JACKSON
PUBLIC SCHOOLS
Transforming lives through excellent education

RFP 2025-05-26

Title: English Language Arts & English II High Impact Tutoring

Issue Date: Thursday, November 13, 2025

Submission Deadline: Tuesday, December 09, 2025

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

Office at 601-973-8582 for assistance. Questions regarding proposal specifications are to be addressed to the Project Administrator listed in the proposal.

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed RFP shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal RFP document), at which time all RFP shall be publicly opened and read aloud. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

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

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

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

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

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

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this RFP. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the RFP (e.g., pricing), in which case the Add RFP Addendum shall not only be acknowledged below but shall be completed and attached to the RFP at the time the RFP proposal is submitted. Receipt of the following Addendum issued during the course of this formal RFP is hereby acknowledged:

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM**, **INSTRUCTIONS AND CONDITIONS**, **SPECIFICATIONS** and any **ADDENDUM** (if applicable). The Addendum chart is located on page 33.

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent, i.e., round the pricing to two places to the right of the decimal point only.** JPSD will only accept pricing, which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal

shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing
Unless otherwise indicated in the detailed specifications of this RFP document, JPSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoice for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and JPSD for that time period, following inspection if applicable. Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials needed for presentations, etc. must be included in the total price proposal price submitted if and applicable.

Performance Penalty
The Vendor is subject to a 10% penalty on this agreement for the **2025-2026** school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

Default and Delays
Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSD whether the said cost is the same as originally accepted or any excess cost.

Damage to School Property
Any damage or loss to JPSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced with the satisfaction of designated JPSD personnel, at the Vendor's cost, within a reasonable time.

Guarantee
Each Vendor, by presenting a rfp under these specifications, binds himself to make it positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this RFP for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide coverage as indicated in the specifications.
Acceptance and Award of RFP Proposals
The Vendor's RFP proposal, once submitted and accepted as a valid RFP by JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSD at any time within forty-five (45) calendar days following the RFP opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All RFPs must be valid for the effective

dates stated in the specification, if applicable.

The award of contract shall be made to the Vendor responsible whose RFP, conforming to the specifications, is deemed to be the most advantageous to JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD to reject the RFP, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSD (i.e., a duly issued purchase order or signed contract). All RFPs shall be approved by the Board of Trustees prior to the final award.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the RFP proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this RFP. However, if in the opinion of JPSD, a contract document is required to authorize the award of the RFP, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSD sign Vendor contract documents, a sample of all such documents shall be included with the RFP proposal and shall become a part of the Vendor's RFP proposal.

All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.

Hard Copy Instructions for Submission

- Responses, once completed, should be placed in an opaque, sealed envelope.
- On the outside of the envelope, list the Company's name/address, RFP number, title, opening date and addressee information as they appear in the RFP proposal so that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list the required signatures that were noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along with Two (2) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered.

Please submit the proposal when mailed or hand delivered to

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

- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.

- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service, or any other delivery methods.

Page (24): Cover page is to be placed on the front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals whether mailed, hand delivery or electronically Uploaded. The submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

All the other required forms to include in the proposal are listed starting at Page (18).

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.

Performance Dates:

- 1st Advertise: 13 November 2025 (Clarion)
- 2nd Advertise: 20 November 2025 (Clarion)
- Pre-bid Conference: 21 November 2025 (ZOOM)
- Final Date for Questions: 02 December 2025
- Answers to Questions: 04 December 2025
- Bid Opening Day: 09 December 2025 @ 10:00 A.M.
- Vendors may be notified of Board Review and Potential Award after the Bid Date

Questions: All questions must be submitted in writing to delesh@jackson.k12.ms.us. All questions and answers will be posted online on:

https://docs.google.com/document/d/12EO8G4cscbjXD-0dMgu50qUxytvsyyPk6cygzBlUUX4/edit?usp=sharing

English Language Arts (ELA) & English II High-Impact Tutoring

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.

This RFP focuses on providing high-impact ELA & English II tutoring services designed to improve student outcomes in ELA & English. This RFP is specifically focused on engaging providers who have demonstrated expertise in evidence-based tutoring models and can deliver measurable results.

2.0 OVERVIEW

The Jackson Public School District (JPSD) is seeking proposals from qualified vendors to provide high-impact ELA & English II tutoring services for students in grades 4-12. The primary goal is to strengthen foundational literacy skills and support students in developing proficiency aligned to Mississippi College- and Career-Readiness Standards for English Language Arts.

