

Jackson Public School District



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

Contact Information:
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RFP 2025-07

**Title: High Quality Instructional Materials for Core Curriculum
(English/Language Arts, Math, Science, and Social Studies)**

Issue Date: Monday, April 07, 2025

Submission Deadline: Monday, April 28, 2025

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

If you would like the tabulation for this RFP after Board Approval, please go <https://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.

Office at 601-960-8799 for assistance. Questions regarding proposal specifications are to be addressed to the Project Administrator listed above.

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 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 shall be publicly opened and read aloud. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal. Any agreement generated due to an award may be terminated by the District without cause upon one week's prior notice to vendor.

The vendor must provide a current copy of their company's Certificate of Insurance with Workers Compensation and General Liability Coverage. Jackson Public School District requires coverage for not less \$1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contract. This coverage must be submitted and kept on file with JPSD.

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

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

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

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this RFP. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the RFP (e.g., pricing), in which case the Add RFP 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:

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable). The Addendum chart is located on page 19.

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, JPSD 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. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoice 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 JPSD for that time period, following inspection if applicable. Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials needed for presentations, etc. must be included in the total price proposal price submitted if and applicable.

Performance Penalty

The Vendor is subject to a 10% penalty on this agreement for the **2025-2026** 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 JPSD 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 JPSD whether the said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSD 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 with the satisfaction of designated JPSD personnel, at the Vendor's cost, within a reasonable time.

Guarantee

Each Vendor, by presenting a rfp under these specifications, binds himself to make it 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, JPSD 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 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 JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSD 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.

The award of contract shall be made to the Vendor responsible whose RFP, conforming to the specifications, is deemed to be the most advantageous to JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD 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 JPSD (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 JPSD, 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 JPSD 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.

Hard Copy Instructions for Submission

- 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 so that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list the required signatures that were noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the 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 with Two (2) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered.

Please submit the proposal when mailed or hand delivered to

**Jackson Public School District
Business Office
Attn: Michele Mays/Tequia Odom
662 S. President Street
Jackson, MS 39201**

- Any proposal not received by the stated 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 (24): Cover page is to be placed on the 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 or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals whether mailed, hand delivery or electronically Uploaded. The submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

All the other required forms to include in the proposal are listed starting at Page (17).

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted in the evaluation process and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page is located on page (24) of this document.

Proposal

1.0 Introduction

This Request for Proposal invites vendors to submit proposals for resources that meet the high standards outlined in Commitment 1 of the Jackson Public Schools Strategic Plan. This commitment emphasizes the importance of delivering high-quality education to equip all students with the skills and knowledge necessary to master the district's curricula, which are aligned with the MS-CCRS and frameworks. We are seeking core instructional materials that will enable educators to provide explicit, systematic instruction in ELA and Mathematics, as well as high-quality, standards-aligned instruction in Science, Foreign Language, and Electives.

This RFP represents an opportunity to partner with Jackson Public Schools in fostering an educational environment where all students are equipped to succeed across a wide range of subjects. Through the adoption of these materials, we aim to empower teachers and engage students in high-quality, rigorous instruction that promotes mastery of the curricula and prepares them for college and career success.

We look forward to reviewing your proposal and working together to support the educational excellence of Jackson Public Schools.

2.0 Project Overview

Jackson Public Schools (JPS) is seeking proposals from qualified vendors to provide high-quality instructional materials for CORE instruction across multiple disciplines, including English Language Arts (ELA), Mathematics, Science, Foreign Language, and Electives. These materials must be aligned to the Mississippi College and Career Readiness Standards (MS-CCRS) and support the district's commitment to delivering rigorous, student-centered instruction that fosters academic mastery in all subject areas.

The materials should provide comprehensive support in these key areas:

English/Language Arts and Phonics Instruction

To create a comprehensive approach to **phonics instruction** that supports the development of foundational literacy skills, the instructional materials must follow a **clear, step-by-step sequence** for teaching key components such as **letter-sound relationships, word decoding, blending, and segmenting**. These components form the backbone of early reading instruction and are essential for students to become proficient readers and writers.

