichment for Scholars in Pre-K -12th Grade)

1.0 INTRODUCTION

Prior to the pandemic, Jackson Public Schools saw the importance of incorporating out-of-school-time experiences into our strategic plans to extend school-day learning and achieve better outcomes for scholars. As we emerge from the pandemic, this strategy will become even more vital.

To ensure students are set up for success, states and school districts are using American Rescue Plan funds to fully staff schools and provide high-quality tutoring, summer learning and enrichment, and afterschool programs to support, on average, an additional four months of learning gains in reading and math. These programs are most successful when paired with initiatives that support student well-being and mental health, like arts and music. JPS seeks collaborative community-based partners to provide research-based support for scholars' academic recovery from learning loss due to COVID-19 pandemic-related extended school closures.

JPS intends to award a contract to multiple Afterschool/Summer Program Providers for a one-year term. The purpose of this RFP is for JPS to provide equitable access to high-quality tutoring programs, high-quality enrichment activities, and high-quality afterschool/summer programs for all scholars Pre-K -12th grade from October 3, 2022 – June 30, 2023. ***Our acceleration strategies are:***

- ***High-quality tutoring programs:*** Research has consistently shown that [high-quality tutoring programs](#) of a range of durations can produce about five months of additional learning. The best programs provide tutoring three times per week, for 30 minutes each day, and use teachers and well-trained volunteers.
- ***High quality-enrichment activities:*** High quality enrichment activities offer opportunities for scholars to have fun, explore personal interests, develop leadership skills, serve their communities, finish homework, and engage in physical fitness. They help children grow socially, emotionally, and academically.
- ***High-quality afterschool/summer programs:*** High-quality afterschool/summer programs are associated with academic gains of roughly the equivalent of four months of learning, with positive impacts on attendance and student behavior as well. These high-quality programs include a concrete focus on skill development, including personal and social skills, and provide opportunities for students to practice new skills.

The three program goals of our out-of-school-time experiences are to:

- Prepare students academically and socially so that they are equipped with the knowledge and skills necessary to achieve globally, to contribute locally, and to be fulfilled individually.
- Encourage a passion for learning and exploration that is a driving factor for future academic success.
- Motivate youth to persist in the face of challenges with the knowledge that hard work and effort will yield success.

Potential partners must meet preliminary program standards to be considered as a provider and if selected, must demonstrate high-quality service in order to continue serving as a provider. All partner organizations are required to register with the MS Statewide Afterschool Network (MSAN) prior to submitting an RFP. Link to MSAN registration is [here](#).

2.0 PROGRAM STRUCTURES

OPTION 1 – Enrichments

ENRICHMENT: Focuses on challenging students to build and advance already-learned skills and go beyond strictly academic interests. Typically, these activities use their own, unique curriculum and material created for the program with a combination of offerings which may include: visual/performing arts, sports, academic clubs, and community service. We rely on contracted partners to facilitate this creative, dynamic programming, and we are currently seeking high-quality organizations and individuals to work with our scholars this school year. As we aim to provide a variety of program options, we anticipate selecting multiple providers. The student's final enrichment schedule will be based on enrollment and session availability.

OPTION 2 - Comprehensive Afterschool Program (Click [here](#) for description and definition including evidence-based outcomes, program components, and key principles of effectiveness)

JPS also invites high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth to apply for this grant competition. These programs operate at the nexus of schools, families, and communities to expand learning opportunities and accelerate students' learning and growth. Organizations applying must demonstrate (1) experience managing an afterschool program, (2) ability to implement evidence-based practices that support positive youth development, (3) offer enrichment and recreation opportunities, (4) provide learning acceleration, (5) collaborate with other public and private entities, (6) incorporate parental and family involvement, and (7) provide appropriate training for staff and volunteers. These programs must operate accordingly:

Afterschool

3 hours per day, 5 days a week (elementary); 3 hours per day, 3 days a week (middle/high school) from October 3, 2022 – April 21, 2023.