The proposed solution must align with district goals, address identified student needs, and demonstrate evidence-based practices that support measurable gains in ELA & English II achievement. Providers should clearly articulate strategies for accelerating literacy development and strengthening academic language skills for all participating students.

The selected vendor will be expected to serve as a strategic partner in enhancing student outcomes. This includes engaging in continuous collaboration with JPSD to assess program effectiveness, monitor student progress, and adapt instructional strategies as needed.

3.0 TERMS AND DEFINITIONS

The following terms will be referenced throughout this Agreement:

Per-Student Rate: The all-inclusive cost per student for the complete tutoring program, including all services, materials, technology access, project management, and administrative support.

High-Impact Tutoring: Sustained, consistent tutoring with strong relationships between students and their tutors, close

monitoring of student knowledge and skills, alignment with school curriculum, and oversight of tutors to assure quality interactions.

Dosage: The evidence-backed frequency, duration, and consistency of tutoring sessions prescribed to optimize student learning outcomes.

Implementation Plan: A comprehensive plan designed by the provider describing professional learning for tutors, support structures, continuous improvement processes, ongoing coaching, resources, and technical support.

Professional Learning: Training and support provided to tutors to effectively implement the tutoring program and support student success.

4.0 SCOPE OF WORK

4.1 LENGTH OF PROGRAM

The program is expected to run for **approximately 12 weeks (56 available tutoring days), from January 5, 2025 – March 31, 2026**, excluding district/state testing windows and scheduled holidays. Sessions will run for 30–45 minutes, **3 days per week**.

4.2 PROGRAM SIZE AND STUDENT POPULATION

The District will identify eligible students for participation. The program will serve students in grades 4-12. Details about the anticipated student population are provided below.

Target Student Population Profile	
Grade Level of Students	Grades 4-12
Characteristics of Students	Students represent all demographics and subgroups, including English Learners (ELs) at varying proficiency levels
Participating School Sites	All JPS Schools that serve grades 4 -12
Course Enrollment	Students are currently enrolled in grade-level English Language Arts courses and English II
Estimated Total Number of Students	To be determined based on identified needs at each participating school.

4.3 IMPLEMENTATION EXPECTATIONS

Implementation will be based on the vendor's evidence-based recommendations for the targeted student population. The District is open to **any innovations, methodologies, or value-add components the Provider can offer** that meet the minimum service requirements.

The following implementation timeline provides high-level guidance:

Timeframe	Activity
December	District communicates with school leaders, parents, and students at participating schools. Final roster of participating students is confirmed.
January 5, 2026	Tutoring begins for students in grades 4-12.
January 5–March 31, 2026	Ongoing tutoring sessions (3 sessions per week, 30-45 minutes each).
March 31, 2026	Tutoring program concludes.
April–May 2026	Final program evaluation and data analysis.

5.0 PER-SCHOLAR PAYMENT STRUCTURE

Vendors must propose a per-scholar rate that is all-inclusive of all costs associated with delivering the tutoring program. This rate should cover:

- All tutoring sessions (66 available days, 3 sessions per week per student)
- Qualified tutors licensed to teach ELA
- Curriculum materials and resources
- Technology platform access
- Progress monitoring tools and data dashboards
- Project management and coordination
- Customer success management
- Technical support
- Data reporting and analysis
- All administrative costs

5.1 PAYMENT TERMS

The District will pay vendors based on the number of active scholars receiving services as verified by attendance and session completion records.

Payment will be calculated as follows:

- **Per-Student Rate (proposed by vendor) × Number of Active Scholars = Monthly Invoice Amount**

Active Student Definition: A student who receives services and whose attendance is documented throughout the billing period. Student attendance rates may be used to determine the portion of services considered billable.

5.2 INVOICING SCHEDULE

Invoicing will occur monthly based on services delivered:

• **Invoices must include the following documentation:**
- **Student Roster**
  • Names and unique student identifiers for all students served

- **Attendance Records**
  • Dates, times, and duration of each tutoring session
  • Modality of instruction (in-person or virtual)
  • Indication of student presence, absence, or partial attendance
- **Session Completion Documentation**
  • Lesson focus and standards addressed
  • Progress monitoring data or student work samples, when applicable
  • Notes regarding interventions provided for targeted students
- **Staffing Verification**
  • List of personnel delivering services with credentials or role
  • Daily logs confirming service delivery

• **Payments**

- Processed within **45 days** upon receipt of a complete invoice and District approval

• **Billing Limitations**

- The District reserves the right to withhold or prorate payment for students who fail to meet the expected attendance threshold established in the contract

5.3 BUDGET

Vendors must clearly state their proposed per-scholar rate and calculate total program cost.