1. Explicit and Systematic Phonics Instruction

- Follow a **clear, step-by-step sequence** for teaching letter-sound relationships, word decoding, blending, and segmenting.
- Be designed to **build progressively**, starting from simple phonics skills and advancing to more complex patterns, enabling students to read and decode words with increasing fluency.
- Include **decodable readers** that allow students to apply the phonics skills they are learning. These readers should align with the phonics instruction and be age-appropriate, providing students with immediate practice and reinforcement of their skills.

2. Curriculum Alignment

The instructional materials must align seamlessly with the **Jackson Public Schools ELA curriculum** and the **MS-CCRS**, ensuring that all grade-level standards and benchmarks are fully addressed. This alignment is critical for:

- **Supporting skill development** that progresses logically across grade levels.
- **Ensuring a cohesive learning experience** for students, where each lesson or unit builds on the previous one.

- Facilitating smooth transitions between different instructional levels within the district, maintaining consistency in what students are expected to learn and how they are taught.

3. Differentiation

Differentiation is essential to meeting the needs of all learners. The materials should include:

- **Multiple levels of scaffolding** to provide varying degrees of support for students, including those who are struggling, students who are English language learners (ELLs), and those who require advanced learning opportunities.
- **Flexible instructional strategies** that allow teachers to tailor lessons based on individual student needs, readiness levels, and learning styles. For example, providing more visual, auditory, or kinesthetic learning activities.
- **Targeted support** for struggling readers, including explicit intervention strategies and additional practice materials designed to reinforce phonics, vocabulary, and comprehension skills.
- **Extensions and challenges** for students who have mastered foundational skills, such as enrichment activities that encourage higher-level thinking, critical analysis, and reading comprehension.

3. Success for All Students

The materials must be designed to promote success for all students, reflecting the diverse backgrounds, experiences, and interests of students in Jackson Public Schools. This includes:

- **Inclusive, representative literature** and resources that reflect a broad spectrum of cultures, ethnicities, and life experiences, allowing all students to see themselves represented in the materials.
- **Content that fosters empathy, understanding, and respect** for diverse perspectives and communities, supporting social-emotional learning alongside academic growth.
- **Classroom strategies** that encourage students to make personal connections to the content, fostering engagement and relevance.

Grammar, Spelling, and Writing Instruction

The materials should integrate instruction in **grammar, spelling, and writing** as essential components of a well-rounded literacy program. This includes:

- **Explicit instruction in grammar and spelling rules**, ensuring that students develop a strong understanding of language conventions and usage.
- **Practice activities** that provide students with opportunities to apply grammar and spelling rules in context, reinforcing their understanding of language mechanics.
- **Writing instruction** that emphasizes the writing process, including planning, drafting, revising, and editing. Students should be guided in writing for different purposes and audiences, with an emphasis on clear, coherent, and organized expression.

4. Assessment and Re-teaching

Assessment is crucial to monitor student progress and provide targeted instruction. The materials should include:

- **Formative assessments** that measure students' understanding of key phonics skills, reading comprehension, and writing abilities. These assessments should be quick, ongoing, and used to inform instruction.
- **Tools for re-teaching and remediation**, ensuring that struggling students can receive the necessary support to master the skills they have not yet fully grasped. This might include additional practice materials, targeted lessons, or alternative instructional methods.
- **Diagnostic tools** that identify gaps in learning early, allowing teachers to adjust instruction and support each student effectively.

5. Student-Centered and Rigorous

The materials should promote a **student-centered** approach to learning, where the focus is on active engagement and ownership of the learning process. Key elements of this include:

- **Opportunities for student choice**, allowing students to select reading materials or writing topics that interest them, fostering intrinsic motivation.
- **Critical thinking and problem-solving** opportunities embedded throughout the curriculum, encouraging students to engage with texts and tasks that challenge them to think deeply.
- **Rigor in content** that is appropriately challenging, promoting higher-order thinking and mastery of grade-level standards.

