

PROPOSAL FORM

1. **Delivery of Bids:**

The Copiah County School District Board of Education will accept sealed bid proposals for 2024 Job Embedded Professional Development with Instructional Coaching and Content Area Support. Proposals may be submitted to the Copiah County School District Administrative Office located at 254 West Gallatin Street, Hazlehurst, MS 39083 no later than **12:00 P.M. on Wednesday, July 18, 2024**. These bid proposals must be submitted in a sealed envelope clearly marked as follows:

“2024 Job Embedded Professional Development with Instructional Coaching and Content Area Support”

Electronic bid proposals can be submitted to www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

2. **Bid Withdrawal:**

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date.

3. **Right to Reject Bids:**

The Copiah County School District Board of Education reserves the right to reject any/or all bid proposals regardless of cost in an effort to secure the best performance and the highest level of function, quality and value.

4. **Subject to Appropriation:**

Funds for bid proposals are subject to federal/state appropriation and ability of the district’s Comprehensive Federal Programs Application (CFPA) and Elementary and Secondary School Emergency Relief (ESSER) to accommodate this expense.

5. **Code of Conduct for Consultants:**

All consultants that work through this bid are always expected to conduct themselves professionally. In addition, they are required to submit written documentation of each consulting visit and submit to the district and school.

6. **Terms of Contract:**

Terms of contract will be a multi-year contract to be evaluated annually to ensure services are rendered as described in the contract. The contract will continue for three years. Copiah County School District reserves the right to dissolve this contract each year as dependent upon allocation of funds and evaluation of services provided.

8. **Acceptable Formats for Submission of Proposal:**

Bidders can drop off their bid proposals in person, send through US Mail or submit through the Central Bidding platform mentioned above. Please make sure the bid is appropriately marked on the outside of the envelope/box if delivering or mailing.

SPECIFICATIONS

Purpose

The purpose of this Request for Proposal (RFP) is to obtain quotations for professional development services to provide high quality training and job embedded support for school-site administrators, instructional literacy coaches, teachers and assistant teachers of the Copiah County School District in the area of Teacher Coaching and Instructional Coaching for English Language Arts, Math, Science, Social Studies, MTSS, English Learners and SPED centered around MDE's High Quality Instructional Materials with the use of the Mastery Connect Platform and Mastery Predict Assessments and Supplemental Item Bank. The winning bid must be an MDE certified Professional Learning Guide Partner and proficiently trained in the Savvas My View and My Perspectives, Eureka Math, and enVision Math. Consultant services may be scheduled for up to 250 days a year, in a three-year cycle. Each year the days will occur between July and June of the regular school year.

Scope of Services – *Proposal responses should be in the following order:*

The consulting services will include but are not limited to:

1. Analysis of the English Language Arts, Math, Science, and Social Studies MCCRS instructional practices at the district and school building level to ensure mastery of standards encompassing the Reading Foundation, Reading Literature, Reading Informational, Writing, Language, Speaking and Listening standards for K-12th grade teachers and administrators with use of state platforms and Mastery Connect platform;
2. Provide prescriptive services focusing on curriculum, MTSS processes, SPED instructional processes and co-teaching models, quality instruction, assessments (creating assessments in Saavas, enVision, Eureka, Mastery Connect and analyzing results) and student mastery of standards;
3. Assist in the development of standards-based curriculum planning and instruction among the staff and administration of the school;
4. Provide services throughout the school year to assist in the sustainability of quality instructional practices;
5. Provide “in-person” professional development (no online training sessions);
6. All service providers are asked to declare the way in which their company ensures that consultants/trainers/presenters/speakers are fit to work with teachers, staff, students and parents (i.e. Background checks, training programs, etc.) in addition to having the service providers sign a Code of Conduct located on pages 12-13 of this document;
7. Maintenance of Privacy: Proposer should outline training, protocols, or other measures that consultants go through to ensure that the privacy of the staff and students is maintained as per local, state, and federal law;
8. Materials/Copying Charge: Any charge for copying or materials needed for this professional development needs to be declared in the proposal;
9. Provide administration (Director of Curriculum, Director of Federal Programs and Principal of school) with reports of the consultant's actions, observations, and suggestions;
10. Deliver reports in an electronic and cumulative format with mid-year and end-of-year evaluation of services provided;
11. Must include evidence-based research to comply with the Every Student Succeeds Act (ESSA); evidence-based research must list the effect sizes of the services the professional development firm will provide and the likelihood that those services will yield high results for the instructional cadre;

12. All Bid Documents: Fully complete all bid document forms (pages 6-13) in this RFP packet and provide a narrative for the following items:
- Billing Protocol: Companies should provide complete information about **who** the billing contact is (a person), what the contact's information for the billing department is and how billing will occur. Copiah County School District requires that invoices be sent *WITH* the consultant's report of service (mentioned in #6) as well as the purchase order number, accurate dates, campuses and number of visits (e.g. 7th of 30 visits to ABC School) be reflected in each invoice – if the proposer has any other requests for billing, please declare that information in the proposal. Invoices may be sent in “batches” monthly, but all information needs to be accurate to avoid overpayment and other confusion;
 - Grievances/Complaints/Issues: CCSD has a Vendor Grievance Procedure to address and resolve any vendor grievances or disputes resulting from or arising out of CCSD's RFP process. If Vendor disagrees with any aspect of the RFP process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the RFP, including RFP number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by CCSD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the RFP that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the RFP that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Education. If Vendor wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the RFP that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the RFP that is the subject of the appeal. After the Board takes final action upon an RFP, no appeals or protests will be acknowledged by CCSD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

Minimum Qualifications

- Be a vendor in good standing with local, state, and federal governments;
- Be a vendor with at least one previous MDE employee that will be providing instructional coaching in the district;
- Be a vendor that has a reputable history of providing quality services;
- Provide trainings that align with the Mississippi College and Career Readiness standards for grades K-12.

