

**Mississippi Achievement School District
Humphreys and Yazoo City Regions
2021 – 2022**

REQUEST FOR PROPOSALS



Providing an Education Worthy of Consumption

REQUEST FOR PROPOSALS FOR:

**PROFESSIONAL SERVICES, RESOURCES AND SYSTEMS TO
IMPROVE INSTRUCTIONAL AND ORGANIZATIONAL
EFFECTIVENESS**

PROPOSALS DUE: Friday, April 23, 2021 – 5:00 pm

PROPOSALS MUST BE SEALED and DELIVERED TO:

**Mississippi Achievement School District
Dr. Deanne M. Austin, Federal Programs Director
Office of Federal Programs
401 Fourth Street
P O Box 678
Belzoni, MS 39038
daustin@masd.k12.ms.us**

REQUEST FOR PROPOSALS
Mississippi Achievement School District
Professional Services, Resources and Systems to Improve
Instructional and Organizational Effectiveness

The Mississippi Achievement School District (mASD) through the Office of Federal Programs is soliciting competitive sealed proposals from qualified vendors.

1. REQUEST FOR INFORMATION

Questions concerning the solicitation should be sent to: daustin@masd.k12.ms.us. The deadline for submitting written questions by email is Friday, April 23, 2021 at 5:00 p.m. Copies of all questions submitted, and the responses shall be posted to the mASD's website www.masd.k12.com under the Happening Now section and shall be available to the public on Friday, April 16, 2021.

***Questions and answers shall become part of the final Contract as an attachment. Written responses provided for the questions are binding.**

2. DUE DATES FOR PROPOSALS

The sealed proposals shall be received by **5:00 p.m.** Central Time (CT) on **Friday, April 23, 2021** at the following address based upon the delivery method used. **In person deliveries of proposals will be accepted.**

2.1 INSTRUCTIONS FOR DELIVERY

Proposal shall be submitted in writing and be submitted in three-ring binders with components of the solicitation clearly tabbed. The Vendor shall submit binders as follows:

- One (1) binder for an **unredacted** version of the proposal marked **original**. The **unredacted** copy of the entire proposal/ qualification must be received with vendor identifying information and shall be for the use and files of the mASD only.

- In addition, one (1) USB shall clearly mark the name of the vendor and provide a single document in a **searchable** Microsoft Word or Adobe Acrobat (PDF) format according to the instructions above.

Ship Proposals to:
(FedEx UPS, etc.)

Dr. Deanne Austin
Office of Federal Programs
Mississippi Achievement School District
401 Fourth Street
Belzoni, MS 39038
(DO NOT OPEN)

Mail Proposals to:

Dr. Deanne Austin
Office of Federal Programs
Mississippi Achievement School District
P O Box 678
Belzoni, MS 39038
(DO NOT OPEN)

Pursuant to Mississippi Code Annotated §§ 27-104-7 and 31-7-401 through 31-7-423, the State of Mississippi requires a blind evaluation of certain factors not requiring knowledge of the name of a Vendor. The person designated to create the Register of Proposals shall create a list of all Vendors to present to the Evaluation Committee for conflict-of-interest certification purposes. This list shall only include the name of the Vendor without any corresponding identifying information which would affect the blind evaluation of factors not requiring knowledge of the name of the Vendor.

Restrictions on Communications with the Office of Federal Programs

From the issue date of this solicitation until a Vendor is awarded a contract, Vendors and/or their representatives shall restrict communication with any Office of Federal Programs staff regarding this procurement.

3. RESPONSIVENESS AND RESPONSIBILITY OF THE VENDOR

- Ensure that competitive proposals are received in the Office of Federal Programs by the deadline date at 5:00 p.m. and assumes all risks of delivery.
- At the time of receipt of the proposals, the proposals shall be date stamped and recorded in the Office of Federal Programs.
- Proposals and modifications received after the time designated in the solicitation shall be considered **late** and shall not be considered for award.
- Incomplete proposals shall not be evaluated and shall not be returned for revisions. No faxed copies shall be accepted.
- Proposals that do not include the required number of copies shall not be evaluated.
- Proposals that do not include one (1) USB clearly marked with the name of the vendor to provide a single document in a **searchable** Microsoft Word or Adobe Acrobat (PDF) format according to the instructions above shall not be evaluated.
- The Proposals transmittal form and all required forms shall be signed in **blue ink** by an authorized official to bind the Vendor to the proposals provisions and must be included.
- The Vendor is responsible for ensuring that the **Technical Factors sections shall have no identifying information, logos, watermarks, etc.** If this is not followed, then that Vendor shall be immediately rejected as non-responsive.
- **Proposals must indicate on the cover page the ‘Area(s) of Focus’ the vendor intends to propose services/goods for.**

4. SCOPE OF SERVICE

Target Group: Kindergarten – 12th Grade Teachers, Paraprofessionals, School Leaders and District Leaders.