6. Support for Struggling Readers

For struggling readers, the instructional materials must offer:

- **Explicit strategies for decoding and fluency practice** through phonics and vocabulary development.
- **Repeated, cumulative practice** of foundational reading skills to ensure that students build fluency over time.
- **Alternative formats for struggling readers**, such as audiobooks, visual aids, and interactive tools, to support their engagement and comprehension.
- **Teacher resources** with guidance on supporting struggling readers, including differentiated instruction strategies and intervention frameworks.

Mathematics

To meet the demands of rigorous and high-quality mathematics education, instructional materials for Jackson Public Schools must focus on **systematic instruction** that promotes **mathematical fluency**, provides deep conceptual understanding, and integrates **Mathematical Practices** as outlined by the **Mississippi College and Career Readiness Standards (MS-CCRS)**. These materials should offer opportunities for students to develop **mathematical reasoning**, engage in problem-solving, and connect mathematical concepts to real-world applications. Below is a detailed exploration of how rigor and systematic instruction can be implemented in mathematics curriculum materials.

The materials should follow a **systematic, step-by-step approach** to teach mathematical concepts and operations in a logical, cohesive progression. This systematic approach is critical for students to build a solid foundation in mathematics and gradually develop fluency and proficiency in more complex topics. Key elements of rigorous mathematics instruction include:

- **Foundational Concepts First:** Instruction should begin with a strong focus on foundational concepts in early grades, such as number sense, place value, basic operations (addition, subtraction, multiplication, and division), and the understanding of patterns. These foundational skills will be crucial as students move on to more complex operations and higher-level problem-solving.
- **Cumulative Learning:** Instructional materials should be designed to ensure that each new concept builds on previous learning. For example, when teaching multiplication, materials should ensure that students have a solid understanding of repeated addition, arrays, and skip counting before progressing to larger numbers and more advanced operations.
- **Incorporating Procedural and Conceptual Knowledge:** Students must understand both the procedures and the concepts behind mathematical operations. While students need to be able to perform operations accurately, they must also understand the **“why”** behind those operations. This includes providing real-world contexts for each concept and showing how mathematics applies beyond the classroom.
- **Fluency and Flexibility:** As students progress, materials should provide opportunities for **mathematical fluency**—the ability to apply mathematical concepts quickly and accurately. Fluency should not be taught in isolation, but within the context of understanding how and why a procedure works. Fluency in addition, subtraction, multiplication, and division must be developed alongside **flexibility in problem-solving**, so students can select and apply appropriate strategies in various contexts.
- **Systematic and rigorous mathematics instruction:** The materials should provide explicit and systematic instruction across mathematical concepts and operations, promoting mathematical fluency.
- **MS-CCRS alignment:** Instructional materials must adhere to the MS-CCRS for mathematics, covering all grade-level domains and mathematical practices.

- **Emphasis on Mathematical Practices:** Instruction should integrate the eight Mathematical Practices, such as reasoning abstractly, constructing arguments, and modeling with mathematics.
- **Engagement and mastery:** Resources should offer students opportunities to engage in real-world problem-solving and deepen their understanding of mathematical concepts.

Science

- **Comprehensive science instruction:** Resources must provide a rigorous, standards-aligned curriculum in science that covers all relevant domains, including life sciences, physical sciences, and earth sciences.
- **Inquiry-based learning:** Materials should encourage hands-on, inquiry-based learning that fosters curiosity, critical thinking, and scientific exploration.
- **MS-CCRS alignment:** All science materials must align with the MS-CCRS for Science, ensuring that key scientific concepts and practices are effectively addressed.

Foreign Language

- **Standards-aligned foreign language instruction:** Resources should support the teaching of foreign languages through a comprehensive, communicative approach aligned with MS-CCRS.
- **Language acquisition and proficiency:** Materials should focus on developing speaking, listening, reading, and writing skills, while promoting cultural awareness.
- **Rigor and engagement:** Instruction should challenge students to engage with the language in meaningful ways, promoting fluency and real-world application.