Summer

3 hours per day, 5 days a week (Elementary/Middle/High; District-Based) from June 1-30, 2023.

8 hours per day, 5 days a week (Elementary/Middle/High; Comprehensive On-Site & Comprehensive Off-Site) from June 1-30, 2023.

Site Logistics

Applicants may opt to be on-site or off-site providers, as described below:

- **On-Site Providers:** On-site providers are organizations that provide services at the location. Onsite providers will need to detail any special facilities requirements (e.g., gym space, a room with sinks, etc.) and transportation requirements (include details in the budget narrative) for special events such as field trips, if applicable.
- **Off-Site Providers:** Off-site providers are organizations that provide services at a location different than the site where scholars will be participating in the program. **The District will provide transportation to off-site location if within 5 miles of the scholar's school.**

Program Overview

The Jackson Public School District is requesting professional services to support all scholars enrolled (Pre-K – 12th grade).

1. **Enrichment programs** must provide at least two (2) enrichment activities.
1. **Comprehensive afterschool programs** must offer at least one (1) learning acceleration, as well as programming in at least two (2) enrichment activities.
2. **Please check all that apply:**
 - ☐ Learning acceleration: literacy/reading skills and/or math skills/tutoring.
 - ☐ Learning acceleration: academic remediation/credit recovery
 - ☐ Learning acceleration: STEM/STEAM
 - ☐ Learning acceleration: college readiness
 - ☐ Learning acceleration: job/career readiness
 - ☐ Enrichment activities: visual and performing arts
 - ☐ Enrichment activities: crafts
 - ☐ Enrichment activities: career exploration

- ☐ Enrichment activities :financial literacy
- ☐ Enrichment activities: entrepreneurship
- ☐ Enrichment activities: academic clubs/competitions
- ☐ Healthy eating and physical activity: sports/recreation
- ☐ Health eating and physical activity: nutrition education
- ☐ Health eating and physical activity: culinary arts
- ☐ Well-being and connectedness: mental health supports
- ☐ Well-being and connectedness: problem solving
- ☐ Well-being and connectedness: team building
- ☐ Well-being and connectedness: mentoring
- ☐ Well-being and connectedness: Social-Emotional Learning
- ☐ Well-being and connectedness: youth civic engagement and leadership
- ☐ Well-being and connectedness: community service and service learning
- ☐ Well-being and connectedness: family & parent activities

3.0 SCOPE OF WORK

The applicant must be able to perform the following requests and include in the proposal:

It is the expectation that programming is based on best practices of afterschool programs that are aligned to one or more of our JPS Commitments: #1 A Strong Start, #2 Innovative Teaching and Learning, #3 Talented and Empowered Teams, #4 Joyful Learning Environments, and #5 Culture of Accountability and Excellence; as well as two or more of our JPS core values: Excellence, Equity, Positive and Respective Cultures, Growth Mindset, Relationships, and Relevance.

Intentional Program Design

Afterschool/summer programs are more likely to achieve desired youth outcomes if they use a deliberate process to design, implement, and evaluate activities. In this section, explain the rationale behind your program design, including why and how it will improve social, emotional, and academic outcomes for participants. Be as specific as possible, including details that will help you measure your progress and success.

Program Description (3 points)

Provide a one-paragraph narrative overview of the program's purpose and content.

List program objectives (at least three).

List typical program session topics and activities.

List outcomes: what students know or be able to do as a result of this program.

Explain how you will assess the program to determine if the objectives and expected outcomes you identified were met.

Detail how your program design and content are based on best practices and employ evidence-based strategies.

Afterschool Program Quality (3 points)

How does your program's design, structure, and staffing meet youth development quality expectations of a safe and supportive environment; engaging and hands-on learning; positive interaction with adults; and youth voice and choice?