6.0 TARGET STUDENT OUTCOMES

While payment is not contingent on specific outcomes, vendors must demonstrate their commitment to achieving measurable student growth. The District will track the following outcomes:

Outcome	Metric	Assessment Timeframe
Student Reading Growth	Student demonstrates measurable improvement in reading comprehension and fluency	**Baseline Data:** Benchmark II (December 4–18) **Growth Comparison Assessment:** Benchmark III (February 23–March 6)
Student Writing Growth	Student demonstrates measurable improvement in writing skills aligned to grade-level expectations	**Baseline Data:** Benchmark II (December 4–18) **Growth Comparison Assessment:** Benchmark III (February 23–March 6)
Student Engagement	Consistent attendance and active participation in tutoring sessions	**Ongoing:** Weekly monitoring and reporting throughout the program

7.0 PROCESS OUTCOMES AND QUALITY MEASURES

The District will partner with the Provider to collect and analyze process outcomes to ensure program quality and inform continuous improvement. Process outcomes include:

Process Outcome	Metric	Data Collection Timeframe
Student Session Attendance	Students maintain an average session attendance rate of 75%	Weekly, January 5, 2026 – March 31, 2026
Tutor Session Attendance	Tutor maintains an average session attendance rate of 100%	Weekly, January 5, 2026 – March 31, 2026
Tutor-Student Match Rate	Students are matched with the same tutor for at least 80% of total sessions	Weekly, January 5, 2026 – March 31, 2026
Tutor Observation & Quality Assurance	Provider and District conduct regular observations of tutors to assess instructional quality	Bi-weekly, January 5, 2026 – March 31, 2026
Student Session Satisfaction Survey	Student reports at least 80% satisfaction with tutoring	Monthly, January 2026 – March 2026
Administrator Satisfaction Survey	Administrator reports at least 80% satisfaction with program	Monthly, January 2026 – March 2026

8.0 DATA REPORTING AND SECURITY

8.1 DATA PRIVACY AND SECURITY COMPLIANCE

Providers shall comply with federal and state laws regarding privacy of information and confidentiality of student records, including FERPA, PPRA, and COPPA.

Provider agrees to maintain adequate data security measures consistent with industry standards to protect District Data from unauthorized disclosure.

8.2 DATA ELEMENTS

To ensure accuracy, transparency, and accountability in service delivery, vendors must submit regular reports that include the following data elements:

- **Student Attendance and Participation Data**
  Verification of student attendance for every scheduled session, including date, duration, instructional modality (in-person or virtual), and notes confirming active participation in instruction or activities.

- **Session Completion Records**
  Documentation confirming that each tutoring session occurred as scheduled. Records should include instructional focus or standards addressed, educator delivering the service, and any instructional strategies utilized.

- **Progress Monitoring Data**
  Ongoing academic performance indicators aligned to the targeted skills of the program (e.g., reading fluency checks, rubric-scored writing samples, curriculum-embedded assessments, or platform-generated progress reports).

- **Student Performance Metrics**
  Outcome data demonstrating measurable improvement aligned to district-approved assessments, using baseline and follow-up performance (Benchmark II and Benchmark III), reported at the individual student level

• **Quality Assurance Data**
Evidence that services are being implemented with fidelity and meet program requirements. May include instructional walkthrough notes, intervention logs, student work samples, and any instructional adjustments made in response to student needs.

Data should be shared:

- Weekly: Attendance and session completion
- Bi-Weekly: Progress reports and satisfaction surveys
- End of Program: Comprehensive final report

9.0 VENDOR RESPONSIBILITIES

9.1 QUALIFIED TUTORS

Vendors must provide qualified tutors with:

- Experience in English Language Arts instruction
- **Knowledge of scaffolding strategies and differentiation techniques for all learners including multilingual learners**
- Background checks completed
- Training in the vendor's tutoring methodology

9.2 STUDENT-TO-TUTOR RATIO

Tutoring must be delivered in small groups **not exceeding a 4:1 student-to-tutor ratio**.

