Jackson Public School District

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

Contact: Latoya Blackshear
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RFP 2025-03

Title: Mass Communications and Data Integration

Issue Date: Tuesday, February 18, 2025

Submission Deadline:

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

PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADDING TO www.centralbidding.com

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

Questions regarding proposal 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). Addendum chart is located on page 18..

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 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 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 (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.

Mailed or hand-delivered proposal must include the Original and three (3) copies. Proposals may be uploaded to www.centralbidding.com before the designated date and time. No copies are warranted if uploaded electronically. Please follow the proposal submittal instructions.

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE PROPOSAL AND UPLOADED TO www.centralbidding.com. For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814**.**

In order for this proposal to be accepted for evaluation, all information must be completed, and all instructions must be followed.

REQUEST FOR PROPOSAL

1.0 BACKGROUND

Jackson Public Schools (JPS) is the third-largest school district in Mississippi, serving approximately 17,000 students across more than 36 schools. Located in the capital city of Jackson, JPS is a diverse, urban district committed to fostering academic excellence, equity, and innovation.

The district emphasizes a student-centered approach, offering a variety of programs to support academic achievement, including Advanced Placement (AP), International Baccalaureate (IB), arts integration, and robust career and technical education pathways.

At JPS, engaging stakeholders is a cornerstone of our mission. We believe that collaboration with scholars, parents, educators, and community partners is essential to creating a supportive and inclusive educational environment. Stakeholder engagement not only strengthens trust but also ensures that diverse voices are heard in decision-making processes, leading to more effective strategies and outcomes.

As a top priority, JPS actively builds and sustains partnerships to enhance educational experiences and provide students with opportunities that extend beyond the classroom. Through open communication, community events, and collaborative initiatives, the district seeks to create meaningful connections that empower families and community members to play an active role in student success.

This RFP focuses on mass communication, a vital tool for ensuring that stakeholders are informed, engaged, and aligned with the district's goals. By leveraging innovative communication strategies, JPS aims to strengthen its relationships with stakeholders, enhance transparency, and foster a shared commitment to educational excellence.

2.0 OVERVIEW

Jackson Public School District (JPSD), request proposals from qualified vendors to provide a platform for data integration, communication, and analytics to support academic achievement and improve engagement with stakeholders.

The selected vendor will work closely with the District to implement the solution effectively and provide ongoing support and training to maximize its utilization.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are

encouraged to expand upon the specifications to evidence service capability under any agreement.

3.0 SCOPE OF WORK

The District seeks a solution that addresses the following needs:

1. Data Integration

- Seamless integration with the PowerSchool (SIS) and other relevant platforms.
- Real-time updates for student performance and attendance and discipline data.
- The program must be able to tag the various subgroups of students, based on the federal definition.
- Ability to generate and allow unlimited data imports and extracts from other JPS partner academic programs. Data integration of benchmarks, ACT, MAAP, supplemental data, universal screeners, etc. – without additional fee.

2. Communication Tools, Data Analytics and Reporting

- The system must enable calls, emails, and texts to be initiated directly from the same location as the data view, allowing communication with parents/guardians by school location or district-wide and able to be record.
- It must support mass communication at both the district and school levels via email, text, and call, with the ability to target specific populations.
- The system must provide message delivery statistics, including the number of messages sent, delivered, or failed.
- Provide a robust two-way text messaging feature that allows seamless communication between the district, schools, and families.
- Personal cell phone numbers must be masked to protect user privacy.
- Provide tools to confirm receipt of communications and track engagement metrics like open rates and click-throughs.
- The system must allow phone calls to be made and initiated from desktop/laptop web browsers and mobile applications, connecting directly to parent phone numbers.
- It must function seamlessly on various devices, including desktop computers, laptops, tablets, Chromebooks, and more, across different operating systems such as Windows, iOS, and Android. It must also enable phone calls, text messages, and group messaging.
- The system must support the translation of phone call transcriptions, texts, and emails into multiple languages.
- It must record and automatically transcribe every phone call made through the platform.

- Incorporate features such as RSVP tools for events, permission slip management, and direct communication with parents and guardians.
- The system should provide options to print and export student communication records in various formats.
- Tools must be included to monitor teacher engagement with parents and students.
- The platform must feature accessible dashboards to track student progress and identify trends effectively.
- The platform must have the capability to send automated attendance alerts to parents/guardians and include a feature to track and monitor chronic absenteeism effectively.
- Offer insights to help district leaders assess the effectiveness of communication efforts and improve future outreach.

3. Customizable Newsletter Templates

- Provide pre-designed, professional newsletter templates that are easy to customize with district branding, colors, and logos.
- Drag-and-drop or user-friendly editing features for quick content creation.
- Enable newsletters to include text, images, videos, hyperlinks, and attachments to create visually engaging and informative content.
- Offer automatic translation of newsletters into multiple languages to accommodate the diverse needs of the district's families.
- Provide detailed analytics to track newsletter open rates, click-through rates, and overall engagement.