PARTNERSHIP WITH JPS (No points associated with this section)

Are you a current or previous provider of afterschool and summer programming for JPS scholars?

If not, provide your organization's programming experience and, if available, impact data.

Collaboration (3 points)

Describe your organization's strategies for collaboration, give an example of a successful collaborative project, and describe how youth have benefited.

Parent Engagement (3 points)

Does your program actively engage parents? Please describe how you will directly or indirectly involve parents in the program.

Sustainability (3 points)

Program funding is through American Rescue Plan/ESSER (Elementary and Secondary School Emergency Relief) resources to combat learning loss and is not permanent funding. Describe how your organization would sustain its afterschool and/or summer programming for JPS scholars if no grant funding is available.

Budget Overview (20 points)

- Please provide a brief and concise narrative on the following:
 - How the items within the budget support the goals of the program.
 - How the requested funds will be allocated for accomplishing tasks and activities described in the proposal.
 - How the major costs indicated on the budget will be reasonable and necessary in relation to the number of participants to be served, to the scope of the project, and its anticipated outcomes.
 - How the positions and salaries will be reasonable and necessary, consistent with the demographic area, and adhere to the applicants' organization's policies and procedures on salary determination.

The following represents the minimum Scope of Services that the vendor shall provide during the contract term:

- Hire qualified staff and provide training to meet program goals and objectives.
- Provide on-site management and adequate staffing for the program, Monday-Friday.
- Maintain staff to student ratios that comply with 1:15 (teacher: student ratio).
- Subject program staff to a background check.
- Collaborate directly with JPS Innovative Strategy Department to refine as needed afterschool programming delivered to students.
- Supply the curriculum and associated training for the individuals implementing the program.
- Furnish all necessary academic, enrichment, and recreational program supplies, as needed to carry out the program.
- Provide an age-appropriate and developmentally appropriate program aligned with the Jackson Public School District (JPSD) and Mississippi Statewide Afterschool Network (MSAN) standards for Quality Afterschool Programs.
- Participate in continuous program improvement (CPI) processes and procedures facilitated by MS Statewide Afterschool Network. CPI is an ongoing intentional process within a culture of learning and reflection that helps programs keep making advances in their work with scholars. It involves gathering and using information (data) that helps you build on what's working as well as making adjustments that keep your program at its very best!

The vendor will be responsible for submitting the following items via digital binder upon the end of the program year:

Vendor Binder Checklist		
Binder Evidence		Supporting Documentation
	Cover Sheet	Binder Cover Sheet
	Copy of Submitted Approved Proposal	Final Approved Proposal
	Recruitment Flyer	Program Flyer, Brochure, etc.
	Program Overview/ Description of Activities	Summary of program/Description of services/activities
	Detailed Schedule of Activities	Program Schedule
	Lesson Plans for each course/activity offered	Lesson Plans
	Student Enrollment	Total # of students enrolled in program
	Student Check-In/Dismissal Sheets	Sign-in/sign-out sheets (comprehensive only)
	Student Attendance Reports	Attendance report
	Authorized Pick-Up List	Comprehensive Only
	Bus Roster	Comprehensive Only
	Car Riders	Include on sign-in/sign-out sheets (Comprehensive Only)