The Mississippi Achievement School District is seeking proposals for a Professional Services, Resources and Systems to Improve Instructional and Organizational Effectiveness.

AREAS OF FOCUS

A. Professional Services: Student Academic Support Services – Blended (Virtual & Face-to-Face):

- Instructional supports including but not limited to: Algebra I, Biology I, US History, English II, Career and Technical Education, Reading (PreK – Grade 12), Numeracy (PreK – Grade 12), Science (PreK – Grade 12), Social Studies (PreK – Grade 12), and/or Special/Gifted Education.
- Instructional supports for English-Language learners.
- Supports for students administered state required assessments (i.e., Mississippi Academic Assessment Program (MAAP), Subject Area Assessments, ACT, the Mississippi Career Planning and Assessment System (MS-CPAS), the National Certification Exams, and Advanced Placement Exams.

B. Professional Services: Educator Professional Support & Capacity Building:

- Professional learning to increase the instructional capacity of teachers (General & Special Education/CTE) and paraprofessionals.
- Develop Standards Based Report Cards for grades K-2 Year 1, 3rd – 4th Year 2, 4th – 5th Year 3, etc.
- Provide Standards Based Professional Development for all stakeholders.
- Provide training and coaching around equity, cultural competency, and culturally linguistically responsive instructional practices.
- Leadership coaching for district and school level leaders and Leadership Teams that is content and grade-level specific.
- Instructional coaching to support school improvement.
- New teacher induction supports.
- Assessment platform supports to include but not limited to creating district, school, and classroom assessments; administering the assessment through online and/or paper-pencil modalities; retrieving data; understanding the platform's data reports to inform instructional practices and identify trends and gaps.
- Data Management System support to include but not limited to data mining, report building, and data publishing.

C. Instructional Resources & Materials:

- Evidence-based and/or High Quality instructional materials (HQIM) to support standards-based instruction in Pre-Kindergarten – 12th Grade including core contents and electives.
- Web-based instructional platforms compatible with single-sign-on portals.
- Culturally Responsive text and resources and materials that provide differentiated strategies for tiered learning in each content area.

D. Assessment Platforms Which Address the Following:

- Online Assessment Banks to support teacher, school, district generated assessments.
- Capabilities to produce customized benchmark assessments aligned to the district's pacing guides.
- Blended (online or paper/pencil) test administration options; for online options, compatibility with single sign-on portals is preferred.
- Timely Online Scoring Reports accessible at the classroom, school, and district levels.

E. Academic Intervention Supports:

- Evidence-based and/or high-quality instructional materials, Online and/or Blended Learning Intervention Program for English Language Arts and Math compatible with single sign-on portals.
- Professional learning and coaching support for classroom management.
- Provide a progress monitoring tool to validate Intervention Access and relevant resources focused on selecting and implementing an evidence-based intervention program.

F. Social-Emotional Intervention Supports:

- Classroom and Behavior Management Programs for both teachers and students that can be progress monitored weekly.
- Social, Emotional, and Behavioral Supports for Students.
- Professional learning and coaching support for behavior management (i.e., conflict/resolution, team building, peer mediation, etc.).

G. Online Data Management Systems:

- Capability to integrate and automatically synchronization data from the student information system (SAM Spectra), district assessment platforms, online instructional platforms, and state assessment portals on a weekly basis.
- Capability to synthesize data from various sources including but not limited to student information systems (SAM Spectra), district assessment platforms, and state assessment portals for easy reporting on a weekly basis.
- Capability to aggregate and disaggregate data sets including but not limited to state standards/objectives, discipline, attendance, proficiency, growth, and teacher performance to create student, teacher, school, or regional, and district profiles based upon selected such criteria on a weekly basis.
- Availability of online tools and/or technical assistance to support school and district leaders with collecting, synthesizing, and analyzing information including but not limited to teacher evaluation and multi-tiered system of support for students.