9.3 CURRICULUM AND MATERIALS

Vendors must provide:

- Evidence-based curriculum aligned to Mississippi College- and Career-Readiness Standards
- Instructional materials and resources designed to support all learners, including differentiated support for students with diverse learning needs
- Technology platform for virtual or hybrid tutoring (if applicable)
- Progress monitoring tools that track growth for all learners

9.4 COMMUNICATION AND COORDINATION

Vendors must:

- Assign a dedicated Customer Success Manager
- Participate in regular coordination meetings with District staff
- Provide ongoing communication with school administrators

9.5 TECHNOLOGY REQUIREMENTS

Vendors must ensure:

- Platform is available and operational with minimal downtime
- Single Sign-On (SSO) integration (Google SSO for students; Microsoft 365 or Google SSO for employees)
- Rostering integration (Clever and/or Canvas)
- Secure data handling and encryption
- Technical support available if needed during tutoring hours

10.0 DISTRICT RESPONSIBILITIES

10.1 STUDENT ROSTER

The District will:

- Identify eligible students for participation
- Provide students with Benchmark II data that will be used as the baseline
- Provide final student roster within 2 weeks of program start
- Support student enrollment and onboarding

10.2 ATTENDANCE SUPPORT

The District will:

- Reinforce student attendance expectations
- Work with schools to support student participation
- Monitor attendance and communication concerns

10.3 DATA SHARING

The District will:

- Share baseline assessment data
- Provide interim/benchmark assessment results
- Collaborate on progress monitoring

11.0 PROPOSAL REQUIREMENTS

Vendors must submit a comprehensive proposal including the following sections:

11.1 PROVIDER INFORMATION (2 pages maximum)

A. Basic Information:

- Corporate name and address
- Total staff in organization
- Primary contact (name, phone, email, title)

B. History:

- Brief history of organization
- Years in operation
- Experience providing ELA & English II tutoring for grades 4–10 to diverse student populations
- **Experience supporting all learners, including:**
    - English Learners in tutoring or instructional settings
    - Students with disabilities or special learning needs
    - Students from various cultural and linguistic backgrounds
- Tutor qualifications and certifications

C. References:

- K-12 client references for the last five years
- Include: contact name, email, telephone, services provided

D. Subcontractors:

- List of any subcontractors or partners
- Describe their role in service delivery

E. Previous Default or Litigation:

- Disclose any current litigation, defaults, judgments, or liens

F. Inclusive Practices:

- Describe inclusive practices within the organization and approach to serving diverse students

G. Provider Capacity:

- Describe ability to deliver tutoring sessions with no more than 4:1 student-tutor ratio
- Describe data dashboard capabilities for monitoring progress and attendance

11.2 PROVIDER QUALIFICATIONS AND METHODOLOGIES (10 pages maximum)

A. Implementation

- Describe your high-impact tutoring program
- Explain how your approach will help all students improve ELA and English II skills

- **Describe how your program supports diverse learners, including:**
    - English Learners (ELs) at varying proficiency levels, including instructional strategies, materials, and scaffolding techniques
    - Students with disabilities or special learning needs
    - Students requiring remedial or accelerated support
    - Students from diverse cultural and linguistic backgrounds

Explain how tutors will differentiate instruction based on:

- English proficiency levels (for ELs)
- Individual student learning needs and styles
- Assessment data and ongoing progress monitoring

Describe dosage and session structure (alignment with 3 sessions per week, 30-45 minutes)

B. Research and Evidence

- What research supports your tutoring approach?
- Provide evidence of impact with similar student populations

C. Progress Monitoring

- Describe your approach to monitoring student progress
- What tools and assessments do you use?

D. Data Sharing and Security

- Has your organization ever been part of a data breach?
- Share your data privacy and security philosophy
- Describe how data will be shared with the District **(format, frequency, systems, access)**

E. Partnership Approach

- Describe your approach to collaboration with district partners
- How will you support continuous improvement?
- Provide a high-level summary of your professional learning plan

F. Key Staff

- Identify key staff who will work directly with this program
- Include brief biographies
- Indicate if staff will be in-person at the district and for what purpose/cadence

11.3 PER-SCHOLAR RATE AND BUDGET (REQUIRED)

Vendors must complete the following:

Item	Description	Amount
Proposed Per-Scholar Rate	All-inclusive cost per student for complete tutoring program (56 days, 3 sessions per week, 30-45 minutes per session)	$_____
Number of Students	TBD	
Total Program Cost	Per-Scholar Rate × Number of Students	$_____

The per-scholar rate must include ALL costs:

- Tutoring sessions
- Qualified tutors
- Curriculum and materials
- Technology platform
- Progress monitoring tools
- Project management
- Customer success management
- Technical support
- Data reporting
- Administrative costs

Vendors must provide a detailed budget breakdown explaining what is included in the per-scholar rate.