Student ABC Tracker	Pre/Post Assessment Scores; progress reports (Comprehensive Only)
Activity Photos	Photos of activities, student work, projects, etc. (Optional)
Evidence of Student Engagement	Student work, projects, presentations, etc. (Optional)
Evidence of Family Engagement (Optional)	Agendas, sign-in sheets, handouts, etc. (Optional)
Evidence of Communication with Stakeholders (staff, vendors, partners, parents, students, volunteers, community, etc.)	Correspondence, newsletters, updates, handouts, flyers, websites, press releases, etc. (Optional)
Staff Handbook	Program Staff Handbook (Comprehensive Only)
Participant Handbook	Program Participant Handbook (Comprehensive Only)
Field Trip Items <ul style="list-style-type: none"> Field Trip Request Forms Field Trip Submission Log Field Trip Permission Slip Liability Waiver Forms 	
Job Descriptions/Resume's (All-Staff)	Description of staff roles and responsibilities/ resumes/ copy of teacher license
Staff Sign-In/Sign-Out Sheets	Sign-In/Sign-Out Sheets used at each site for your staff
Staff Timesheets	Time sheets or time & effort documents
Evidence of Background Checks	Emails received from Office of Innovative Strategy regarding candidate's background check status, list of pass/fail candidates, etc.
Professional Development Material	Documentation of training (sign-in sheets, agendas, training handouts, etc.)
Sustainability Plan	Evidence of efforts to sustain the program once funding ends
Copy of Approved Budget Summary/Narrative	Final approved budget and budget narrative
Monthly Expenditure Report	Copy of monthly invoices submitted to the Office of Innovative Strategy
Equipment Inventory (Only for equipment purchased with district funds: Any equipment purchased with JPS funds will be the property of JPS after all services are rendered; All equipment must be returned to the JPS Office of Federal Programs within 7 days after services are rendered.	List of inventories with the name, description of item, make and model, serial #, and cost

Background Checks

Any potential Contractors, agents, representatives, volunteers, and contractor's employees who shall have or be in direct contact with District students shall have undergone a criminal background and child abuse registry check, paid for by the potential Contractor (must be a \$33.00 money order for each candidate), that reveals no adverse activity or charges. All background checks must be conducted through the JPS Campus Enforcement Department. Please submit a list of all candidates that will need a background check and include this list of candidates in **Attachment H**.

Upon receiving the list of candidates, a notification will be sent with further information regarding scheduling background checks for the list of submitted candidates. Notification of proceeding with background checks does not guarantee that your proposal will be awarded; therefore, all potential Contractors must assume all costs associated with background checks.

4.0 MANDATORY JPS ON-SITE STAFFING REQUIREMENTS

The District requires a maximum ratio of 15 scholars to one teacher for the duration of the program. Each district-based afterschool/summer site Leadership Team will be comprised of three (3) qualified “Academic Teachers (this may vary depending on site enrollment),” (2) Classified Teachers (1) site-coordinator, (1) custodian and (1) campus enforcement security officer to work with each contracted on-site provider for the duration of the program, based on available funding. Each on-site and offsite comprehensive afterschool/summer program will be expected to fully function and operate.

The District reserves the right to require the proposer to provide additional training and/or staff which, in the judgment of the District, is necessary in order for scholars to safely complete the camp, after notice to the provider.

The District also reserves the right to require the proposer’s program staff to attend up to forty (40) hours of training sessions focused on classroom management, behavior management, roles, and responsibilities, etc. for provider staff and District employees. District training sessions will take place during the month of September 1-30, 2022 (afterschool) and May 1- 30 (summer). Subsequent training will also occur during the afterschool/summer program October 3 – June 30, 2023 at designated dates and times.

Afterschool/summer program staff shall report to their assigned site 15 minutes prior to the scheduled afterschool/summer program start time each day and shall remain on-site until 6:00 pm each day during afterschool and 4:30 pm each day during summer. Provider staff may be asked to assist with some site logistics such as supporting the transition of scholars upon arrival and between activities and organizing scholars in preparation for dismissal.

5.0 FORMAT AND PROCEDURES FOR DELIVERY OF PROPOSAL (page count)

PROPOSAL NARRATIVE FORMAT

Please submit your Proposal in the following format

- Limit the proposal narrative to 10 pages, not including the cover sheet.
- A “page” is 8.5”x11”, on one side only, with 1” margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch).
- Use a font that is either 12 point or larger.
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.
- The proposal shall consist of eight parts (Attachments A, B, C, D, E, F, G, H)
 - **Attachment A** – Proposal Cover Page
 - **Attachment B** – Scope of Work
 - **Attachment C** – Budget and Budget Narrative
 - **Attachment D** – Assurances and Signature Form
 - **Attachment E** – Proposal Form
 - **Attachment F** – Request to Add Vendor Form
 - **Attachment G** - Proof of Insurance (Certificate of Liability)
 - **Attachment H** - List of candidates for background check

Procedures for Delivery of Proposals

One (1) original and (6) copies of the proposal must be received on or before 10:00 a.m. on August 16, 2022 to the address listed below.