Expected Outcomes:

- Equitable access to services, resources, and materials that are differentiated for staff and students to meet their individual needs.
- Improved capacity of district and school leaders to implement, monitor, evaluate and act upon high leverage activities that improve student achievement.
- Improved capacity of teachers and paraprofessionals to implement, monitor, evaluate and act upon high leverage instructional strategies.
- Improved student outcomes on district and state assessments and other accountability measures (including but not limited to attendance, discipline, graduation, College and Career Readiness, etc.).
- Secure evidence-based interventions and high-quality instructional resources and material to enhance the educational experience for students.

- Simplified process for synthesizing and sharing Big Data for the purpose of identifying trends and implementing interventions at the appropriate levels of the organization.
1. Provide Calendar of Events [Required if a program evaluation request – state estimated or needed timeframe for project completion and report deadlines, project update frequency, strategic milestones/deliverable dates, and other necessary information related to project management.]
 2. Project Administration Requirements for Vendor:
 - Although the Mississippi Achievement School District may provide some project guidance, the Bureau expects the Vendor to provide expertise and to independently perform all project management, data gathering, analysis, status reports, and writing and presentation tasks as required by this solicitation.
 - Vendor shall conduct entrance conference with the mASD division office and shall present and provide written information to division staff, including project scope and objectives, planning approach and methodology, anticipated timelines for data gathering and analysis, timelines for key project milestones and deliverables, and an introduction to the project manager and staff.
 - Vendor shall deliver status reports to the Contract Administrator electronically every Quarter, provide hard copy status reports suitable for dissemination to the Board of Education as specified in the Calendar of Events, and in addition make any special status reports by telephone or in person as soon as practical upon request of the Contract Administrator.
 - Vendor shall provide full written report and formal presentation of report to Subcommittee on School Accreditation and Accountability that addresses all elements listed in the Statement of Work. Additionally, Vendor shall make available a concise report to include executive summary, findings, and recommendations only.
 3. Project Documentation and Supporting Expertise Requirements for Vendor:
 - Assure that evidence of findings and recommendations are well-documented and thorough and that all items contained in the Statement of Work are explicitly addressed in the report.
 - Maintain working papers and ensure traceability to reconstruct sources or logic.
 - Assure that all models, graphs, flowcharts, and tables in the report are free-standing and require minimal consultant explanation to lay readers.
 - For each task listed in the Statement of Work, identify potential risks that the Vendor shall not be able to perform the task, and how the Vendor plans to reduce those potential risks. Vendor should accept that there shall be risks and factors affecting performance and must be realistic in assessing them.
 - Disclose any dependency on or assumptions about time and resources necessary from the Mississippi Achievement School District necessary for the Vendor to perform.

5. TIME FRAME

The total number of contractual days will be determined by the availability of funds as approved by the Mississippi Department of Education (MDE). **A contract shall be awarded to the vendor whose proposals is determined to be the most advantageous to the District, taking into consideration the price and the evaluation factors set forth in the solicitation.**

6. TYPE OF CONTRACT

It is anticipated that this contract shall be a fixed price contract with payment made upon completion of tasks identified within the proposal.

7. VENDOR DELIVERABLES

The Vendor shall be responsible for all tasks and deliverables required to complete the project as described in the Scope of Work.

8. THE MISSISSIPPI ACHIEVEMENT SCHOOL DISTRICT

The specific responsibilities of the mASD are as stated below:

- Provide a contact person to work with the Vendor to ensure quality control.
- Review and approve timeframes and work plans.
- Provide available information to assist the Vendor.
- Provide Statement of Work to Vendor.
- Provide Calendar of Events to Vendor.

9. AVAILABLE BUDGET

Because of the scope of this project, we believe it should be possible for different proposers to arrive at vastly differing estimates of resources required. It is anticipated that this shall allow the proposers to explain exactly what the District shall receive for this amount of funds and shall allow evaluators to determine the best proposals based upon the qualifications and the description of what the District shall receive in exchange for this amount.

10. FORMAT AND PROCEDURE FOR DELIVERY OF PROPOSALS

The proposal shall consist of seven (7) parts Part I – Submission Cover Sheet; Part II – Vendor Profile; Part III – Program Narrative; Part IV - Budget/Cost; Part V – Personnel; Part VI – References/Resumes; VII – Assurances and Signed Attachments.