4.0 COMPREHENSIVE OBSERVATION AND EVALUATION SYSTEM

The system must enable district observers and evaluators to:

- Schedule and conduct detailed observations and evaluations aligned with district-specific evaluation criteria.
- Organize and document evidence collected during observations and evaluations.
- Deliver comprehensive feedback to staff members via email, ensuring real-time insights.
- Facilitate two-way communication between the observer and evaluator, ensuring alignment with district-customized evaluations.
- Support multimedia attachments, allowing pictures and videos to be included in evaluations.
- Automatically aggregate evaluation results for streamlined analysis.
- Generate real-time reports tracking completed evaluations by department.

- Disaggregate evaluation data by department, observer, staff member, standard/domain, and school year.
- Provide summary reports with exportable data in Microsoft Excel or PDF formats.
- Allow staff to conduct self-assessments based on the Learning Forward Model.
- Include an offline-capable iPad/tablet application that caches teacher and student information for evaluations when WiFi is unavailable.

5.0 TRAINING AND SUPPORT

- The vendor must provide on-site professional development for administrators, teachers, and designated personnel to ensure successful implementation of the program.
- Outline the proposed training process, including web-based support, available after initial implementation.
- Training must be flexible, complimentary, on-site, and unlimited to meet the needs of JPSD campus administrators.
- The vendor must offer dedicated technical support and assign a Customer Service Manager to the district. Include the manager's full contact information (name, address, phone number(s), and email) along with the vendor's general company contact details.
- A Help Desk must be accessible 24/7/365 via phone, email, or chat.
- The vendor must provide an online training platform with instructional videos and a comprehensive FAQ section to ensure users can effectively master the proposed solution.

6.0 TECHNICAL REQUIREMENTS AND PRIVACY

6.1. Introduction

The Jackson Public School District seeks providers who can deliver secure, scalable, and FERPA-compliant solutions while adhering to NIST cybersecurity standards. Selected vendors must demonstrate commitment to data security, privacy, and compliance with federal, state, and local regulations. Each vendor must complete the table in this section and submit supporting documentation where applicable to demonstrate compliance with security requirements. Failure to meet these security standards and/or provide supporting documentation may result in disqualification.

6.2. Single Sign-On (SSO) Requirements

The district requires **Single Sign-On (SSO)** integration for authentication. Vendors must support **Google SSO for students** and either **Microsoft 365 or Google SSO**

for employees. Vendors must provide documentation confirming which authentication method(s) they support. Failure to comply with these authentication requirements may result in disqualification.

6.3. Rostering & Data Synchronization Requirements

The district requires vendors to provide details on their options for **rostering teacher and student data** within their application. The district currently uses **Clever and PowerSchool** for rostering.

- Vendors must indicate whether they support rostering through **Clever** or **PowerSchool**.
- If the vendor supports **PowerSchool integration**, they must specify the exact PowerSchool tool used for data synchronization.
- Vendors using PowerSchool must also provide **file format specifications** and **detailed directions** provided to districts for rostering through PowerSchool.

Vendors must submit documentation outlining their complete rostering process, supported integration tools, and any additional requirements for synchronization with the district's student information system.

6.4. NIST Security Compliance Requirements

To ensure adherence to NIST 800 security standards, each vendor must complete the following compliance table by indicating whether they meet each requirement and providing supporting documentation where applicable. Supporting documentation must be clearly labeled.

Vendors must provide explanations for no responses and documentation to support all yes responses.

All NIST requirements are not included in this list. The District reserves the right to request additional security information and documentation from all respondents-based answers provided with the proposal submission.

Requirement	Yes/No	Documentation Included Yes/No
1. Is all data encrypted in transit (TLS 1.2+) and at rest (AES-256)?		
2. Is Role-Based Access Control (RBAC) implemented, and the least privilege principles enforced?		
3. Is student data stored in compliance with data residency requirements?		
4. Are all backups encrypted and stored securely?		
5. Is Multi-Factor Authentication (MFA) required for administrators and staff?		
6. Are logging, monitoring, and automated session management implemented?		
7. Is all API access secured using OAuth 2.0/OpenID Connect?		
8. Are regular security audits and vulnerability scans conducted?		
9. Is an incident response plan in place and aligned with best practices?		
10. Is 24/7 security monitoring and breach reporting in place?		
11. Is student data securely disposed of in accordance with NIST standards?		
12. Are data retention and deletion policies clearly defined and enforced?		
13. Is the use of AI/machine learning on student data disclosed?		
14. Do AI models ensure that no personally identifiable information (PII) is retained?		
15. Is a minimum of $5M cyber liability insurance maintained?		
16. Does the vendor accept full financial and legal responsibility for security breaches?		
17. Is compliance with HIPAA/FERPA/COPPA regulations confirmed?		