Jackson Public School District

Business Office

Attn: Bettie Jones

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 (26) must be signed by an authorized official to bind the offeror to the proposed provisions. The proposal must be in a sealed envelope with the RFP number, title, opening date and vendor return address listed on the outside of the envelope for proper log-in.

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.

6.0 ACCEPTANCE OF PROPOSALS

The Jackson Public School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.

7.0 REJECTION OF PROPOSALS

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

1. The proposal contains unauthorized amendments to requirements as outlined herein.
2. The proposal is conditional.
3. The proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
4. The proposal is not signed by an authorized representative of the applicant.
5. The proposal contains false or misleading statements or references.
6. The proposal price is clearly unreasonable.
7. The proposal is not responsive (i.e., does not conform in all material respects to the RFP).
8. The supply or service item offered in the proposal is unacceptable by reason of its failure to meet the requirements of the specifications or permissible alternates or other acceptability criteria set forth in the RFP.

8.0 DISPOSITION OF PROPOSALS

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

9.0 CONDITIONS OF SOLICITATION

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

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

1. Any proposal submitted in response to the RFP shall be in writing.
2. The Jackson Public School District will not be liable for any costs associated with the preparation of proposals or negotiations of contracts incurred by any party.
Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, but proposals may be accepted without such discussions.
3. Any proposal received after the time and date set for receipt of proposals is late. Any withdrawal or modification of a proposal received after the time and date set for receipt of proposals at the place designated for receipt is late. No late proposal or late modification will be considered unless receipt would have been timely but for the action or inaction of school district personnel directly serving the procurement activity.

1. The offeror represents that it has not retained a person to solicit or secure this agreement for a commission, percentage, brokerage, or contingent fee.
2. The offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without (for the purpose of restricting competition) any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate the price proposal.

10.0 STANDARD TERMS AND CONDITIONS

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

INDEPENDENT CONTRACTOR

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

ACCESS TO RECORDS

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

APPLICABLE LAW

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

AUTHORITY TO CONTRACT

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

COMPLIANCE WITH LAWS

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

PERSONNEL

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

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

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

AVAILABILITY OF FUNDS

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

11.0 CRITERIA FOR EVALUATION OF PROPOSALS

Each proposal will be evaluated using the selection criteria indicated below.

Maximum points for each criterion are as follows:

The proposals will be scored using a rubric on a 35-point scale.

JPS Afterschool RFP Scoring Rubric				
	Weak (1)	Satisfactory (2)	Strong (3)	Points
Program Description	The narrative is unclear; the objectives are not aligned with the RFP's goals; the program session topics and activities does not align with the overall scope of work; program outcomes are not clear; explanation of assessments are not provided; best practices and evidence-based strategies are not provided	Narrative is coherent for the most part but missing a few elements; the objectives are somewhat aligned with the RFP goals; some components of the program session topics and activities relate while others do not align with the overall scope of work; outcomes are provided and clear but missing a few elements; explanation of assessments are provided but lacks clarity; best practices and evidence-based strategies are provided but does not align with the program design	The narrative is clear and covers all key points; the objectives are clear and aligned with RFP goals; the program session topics and activities relate and align with the overall scope of work; outcomes are provided and clear; explanation of assessments is provided and clear; best practices and evidence-based strategies are provided and aligned with the program design	/3
Afterschool Program Quality	Program design, structure, and staffing is clear and meets youth development quality expectations of a safe and supportive environment	Program design, structure, and staffing are provided but missing a few elements	Program design, structure, and staffing are not provided	/3
Partnership w/ JPS *No points associated with this section	The organization's program experience and impact data are provided.	The organization's program experience and impact data are provided but missing a few elements.	The organization's program experience and impact data are not provided.	0
Collaboration	The organization's strategies for collaboration are clear; an example of a	The organization's strategies for collaboration are provided but missing a few elements; an example of a successful	The organization's strategies for collaboration are not provided; an example of a successful collaborative	/3