*The proposal shall be prepared with a 12-point font with single spacing; bound with no staples, clips, or rubber bands. Each page of the **original proposal** and all attachments shall be identified with the name of the Vendor.*

The one (1) copy shall consist of the seven (7) parts as follows:

- **Part 1** is the **Submission Cover Sheet** (Attachment A) which shall serve as the cover page of the proposal. **(1 page only)**.
- **Part 2** is the **Vendor Profile**, which shall provide satisfactory evidence of the vendor's capability to manage and coordinate the types of activities and to provide the services described in this RFP in a timely manner. Special attention should be given to the qualifications listed in the Minimum Eligibility Criteria section of this RFP. The description shall include: (a) the vendor's background and (b) the vendor's relevant experience as related to the specific area of focus for which the vendor is applying, and (c) a description of at least three successful experiences that the vendor has had in

demographically similar districts. A minimum of three (3) references shall be provided. The Vendor Profile shall not be more than three pages. Samples of consultant resumes and previous work outcomes and may be attached as an appendix.

- **Part 3** is the **Program Narrative** that shall provide a clear and concise plan describing (a) which area(s) of focus the vendor is proposing to support, (b) how the services will be managed, performed, and evaluated to meet the identified needs of the mASD, (c) the process for submitting reports, (d) the process for communicating with the district and (e) the process for evaluating services rendered (f) **Online Systems Only**: Include data integration processes and timelines, protocols for file uploads, procedures for initial synchronization, and frequency of synchronization throughout the school year. **(No more than five pages).**

Note: Vendors may choose to address one or multiple areas listed in the “Scope of Services” section. Each component will be reviewed independently and may be awarded independently.

(Vendors may choose to include their menu of services as a part of the appendix. The menu of services will not replace the program narrative.

- **Part 4** is the **Budget** that shall include the cost proposal and must encompass all requirements of this RFP. To be considered, vendors must submit a proposal that includes the budget narrative/cost proposal that addresses all costs for services, expenses, and products specified in the RFP. The budget narrative is a maximum cost. The Mississippi Achievement School District will not pay any costs above this amount. A detailed budget narrative shall be included. Indirect costs will not be allowed. The budget narrative should include all costs associated with the project. A unit price shall be given for each service and such unit price shall be the same throughout the proposal. The Budget Summary form shall be completed and shall accompany the proposal.
- **Part 5** is **Personnel** which shall provide resumes of all those who shall be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operations of the contract.
- **Part 6** is the **References/Resumes** section which shall provide at least three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, length of the contract, a summary of the work, and the name of and telephone number of a responsible contact person.
- **Part 7** is the **Assurances and signed Attachments** is the section where the Vendor shall indicate agreement with the terms and conditions as set forth of the solicitation. If the Vendor objects to any of the Standard Terms and Conditions, the objection may be considered as an adequate cause for rejection without further negotiations.

11. ACCEPTANCE OF PROPOSALS

The Mississippi Achievement School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the **solicitation**, which does not affect the price of the proposal, or give one party an advantage or benefit not enjoyed by other parties, or adversely impacts the interest of the District. Waivers, when granted, shall in no way modify the **solicitation** requirements or excuse the party from full compliance with the solicitation specifications and other contract requirements if the party is awarded the contract.

11.1 SELECTION CRITERIA AND PROCEDURES

All proposals received by the stated submission deadline. All proposals received by the stated submission deadline will be evaluated using the selection criteria described in the following section. Proposals will be rated and ranked by a review team from the Mississippi Achievement School District. The evaluation committee will forward the proposal to the Mississippi Achievement School District Superintendent for approval.

One or several contracts may be negotiated with the applicant(s) whose proposal(s) best meets the needs of the Mississippi Achievement School District as determined by the evaluation committee.

The Mississippi Achievement School District reserves the right to reject all proposals.

Evaluation of proposals will be based upon the following criteria:

Organizational Experience

20 points

- Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and
- Qualifications and abilities of personnel proposed to be assigned to perform the services

Organizational Performance

20 points

- Record of past performance of similar work within the last 3 years
- Letters of support from organizations and/or individual reference letters detailing levels of success with the services/resources.

Cost Efficiency

20 points

- Total cost of proposed services.
- Service and support cost.

Program Operations

40 points

- Adequacy of resources, including personnel, equipment, financial stability and other related factors
- Plan for performing required services within in the district and schools
- Management and planning: procedures and organizational structures proposed for

completion of the work as it relates to scheduling of consultants, submission of service reporting, availability to provide technical assistance, communication with district and school leaders, and project management systems.