12.0 TECHNICAL REQUIREMENTS AND PRIVACY

12.1 SINGLE SIGN-ON (SSO) REQUIREMENTS

Vendors must support:

- Google SSO for students
- Microsoft 365 or Google SSO for employees

12.2 ROSTERING & DATA SYNCHRONIZATION

The District currently uses Clever and Canvas (Secondary) for rostering. Vendors must:

- Indicate whether they support rostering through Clever or PowerSchool
- Provide documentation outlining rostering process

12.3 NIST SECURITY COMPLIANCE REQUIREMENTS

Vendors must complete the following compliance table and provide supporting documentation:

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?		
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?		
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 conducted?		
9. Is an incident response plan in place?		
10. Is 24/7 security monitoring and breach reporting in place?		
11. Is student data securely disposed of per NIST standards?		
12. Are data retention and deletion policies clearly defined?		
13. Is the use of AI/machine learning on student data disclosed?		
14. Do AI models ensure no PII is retained?		
15. Is a minimum of $5M cyber liability insurance maintained?		
16. Does vendor accept full responsibility for security breaches?		
17. Is compliance with HIPAA/FERPA/COPPA confirmed?		

13.0 ARTIFICIAL INTELLIGENCE (AI) USAGE DISCLOSURE

Vendors must disclose any use of AI or machine learning, including:

- Description of how AI is utilized
- Types of data collected and processed by AI
- Whether AI makes automated decisions impacting students
- Measures to ensure data privacy and FERPA compliance
- Assurance that AI models do not retain PII beyond required processing

14.0 EVALUATION CRITERIA

Proposals will be evaluated using the following rubric (0-25 points per criterion):

Evaluation Criteria	Description	Max Points
Adherence to District Policies	Provider meets all insurance and policy requirements	Pass/Fail
Experience	Provider has demonstrated experience providing English Language Arts & English II tutoring to grades 4-12; tutors are qualified; strong references provided	25

Evaluation Criteria	Description	Max Points
Research and Implementation	Strong research/evidence supporting program; clear implementation plan aligned to 3 sessions per week	25
Partnership Approach	Provider demonstrates strong collaboration skills; regular data reporting; dedicated support staff	20
Technology Requirements	Provider meets all technology and security requirements; completed compliance rubric	15
Provider Capacity	Provider has capacity to deliver 4:1 student-tutor ratio; functional data dashboard	15
Proposed Per-Scholar Rate	Rate is competitive, reasonable, and clearly articulated; budget breakdown is comprehensive	25
Platform Demonstration	Provider will demo platform showcasing real-time data, attendance tracking, and progress monitoring	10
TOTAL SCORE		**135 points**

Scoring Scale:

Overall Total Score (out of 135 points):

- 0-54 points (0-40%) = Poor
- 55-88 points (41-65%) = Fair
- 89-115 points (66-85%) = Good
- 116-135 points (86-100%) = Excellent

15.0 DISTRICT CONTACT

For questions regarding this RFP, please contact:

Delane Lesh
Federal Programs Director
Jackson Public School District
662 S. President Street
Jackson, MS 39201
Telephone: (601) 987-3572
E-mail: delesh@jackson.k12.ms.us

END OF PROPOSAL

PROPOSAL FORM

Board of Trustees
Jackson Public School District
Jackson, Mississippi

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

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

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

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

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

RESPECTFULLY SUBMITTED,

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

PRINTED SIGNATURE __ _____

WRITTEN SIGNATURE _____

TITLE _____

DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED:

WOMAN OWNED NON-MINORITY MINORITY WOMAN AND MINORITY

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

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

Completed By: _____ Date: _____

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

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name_____Date_____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

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

_____ _____
Authorized Signature Date

_____
Printed Signature

CONFIGURATION SUMMARY

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

ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

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

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

3. The organization will maintain professionalism and confidentiality.

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

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

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

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

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

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

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

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

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

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. (**State/Other fund requirement)**	

CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

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

PARTNERSHIP DEBARMENT CERTIFICATION:

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

_____

Original Signature of Contractor or Authorized Official *Date*

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

**Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

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

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. **(Federal fund requirement)**	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. **(Federal and State/Other fund requirement)**	

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

PARTNERSHIP DEBARMENT CERTIFICATION:

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

_____ _____

Original Signature of Contractor or Authorized Official *Date*

Jackson Public Schools Submission Price Page

Bid Proposal: **RFP 2025-26-05**

Bid Title**: English Language Arts & English II High Impact Tutoring**

Submission Deadline Date and Time: _____

Participating Vendor Name_____

Address_____

Handwritten Signature_____

Addendums Acknowledge Yes_____ or No _____

Addendum 1: _____

Addendum 2: _____

Addendum 3: _____

If this page is not displayed when the deadline opening date occurs, it will not be acknowledged or allowed to be presented. This applies to all submitted proposals whether mailed, hand delivery or electronically emailed.