6.5 ARTIFICIAL INTELLIGENCE (AI) USAGE DISCLOSURE

Vendors must disclose any use of Artificial Intelligence (AI) or machine learning within their SaaS product. The following details must be provided:

- A description of how AI is utilized within the application.
- A list of the types of data collected and processed by AI models.
- Whether AI is used to make automated decisions that impact students, teachers, or administrators.

- Measures taken to ensure data privacy and compliance with FERPA and other applicable regulations.
- Assurance that AI models do not retain personally identifiable information (PII) beyond required processing needs.
- Documentation of any AI-driven analytics or profiling conducted on user data.

Failure to fully disclose AI usage and its implications may result in disqualification from consideration.

7.0 CONTRACT TERM

JPSD reserves the right to enter into an agreement with the vendor to perform the services for a three (3) year term, with the option to renew each year, unless either party gives notice of non-renewal not less than 60 days prior to the expiration of any one (1) year term. Also, the district requests that it's local partners and private schools in which the District provides equitable services receive the same pricing as the district. Additionally, at the end of the three-year period, the District may extend the contractual terms should there be no significant changes in the services.

Cost Analysis Table is for any category that may need to be made specific by the vendor.

Pricing: Using the table below, list the costs of each required feature and calculate the total price. If a specific feature has no individual cost, enter zero in the total cost column. Vendors may provide a single bundled price if it includes all required features.

Cost Justification Price Spreadsheet		
Required Features	**Specific Details**	**Total Cost**
Communication Tools, Data Analytics, and Reporting		
Customizable Newsletter Templates		
Comprehensive Evaluation Tool		
Training and Support		
Implementation Costs		
Total Cost		

Evaluator _____ **Provider** _____ **Date** _____

Scoring Instructions

1. Score each criterion on a scale of 1 to 5:
    - **0 – 5 = Poor**: Does not meet expectations or lacks the required features.
    - **6 – 12 = Fair**: Meets some expectations but is lacking in key areas.
    - **13 – 19 = Good**: Exceeds expectations in some areas.
    - **20 – 25 = Excellent**: Exceeds expectations significantly and demonstrates outstanding capabilities.

Evaluation Criteria	Description	Score
Mass Communication Features	Assesses the quality, flexibility, and ease of use of newsletter templates, including branding options. multilingual and accessibility Support, reviews the platform's usability on mobile devices and availability of a dedicated app, two-way communication, etc.	
Analytics and Reporting	Analyzes tools for tracking engagement metrics (e.g., open rates, click-through rates) and actionable insights, etc.	
Integration with Existing Systems	Assesses compatibility with current systems like SIS and LMS.	
Training and Technical Support	Evaluates the quality and comprehensiveness of training, onboarding, and ongoing technical support, etc.	
Technical Requirement And Privacy	SaaS provider who can deliver secure, scalable, and FERPA-compliant solutions while adhering to NIST cybersecurity standards.	
Customizable Newsletter Templates	Assesses the quality, flexibility, and ease of use of newsletter templates, including branding options, etc.	
Comprehensive Evaluation	The system enables district observers and evaluators to conduct and document detailed observations aligned with district-specific criteria, provide real-time feedback via email, facilitate two-way communication, support multimedia attachments, automatically aggregate and disaggregate evaluation data, etc.	
Cost-Effectiveness	Compares pricing structure, scalability, and value for the district's budget.	
References and Experience	Considers vendor experience with K-12 districts and feedback from references. Identified and included a dedicated Customer Service Manager resume.	
TOTAL SCORE		

For questions regarding the RFP Specifications, please contact:

LaToya Blackshear
Director of Planning and Evaluation
Jackson Public School District
662 S. President Street Jackson, MS 39201
Telephone: (601) 960.8879
E-mail: lblackshear@jackson.k.12.ms.us

END OF PROPSAL

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	

JACKSON PUBLIC SCHOOLS
Transforming lives through excellent education

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 ☐Woman
Type 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 ☐ Certificate of Liability

FOR INTERNAL USE ONLY
Vendor Number: _____ 1099: ☐Yes ☐No

Completed By: _____ Date: _____

Insurance for not less than $1,000,000 as stated in Mississippi Code Section 31-7-139

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name_____Date_____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

_____ _____
Authorized Signature Date

_____
Printed Signature

CONFIGURATION SUMMARY

Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.

ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.

2. Services will be provided under the supervision of highly qualified teachers and/or administrators.

3. The organization will maintain professionalism and confidentiality.

4. The organization is fiscally sound and will be able to complete services to the local educational agency.

5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.

6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.

7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.

8. All services will be secular, neutral, and non-ideological.

9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed

*For Educational/Instructional proposals

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

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

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

_____ _____

Original Signature of Contractor or Authorized Official *Date*

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

**Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

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)**	

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

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS),that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

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_____ _____

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 _____

Combine Total Cost Price: _____

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.