- Timeliness of services.

Total Possible Score:

100 Points

The applicant should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.

12. REJECTION OF PROPOSALS

Any proposal shall be rejected in whole or in part when it is determined to be in the best interest of the State, as provided by the Public Procurement Review Board regulations. Reasons for rejecting a proposal include:

1. The proposal contains unauthorized amendments to the requirements of the solicitation.
2. The proposal is conditional.
3. The proposal is incomplete or contains irregularities, which make the proposal indefinite or ambiguous.
4. The proposal did not follow the **Format and Procedure for Delivery** as required.
5. The proposal transmittal form is not signed by an authorized representative.
6. The proposal contains false or misleading statements or references.
7. The Vendor is determined to be non-responsive.
8. The proposal ultimately fails to meet the announced requirements of the District in some material aspect.
9. The proposal price is unreasonable.
10. The products 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 acceptable criteria set forth in the solicitation.
11. The proposal is received late. Late proposals shall be maintained unopened in the procurement file.
12. The proposal included vendor specific information or evidence.
13. The Vendor did not include a USB with the name of the vendor to provide a single document in a searchable Microsoft Word or Adobe Acrobat (PDF) format.
14. The Vendor has filed bankruptcy, been implicated in fraud, or been debarred.
15. The Vendor did not perform prior services in a proper, workmanlike, and/or dignified manner.
16. The Vendor currently owes the State money.
17. Objection with the Standard Terms and Conditions.
18. In person delivery.

12.1 EXCEPTIONS:

The mASD reserves the right to reject all proposals, to negotiate with the best proposed Vendor to address issues other than those described in the proposal, to award a contract to other than the low Vendor, or not to make any award if it is determined to be in the best interest of the mASD.

13. DISPOSITION OF PROPOSALS

All submitted proposals become the property of the Mississippi Achievement School District and shall not be returned to Vendor.

14. CONDITIONS OF SOLICITATION

The release of the solicitation does not constitute an acceptance of any offer, nor does such release in any way obligate the MASD to execute a contract with any other party.

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

1. Any proposal submitted in response to the solicitation shall be in writing.
2. The MASD accepts no responsibility for any expense incurred by the Vendor in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the Vendor.
3. The award of a contract for any proposal is contingent upon the following:
 - Favorable evaluation of the proposal,
 - Approval of the proposal by the Office of Federal Programs,
 - Successful negotiation of any changes to the proposal as required by the MASD,
4. Likewise, the MASD also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services, or prices. Therefore, all parties are advised to propose their most favorable terms initially. Discussions may be conducted with Vendors who submit proposals determined to be reasonably susceptible of being selected for the award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, but proposals may be accepted without such discussions.
5. The MASD reserves the right to cancel this solicitation when it is determined in writing to be in the best interest of the District.
6. The RFP, its amendments, the Vendor's proposal and the Best and Final Offer shall constitute the contract.
7. 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, late modification, or late withdrawal shall be considered unless receipt would have been timely but for the action or inaction of District personnel directly serving the procurement activity.

8. Vendors shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment form with the proposal, by identifying the amendment number and date in the space provided for this purpose on the proposal form, or by letter. The acknowledgment must be received by the Mississippi Achievement School District by the time and at the place specified for receipt of proposals.
9. The Vendor 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 Vendor or competitor relating to those prices, the intention to submit an offer, or the methods or factors used to calculate the Vendor’s prices.
10. The Vendor shall submit in writing any trade secrets or other proprietary data contained in the proposal which the Vendor wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code. Offer must complete Attachment C with the proposal identifying any such information.

15. NOTICE OF INTENT TO AWARD

Award shall be publicly posted on the MASD’s website for 48 hours prior to Official award notices. After public posting, the MASD shall notify in writing to the responsible Vendor(s) whose proposal is determined to be the most advantageous to the State taking into consideration evaluation factors set forth in the solicitation. The notice of intended Contract award shall be sent confirmation to the winning Vendor. Unsuccessful Vendors shall be notified in the same manner after the award has been accepted or declined.

16. RIGHT TO PROTEST

- A. Interested Party means an actual or prospective Vendor that may be aggrieved by the solicitation, or award of a contract, or by the protest.
- B. Protestor means any actual or prospective Vendor who is aggrieved in connections with the solicitation or the award of a contract who files a protest.