Electives

- **Diverse elective offerings:** Instructional materials should support the wide range of electives offered in JPS, including but not limited to arts, physical education, technology, and career-focused courses.
- **Student-centered and engaging:** The resources should focus on hands-on, project-based learning, fostering creativity, critical thinking, and student choice.
- **Alignment with MS-CCRS:** Elective materials must align with state standards and provide opportunities for skill development and college/career readiness.

All resources must provide the following:

- **Multilingual Accessibility**

To ensure equitable access to learning for all students, the materials must be available in Spanish and, ideally, other languages. This multilingual support is essential for meeting the diverse linguistic needs of JPS students.

- **Digital and Print Platforms**

The instructional materials must be provided in both **digital and print formats** to accommodate diverse learning environments and ensure accessibility for all students and teachers. Digital platforms should be interactive, user-friendly, and compatible with a range of devices used in the district. The print materials should be high-quality, well-organized, and aligned with the digital resources to ensure a seamless teaching and learning experience.

- The digital/print high quality instructional materials must be of high quality and listed on the MDE approved list of textbook resources and/or identified as high-quality instructional materials by Ed Reports.
- The digital/print high quality instructional materials must provide guidance for teachers and school leaders in transitioning between in-person and remote learning.
- The vendor must be able to provide embedded on-going professional learning both in-person and virtual that supports educators and leaders in implementing, monitoring and assessing the impact of the digital/print high quality instructional materials on teaching and learning.

- The digital/print high quality instructional materials must provide evidence of “high quality” through high scoring on independent curriculum review.
- The digital/print high quality instructional materials must support learning for students with learning disabilities and English language learners.
- The digital/print high quality instructional materials must be aligned to the MS-College and Career Readiness Standards and provide data for feedback and refinement of instruction.
- Any digital/print high quality instructional materials platforms must be able to integrate in the Google Classroom and/or Canvas Learning Management Systems and sync with a SSO (Clever).
- The vendor must provide a multi-year cost structure, with the option to non-renew after each year, if funds are not available.

- **Ongoing-Professional Learning and Support**

To ensure the success of the instructional materials across **English Language Arts (ELA), Mathematics, Science, Foreign Language, Electives, and Other Platforms** (digital and print), **professional learning support** must be integrated into every aspect of the curriculum. This ensures that educators are not only equipped to teach using the new resources but also to implement them effectively, adapt instruction based on student needs, and continuously improve their practice. The professional learning support system should be flexible, comprehensive, and responsive to the diverse needs of teachers, fostering a growth mindset and ensuring sustainable, high-quality instruction. Leaders, teachers, and instructional staff should receive thorough, **hands-on training** for each of the instructional resources, both **print** and **digital**. This includes understanding how to navigate the platform (whether digital or physical), how the resources align with district curricula, and how to use them in practice. Training should be tailored to each content area (ELA, Mathematics, Science, etc.) and focus on how these resources support **student-centered learning** and **rigorous academic standards**. Training sessions are preferred to be face-to-face; however, trainings can be virtual if face-to-face is not possible.

Below is the student count by grade level. Proposals should have an aggregate cost for resources based on the resources outlined in your proposal.

Cost structure should include one year and multi-year pricing. Proposals that do not include the requested cost structured will not advance to the evaluation process.

Grade Level	Number of Students at Each Grade Level
PK	850
K	1285
1 st	1350
2 nd	1350
3 rd	1420
4 th	1250
5 th	1050
6 th	1150
7 th	1275
8 th	2000
9 th	1650
10 th	1650
11 th	1475
12 th	1225

03. The vendor must be able to perform the following requests:

- The vendor must be able to support schools/districts with robust customer service and implementation support to support remote learning and educational equity.
- Vendor must also provide consultative support with regard to the platform, curriculum, and remote learning features.
- The vendor must have experience delivering high-quality curriculum to schools and districts.
- The vendor must have demonstrated expertise providing curriculum-specific professional development to teachers.
- The vendor must have demonstrated expertise providing support to school and district leaders in implementing curriculum.
- The vendor must be able to provide virtual professional development and implementation support services.
- The vendor must have the organizational capacity to provide the scope of service.
- The vendor must be able to provide a multi-year cost structure with identified cost for students, with an aggregated cost.