Selection Process

Contracts will be evaluated based on requested scope of services, experience, favorable references, cost and services available. The evaluation process will continue until a recommendation of award is accepted by the Copiah County School District Board of Education.

Special Terms and Conditions

In the event the consultant is unable to provide the contracted services and mutually acceptable alternative cannot be arranged, the contract can be terminated with written notification by either party.



Certification of Acceptance of Bid Conditions

This is to certify that _____ accepts the conditions of this official
(Name of Firm)
bid process in submitting our sealed, competitive bid for the items outlined under the
specifications section of this proposal.

Signed: _____

Title: _____

Firm: _____

Date: _____



BID 2024 Consulting Services

Proposal

Board of Education
Copiah County School District
254 West Gallatin Street
Hazlehurst, MS 39083

Members of the School Board:

We proposed to furnish and deliver the services as listed in the proposal form according to your specifications. These prices are guaranteed until June 30, 2027.

We further agree not to request permission to withdraw our bid after bids have been publicly opened.

This proposal consists of Proposal Forms, Conditions and Specifications. We understand that each form is to be signed as required and unless this has been done, our bids may be considered incomplete and rejected.

Firm: _____

Address: _____

State _____ Zip Code _____

Telephone _____

Signature _____

(Please print name above)

Title _____



**2024 Consulting Services
Consulting Services
BID FORM**

Consultation Services (per day)	\$ _____
Travel Expenses to the school sites (per day)	\$ _____
Meals/Lodging (per day)	\$ _____
On-Call Function	\$ _____
Duplication of Materials	\$ _____

*(*Costs are requested a certain way to be able to compare against other vendor's products – if you choose to list prices in a different way that must be in addition to the requested prices listed here.)*

Name of Company

Name (printed)

Signature

Date

Superintendent's Signature

Date

School Board President's Signature

Date



ANTI-LOBBYING CERTIFICATION

Disclosure Regarding Payments to Influence Certain Federal Transactions

_____ (Date)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making Of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Firm: _____

Signature: _____

Print Name: _____

Title: _____



FEDERAL DEBARRED LIST CERTIFICATION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a Governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Firm: _____

DUNS/SAMS Number: _____

Signature _____

Print Name _____

Title _____



CONFLICT OF INTEREST CERTIFICATION

_____ (Date)

The undersigned certifies that to the best of his/her knowledge: (check only one):

____ There is no officer or employee of the Copiah County School Board who has, or whose relative has, a substantial interest in any contract resulting from this request.

OR

____ The names of any and all public officers or employees of the Copiah County School Board who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

Firm: _____

Signature _____

(Please print name above)

Title _____



Code of Conduct for All Professional Development Consultant/Trainers/Presenters/Speakers

Ethical Conduct

YOUR DISTRICT believes that the “behavior that is regarded as ethical is described as beneficial to everyone involved, truthful and accurate and based on a commitment to doing one’s duty, keeping promises and not causing harm.” To this end, our code of conduct is the concrete expression of these beliefs in day-to-day interchanges between professional development providers, district/school leaders and teachers/staff being trained.

- Do no harm. Providers shall only enhance the professional development program already in place.
- Report any abuse of students, staff, resources to the building supervisor immediately. Even if the abuse is suspected it is incumbent upon any presenter to make sure the abuse is reported.
- Providers may not suggest (advertise or sell) any new name brand program to teachers/schools but may work in conjunction with the programs already in place in the school system during any training sessions. If they are in the district to train how to use a product that has been purchased, they are not allowed to sell or push any other product during requested training sessions. Suggestions to purchase other products can ONLY be made to the central office staff to prevent any miscommunication about products currently being used.
- Providers must describe to their clients the content and methods required to achieve agreed upon program goals, including the school and classroom follow-up processes needed to improve teachers' content knowledge and instructional skills verbally and in writing. Entrance conferences need to be scheduled with the administrative parties involved with the trainings, as well as exit conferences. In addition, written reports of what the goals of the visit were, how those goals were achieved, and the outcomes of the training need to be transmitted through reports emailed to the administrators within ten business days of the training.
- Staff development providers do not offer any compensation, gratuities or favors to staff development leaders that may directly or indirectly affect staff development leaders' judgments about contracting for services with providers.
- All information shared or gathered by a presenter about Copiah County School District is confidential and cannot be shared with outside parties without express written consent of the school district.

- All consultants/trainers/presenters/speakers are expected to follow the Mississippi Department of Education’s Code of Ethics as is applicable to their role. All interactions with students, staff and parents are expected to be wholesome and appropriate for the situation. Consultants/trainers/presenters/speakers can never be left alone with any students because they are not employed to supervise students; their primary role is to present information to further develop students, teachers, administrators, or parent’s knowledge of pedagogy and curriculum (unless a MOU or contract specifies otherwise).
- All service providers are asked to declare the way in which their company ensures that consultants/trainers/presenters/speakers are fit to work with teachers, staff, students and parents (i.e. Background checks, training programs, etc.)
- Coarse language, inappropriate dress, or expression of personal political or religious beliefs will not be permitted.
- Before presenting in any capacity with Copiah County School District, all consultant/trainers/presenters/speakers are expected to have a signed Code of Conduct on file with the district.

By signing, I am certifying that I have read and understand The Copiah County School District’s Code of Conduct for consultants/presenters/trainers/speakers. I will comply with the Code of Conduct when I present with Copiah County School District.

Presenter’s Name (Printed)

Presenter’s Signature

Date