Tentative Timeline
Professional Services, Resources and Systems to
Improve Instructional and Organizational Effectiveness

| | |
|--------------------------------------|--|
| March 29 th | Release of Request for Proposals |
| March 31 st , April 7, 21 | Advertisement dates in The Yazoo Herald/Belzoni Banner |
| April 14 th | Deadline for questions |
| April 16 th | Deadline for Office of Federal Programs response to questions and posting to website |
| April 23 rd | Solicitation due by 5:00 p.m. Central Time (CT) to Office of Federal Programs |
| April 26 th | Proposal opening |
| April 28 th – May | Evaluation of solicitation and/or presentations |
| 7 th May 14 th | Notice of intent to Award |

Proposal Cover Page

Professional Services, Resources and Systems to Improve Instructional and Organizational Effectiveness

Name of Vendor: _____

Contact Person: _____

Title: _____

Location of Vendor's Principal Place of Business:

Area(s) of Focus: _____

Phone Number: _____ Email: _____

Mailing Address: _____

By my signature below, I hereby represent that I am authorized to and do bind the Vendor to the provisions of the attached proposal or qualification. I have thoroughly read and understand this solicitation and the attachments herein. I agree to perform the specified personal and professional services in accordance with provisions set forth in the solicitation. I fully understand and shall assure compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the solicitation I shall secure, at my own expense, applicable personnel who shall be qualified to perform the duties required under this solicitation. Furthermore, I am fully aware of the evaluation criteria to be utilized in awarding the contract, and I am an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

Authorized Signature

Date

Proposal Due Date: April 23, 2021, 5:00 p.m., Central Time (CT)

The Mississippi Achievement School District: Office of Federal Programs

ATTENTION: Dr. Deanne Austin

Professional Services, Resources and Systems to Improve Instructional and Organizational Effectiveness

See pages number 2 - 3 for delivery address.

CERTIFICATIONS AND ASSURANCES

I/We make the following certifications and assurances as a required element of the qualification to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

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 with 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.
10. The organization agrees to the contractual terms and conditions required by the American Recovery and Reinvestment Act (Exhibit 1).

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 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

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder 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 bid, or the methods or factors used to calculate the prices bid.

PROPRIETARY INFORMATION

The enclosed proposal *does () or does not ()* contain trade secrets or other proprietary data which the Vendor wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code.

If the enclosed proposal does include pages that the Vendor wishes to designate as proprietary, please list page numbers below.

Professional Services, Resources and Systems to Improve Instructional and Organizational Effectiveness
Title of Solicitation

Vendor's Name

Date

Note: Please sign and check applicable word or words provided in Attachment B and C above.

VENDOR PROFILE

Special attention should be given to the qualifications listed in the Minimum Eligibility Criteria section of this RFP. The description shall include (a) the vendor's background and (b) the vendor's relevant experience as related to the specific area of focus for which the vendor is applying, and (c) a description of at least three successful experiences that the vendor has had in demographically similar districts within the past three years. A minimum of three (3) references shall be provided. The Vendor Profile shall not be more than three pages. Samples of consultant resumes and previous work outcomes and should be attached as an appendix.

PROGRAM NARRATIVE

Provide a clear and concise plan describing (a) which area(s) of focus the vendor is proposing to support, (b) how the services will be managed, performed, and evaluated to meet the identified needs of the mASD, (c) the process for submitting reports, (d) the process for communicating with the district and (e) the process for evaluating services rendered. **(No more than five pages).** Note: Vendors may choose to address one or multiple areas listed in the “Scope of Services” section. Each component will be reviewed independently and may be awarded independently. **(Vendors may choose to include their menu of services as a part of the appendix. The menu of services will not replace the program narrative.)**

BUDGET SUMMARY FORM

On this page, please provide a **brief** but **detailed** budget narrative that explains the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, and any projected expenditures. This page may be reproduced as needed.

| CATEGORY/ACTIVITY | AMOUNT | GENERAL DESCRIPTION |
|---|--------|---------------------|
| Professional Development/ Consultant Fee | | |
| Travel | | |
| Equipment | | |
| Supplies | | |
| Evaluation Services | | |
| Other: | | |
| Other: | | |
| Other | | |
| | | |
| Subtotal for Each Page | | |
| GRAND TOTAL | | |

EXTERNAL PARTNER: _____