

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

Contact Information:
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Rebid RFP 2024-04

Title

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

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 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 bisfac

Hard Copy Instructions for Submission

- x Responses, once completed, should be placed in an opaque, sealed envelope.
- x 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 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.
- x 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.
- x 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**

- x 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.
- x 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 (12): 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 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 after Page (12).

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 (12) of this document.

THE JACKSON PUBLIC SCHOOL DISTRICT TEACHER CERTIFICATION PROGRAM

Introduction

The Jackson Public School District (JPSD) is seeking a pool of university partners to support the certification of JPSD employees.

The instructional philosophy of the Jackson Public School District is to ensure that maximum learning takes place in a safe and positive environment. Teachers serve as positive role models, mentors, and contributing team members who adhere to, and enforce, district and school policy.

Our district is committed to Innovative Teaching and Learning which is deeply embedded in our Core Values of Equity and Excellence.

Scope of Services

JPSD invites accredited college and university partners to provide certification support for JPSD employees via two pathways. The potential university partner can respond to either one or both of the following pathways in their response:

Pathway 1: Initial Certification:

To address and support JPS employees who are seeking an initial, standard Mississippi Educator license, JPSD is seeking a pool of accredited college or university partners to provide a virtual, in-person, and/or hybrid program of the required courses needed to earn a standard, alternate route, 5-year Mississippi Educator license.

The college or university partner must have an approved, non-traditional (alternate route) educator preparation program by the Mississippi Board of Education.

The courses (15 hours) are as follows:

- x Classroom Management (or course equivalent): 3 credit hours
- x Tests, Measurements, and Evaluations (or course equivalent): 3 credit hours
- x Introduction to Special Education (or course equivalent): 3 credit hours
- x Internship/Practicum/Residency: 6 credit hours

The courses required for initial certification are described in subsequent paragraphs:

Course: Classroom Management(or course equivalent)

This course presents best practices in classroom and behavior management - from organizing time, materials, and classroom space to strategies for managing individual and large group student behaviors, transitions, lab activities, and other arrangements for classrooms in general and special education. Basic federal and state laws as they pertain to the legal procedures for all teachers, including teachers of students with disabilities and English Learner (EL) students. This course must prepare the teacher to feel confident in their abilities and equip them to fulfill their professional and legal responsibilities in the classroom.

Additional Information

- x **Term of Agreement:** This partnership will be for up to the next three (3) years.
- x **Program Space:** JPSD is willing to provide a space to facilitate an in-person or hybrid classroom design if needed.
- x **Tuition and Program Fees:** JPSD will fund tuition for program participants that successfully complete program requirements.
 - o Program participants that complete all course requirements and earn a passing grade according to college/university standards and policies are considered to have successfully completed the program.
 - o Payment will be made to the college/university partner at the end of each grading term/semester period.
 - o Participants must cover costs for incomplete or failed courses.

Proposal Requirements

In responding, partners should address each section below for the selected pathway(s):

Section I. Admission Criteria Collaboration: Explain how you will work with JPSD to ensure participants meet program admission requirements. Provide evidence of this collaboration through items such as:

- a. Eligibility Screening Checklists and Admission Guides
- b. Summaries of Pre-Screening Meetings with JPSD
- c. Customized Support Plans and Orientation Documentation

Section II. Tuition Reduction Information: Outline how information on scholarships, grants, and tuition reductions will be shared and reviewed with eligible candidates. Suggested methods include:

- a. Financial Aid Orientations (workshops/webinars)
- b. Personalized Financial Counseling Sessions
- c. Automated Notifications on deadlines and updates
- d. Resource Guide for Scholarships and Grants

Section III. FERPA Compliance and Transcript Sharing Describe your process for handling JPSD's FERPA requirements, including:

- a. Signed FERPA Release Agreements
- b. Secure Transcript Sharing with JPSD
- c. Regular Compliance Reviews
- d. Sample FERPA Release Form

Section IV. Approved Program Documentation Confirm program approval for each pathway and include a detailed course list and academic schedule for each pathway

Section V. Itemized Cost Sheet Provide a breakdown of costs on a separate page, including:

- a. Course cost per credit hour
- b. Textbooks, fees, and required materials
- c. Semester and total program costs per participant

Price

PROPOSAL FORM

REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338
Email form to