4.0 Management Responsibilities

The Jackson Public School District will designate one representative who will act as the primary contact for this project. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. If you have any questions, please contact:

Dr. Kimberly Smith
Executive Director, Office of Teaching and Learning
Jackson Public School District
624 South President Street
Jackson, MS 39201
Phone: (601) 960-8355
Email: kismith@jackson.k12.ms.us

5.0 Format and Procedures for Delivery of Proposal

The proposal shall consist of six parts (Attachments A, B, C, D, E, F)

Attachment A – Proposal Cover Page

Attachment B – Basic Program Description (include an overview of the programs and support services proposed, which will allow the district to determine the quality of services provided)

Attachment C – Cost (provide a **specific** description of your pricing structure)

Attachment D – Assurances and Signature Form

Attachment E – Proposal Form

Attachment F – Request to Add Vendor Form

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

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

RFPS will be opened publicly on the above date and time at Jackson Public School District, Central Office, 662 S. President 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 contract incurred by any party.
3. 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.
4. 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.
5. The offeror represents that it has not retained a person to solicit or secure this agreement for a commission, percentage, brokerage, or contingent fee.

6. 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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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:

Scoring Criteria for Comprehensive ELA Program	Number of Points
The digital/print high quality instructional materials must be of high quality and listed on the MDE approved list of textbook resources and/or identified as high-quality instructional materials by Ed Reports.	10
The proposed program aligns with the latest phonics research and best practices.	10
The proposal clearly defines the sequence of instruction, from letter-sound recognition to fluency.	10
There is evidence (research, case studies, pilot data) to support the effectiveness of the proposed phonics program?	10
The digital/print high quality instructional materials must support learning for students with learning disabilities and English language learners.	10
The digital/print high quality instructional materials must be aligned to the MS-College and Career Readiness Standards and provide data for feedback and refinement of instruction.	10
Any digital/print high quality instructional materials platforms must be able to integrate in the Google Classroom and/or Canvas Learning Management Systems and sync with a SSO (Clever).	10
The vendor must provide a multi-year cost structure, with the option to non-renew after each year, if funds are not available.	10
The proposal provides clear and sufficient teacher training and ongoing professional development support.	10
The proposal includes effective and frequent assessments to monitor student progress and adjust instruction.	10

Scoring Criteria for Mathematics Resources	Number of Points
The digital/print high quality instructional materials must be of high quality and listed on the MDE approved list of textbook resources and/or identified as high-quality instructional materials by Ed Reports.	10
The scope and sequence of the curriculum clearly defined and progressive, covering all key mathematical concepts in a logical order	10
The curriculum provides opportunities for students to engage in critical thinking, problem-solving, and real-world applications of mathematics	10
The proposal provides evidence (e.g., research studies, case studies, pilot results) of the curriculum's effectiveness in improving student outcomes	10
The digital/print high quality instructional materials must support learning for students with learning disabilities and English language learners.	10
The digital/print high quality instructional materials must be aligned to the MS-College and Career Readiness Standards and provide data for feedback and refinement of instruction.	10
Any digital/print high quality instructional materials platforms must be able to integrate in the Google Classroom and/or Canvas Learning Management Systems and sync with a SSO (Clever).	10
The vendor must provide a multi-year cost structure, with the option to non-renew after each year, if funds are not available.	10
The proposal provides clear and sufficient teacher training and ongoing professional development support.	10
The proposal includes effective and frequent assessments to monitor student progress and adjust instruction.	10