	successful collaborative project is provided; a description of youth benefits is provided.	collaborative project is provided but lacks details; a description of youth benefits is provided but lacks clarity.	project is not provided; a description of youth benefits is not provided.	
Parent Engagement	Description of parent engagement is provided and clear	Description of parent engagement is provided but lacks clarity	Description of parent engagement is not provided	/3
Sustainability	The sustainability plan is provided, clear, and includes logical progression	The sustainability plan is provided but lacks details to continue the program, activities, and partnerships	The sustainability plan is not provided	/3
Budget	Proposed budget aligns with programming described in the scope of work and budget summary/ narrative and clearly outlines how the requested amount will be spent. (20 points)	Proposed budget is provided but does not align with programming described in the scope of work and budget summary/ narrative and lacks details regarding how the requested amount will be spent. (10 points)	Proposed budget is not provided. (0 points)	/20
				Total:

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

- Private Educational Companies
- Institutions of Higher Learning (IHL)
- Nonprofit organizations, colleges/universities, and municipalities, such as Park & Recreation Departments.
- Organizations located and provided direct services to public school students in grades K-12 in the state of Mississippi

The District reserves the right to reject any and all proposals and to negotiate with the best-proposed offer to address issues other than those described in the proposal.

12.0 Timeline:

July 27, 2022	RFP Issue Date
August 3, 2022	RFP Q&A Due
August 5, 2022	FAQ Posted
August 16, 2022	RFP Deadline @ 10:00 am
August 17-18, 2022	Evaluation of Proposals
September 20, 2022	Estimated Board Approval
September 21, 2022	Notification of Awards
October 3, 2022	Afterschool Programming Begins

13.0 RESPONSIBILITIES OF AN APPROVED PROVIDER

1. Ensure that the professional development /consultative services provided and the content used by the providers are consistent with those of the school district and State and are aligned with the Mississippi Curriculum Frameworks.
2. Enter into an agreement with the district that includes **(See Attachment G)**:
 - Scope of Services (Include the scope of work attachment in the contractual agreement)
 - Compensation
 - Term
 - Representation of Contractor, Guarantee of Services
 - Relationship of Parties
 - Indemnification
 - Assignment
 - Termination
 - Access by Contractor to District Locations
 - Waiver
 - Governing Law
 - Amendment or Modification
 - Notices
 - Severability
 - Entire Agreement
 - Confidentiality

RESOURCES TO SUPPORT PLANNING

The following is a sampling of resources you can consult in preparing your proposal:

- Mississippi Statewide Afterschool Network - www.msafschool.org
 - The Mississippi Afterschool Network works to better our state and its communities by connecting providers, parents, and policymakers with proven tools and resources to increase the quality of and access to high-quality programming.
- Evidence-Based Interventions: Summer Learning or Enrichment and Comprehensive Afterschool Programs <https://bit.ly/EvidenceBasedAfterschoolandSummer>
- Planning for Impactful Summer Learning 2021 <http://bit.ly/SummerImpactPlan>
- Help Kids Recover Evidence-Based Strategies <https://www.helpkidsrecover.org/evidence-based-strategies/>

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 _____

Handwritten Signature _____

Addendums Acknowledge Yes _____ or No _____

Combined Proposal Total Cost _____

Grade Level(s) to be Served _____ Number of Scholars to be Served by Grant _____

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.