Scoring Criteria for Foreign Language, Science, and Electives	Number of Points
The digital/print high quality instructional materials must be of high quality and listed on the MDE approved list of textbook resources and/or identified as high-quality instructional materials by Ed Reports.	10
The digital/print high quality instructional materials must provide guidance for teachers and school leaders in transitioning between in-person and remote learning.	15
The vendor must be able to provide embedded on-going professional learning both in-person and virtual that supports educators and leaders in implementing, monitoring and assessing the impact of the digital/print high quality instructional materials on teaching and learning.	20
The digital/print high quality instructional materials must provide evidence of "high quality" through high scoring on independent curriculum review.	10
The digital/print high quality instructional materials must support learning for students with learning disabilities and English language learners.	20
The digital/print high quality instructional materials must be aligned to the MS-College and Career Readiness Standards and provide data for feedback and refinement of instruction.	10
Any digital/print high quality instructional materials platforms must be able to integrate in the Google Classroom and/or Canvas Learning Management Systems and sync with a SSO (Clever).	10

- **Entities eligible to apply to provide the requested educational services may include:**
- **Private Educational Companies**
- **Institutions of Higher Learning (IHL)**

II. Cost

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

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:

April 07, 2025	RFP Issued
April 28, 2025	Proposals Due
April	Evaluation of Proposals
May	Board Approval

13.0 Responsibilities of an Approved Provider

1. Ensure that the professional development /consultative services provided, and the content used by the provider 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:
 - Statement of specific goals.
 - Description of how progress will be measured.
 - Timetable for implementing services.
 - Initiation date, frequency, and duration of services to be provided.
 - Payment provisions based on services provided.
 - Description of the services to be provided.
 - Qualifications of staff responsible for the delivery of the services.
 - Written reports to the superintendent, building level administrator, and specified district level administrators following each day of service.
 - Quarterly, on-site briefings with the superintendent and appropriate district level personnel.

END OF PROPOSAL

PROPOSAL FORM

Board of Trustees
Jackson Public School District
Jackson, Mississippi

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this RFP shall be as specified or JPSD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this RFP.

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

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

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

RESPECTFULLY SUBMITTED,

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

PRINTED SIGNATURE _____

WRITTEN SIGNATURE _____

TITLE _____

DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED:

WOMAN OWNED

NON-MINORITY

MINORITY

WOMAN AND MINORITY

Acknowledgment of Addendum(s)

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

**REQUEST TO ADD VENDOR**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email form to mmays@jackson.k12.ms.us or todom@jackson.k12.ms.us | Fax to (601-960-8967)

School/Department Requesting Vendor Addition _____

To be completed by Vendor: Please complete all sections:Will your company accept purchase orders? ☐Yes ☐No**Note: As an approved Vendor, you agree not to accept any order from JPS without an approved purchase.****Orders taken and completed without a Purchase Order will be considered a Donation to JPS.**Are you an employee of the Jackson Public School District? ☐Yes ☐No**PRODUCT LINE:** _____

Parent Company Name: _____ Doing Business As (DBA) Name: _____

Parent Company Tax #: _____ D/B/A Federal Tax ID/Social Security #: _____

Physical Address: _____ City _____ State _____ Zip-code _____

Remittance Address: **(If Different):**

Address: _____ City _____ State _____ Zip-code _____

Contact Person: _____ Phone: (____) _____

Fax: (____) _____ Email Address: _____

Select One: This information will be used to track purchases from minority vendors.Minority Code: ☐Woman & Minority ☐Minority ☐Non-Minority ☐WomanType of Entity: ☐Individual/Sole Proprietor ☐Corporation ☐Partnership ☐Other

Submitted By: Signature _____ Date _____

ADDITIONAL INFORMATION REQUIRED: The following forms must be submitted☐ IRS W-9 Form [Request for Taxpayer Identification Number and Certification](#)**FOR INTERNAL USE ONLY**Vendor Number: _____ 1099: ☐Yes ☐No

Completed By: _____ Date: _____

☐ Certificate of Liability Insurance for not less than \$1,000,000 as stated in Mississippi Code Section § 31-7-13(v)

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 the 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



INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

**Appropriate signatures shall certify statements below.

FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the

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)	

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



INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

**Appropriate signatures shall certify statements below.

FEDERAL DEBARMENT CERTIFICATION:

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

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. (Federal fund requirement)	
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. (Federal and State/Other fund requirement)	

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 certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – 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 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 _____

Price Per Session: _____

This cover page is to be placed in 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 whether mailed, hand delivery or electronically emailed.