JACKSON
PUBLIC SCHOOLS
Transforming lives through excellent education

RFP 2026-04-26

Title: Professional Development and Coaching Support for School and/or District Leaders and Administrators

Issue Date: Thursday, February 05, 2026

Submission Deadline: Friday, February 27, 2026

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

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 (25): 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 (25) of this document

Performance Dates:

- 1st Advertise: 05 February 2026 (Clarion); 2nd Advertise: 05 February 2026 (Jackson Advocate, MS Link)
- 2nd Advertise: 12 February 2026 (Clarion); 2nd Advertise: 12 February 2026 (Jackson Advocate, MS Link)
- Pre-bid Conference: 13 February 2026 (ZOOM)
- Final Date for Questions: 18 February 2026
- Answers to Questions: 20 February 2026
- Bid Opening Day: 25 February 2026 for RFP 2026-03-26 by 10:00 A.M.
- Bid Opening Day: 27 February 2026 for RFP 2026-04-26 by 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/13DLBjf-GjqNwqVfBetJBm2SZuzwC1JcDXxF3BsA5Hes/edit?usp=sharing

Project Administrator:

Jackson Public School District
Office of School Support
662 S. President Street
Jackson, MS 39201
Dr. Rejeeni Clay, Executive Director
Phone: 601-960-9707
Email: rclay@jackson.k12.ms.us

Standards-Aligned Assessment Items for Student Practice and Enrichment

Jackson Public School District is seeking a vendor to provide a bank of tests that are aligned to the Mississippi College- and Career Readiness Standards in English/Language Arts, Mathematics, Science, grades 3rd-8th, Algebra I, English II, Biology I, US History, and relevant Advanced Placement (AP) and International Baccalaureate (IB) courses.

The assessment items must be based on the following standards:

- **2025 Mississippi College- and Career-Readiness Standards for ELA and Math**
- **2018 Mississippi College- and Career-Readiness Standards for Science**
- **2022 Mississippi College- and Career-Readiness Standards in the Social Studies** for US History
- If the content is not available for IB courses, a course-aligned crosswalk must be presented to demonstrate how the IB courses align with other recommended courses

The following types of items must be available in the bank:

- An exhaustive test item bank for grades 3rd – 12th in the areas of ELA, Math, and Science
- Performance Tasks (PT)
- Closed-Ended Items: Multi-Choice Static (MC) and Multiple-Choice Multi-select (MCMS) and Multiple-Choice Dynamic (CD)
- Open-Ended Items: Multi-select table (MST); Select Text (ST); Drag-and-Drop (DD); Matching (M); and Two-part (2P)
- Graphing – Bar Graphs (GB)
- Type-in-Text (T)
- Technology Enhanced (TE)

Text Complexity Guidelines

MS CCRS Grade	Degrees of Reading Power® (DRP)	Flesch-Kincaid	The Lexile Framework®	Total Word Counts per Passage/Paired
2-3	42-54	1.98-5.4	420-820	300-800
4-5	52-60	4.51-7.73	740-1010	450-800
6-8	87-67	6.51-10.34	925-1185	650-1000

- Teachers must be able to create and administer assessments online and have printing capabilities.
- Students must be able to take a pre-assessment in the current course of study, and the program must generate a learning path based on the students' performance on the pre-assessment.
- The items must be available in English and Spanish.

IT Security, Privacy, Identity, and Integration Standards

1. Purpose and Applicability

This document establishes the minimum technical, cybersecurity, privacy, identity, and integration standards required for any vendor that accesses, processes, stores, transmits, or manages Jackson Public School District (JPS) data; integrates with District systems; or provides instructional, administrative, operational, or infrastructure technology services.

Compliance with these standards is mandatory unless a written exception is approved by the Superintendent.

2. Identity, Authentication, and Access Control

Instructional Applications:

- All instructional applications must integrate with Clever for scholar Single Sign-On (SSO).

Employee / Staff Applications:

- All employee authentication must integrate with Microsoft Entra.

Multi-Factor Authentication (MFA):

- MFA is required for all administrative, privileged, support, and staff access.
- SMS-based authentication is prohibited.
- Acceptable MFA methods include authenticator applications or hardware security keys.

Access Control:

- Role-Based Access Control (RBAC) and least-privilege principles must be enforced.

3. Student Information System (SIS) and Data Integration

Jackson Public School District utilizes PowerSchool as its Student Information System (SIS).

Vendors relying on SIS data must:

- Provide an existing PowerSchool plugin or supported integration, OR
- Provide vendor-managed custom PowerSchool query and data-mapping services.

Vendors without an existing plugin must design, develop, test, document, and maintain PowerSchool queries and assign a technical resource with PowerSchool experience on day 1 of the effective agreement term. Failure to provide such is considered ground for termination of the agreement at no cost or damage to JPSD. The District will not be responsible for query development.

Rostering must be supported through Clever.

4. Data Interfaces and API Security

- All integrations must use secure interfaces such as PowerSchool APIs, secure REST APIs (OAuth 2.0 / OpenID Connect), or secure SFTP where APIs are unavailable.
- Hard-coded credentials, shared accounts, or insecure authentication methods are prohibited.
- Vendors must disclose all inbound and outbound data interfaces and third-party dependencies.
- Vendors must provide a secure & automated upload method for any data required from The District's SIS or any other data source. The District is not responsible for hosting any additional servers required for data transfer, such as SFTP and similar servers.

5. Cybersecurity Baseline (NIST-Aligned)

Vendors must implement security controls aligned with NIST best practices, including:

- Encryption of data in transit (TLS 1.2+) and at rest (AES-256 or equivalent)
- Encrypted backups and secure storage
- Centralized logging and monitoring
- Regular vulnerability scanning and remediation
- Documented incident response procedures
- Secure data disposal practices

The District reserves the right to request security documentation such as SOC 2 or ISO 27001 reports.

Data Residency Disclosure: Vendors must disclose the physical and geographic location(s) where District data is stored, processed, and backed up, including whether any data resides outside of the United States.

Vendors must clearly identify any use of non-U.S.–based data centers, cloud regions, support access, or subcontractors with access to District data. Use of non-U.S. data storage or processing does not automatically disqualify a vendor but must be fully disclosed and approved in writing by The District prior to contract execution.

6. 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.

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 least privilege principles enforced?		
3. Is scholar 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 scholar 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 scholar 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 financial and legal responsibility for security breaches resulting from vendor negligence or failure to meet contractual security obligations?		
17. Is compliance with HIPAA/FERPA/COPPA (where applicable) regulations confirmed?		

Vendors must provide explanations for all ‘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 responses provided with the proposal submission.

7. Incident Response and Breach Notification

- Vendors must notify The District of any confirmed security incident within 24 hours.
- A detailed incident report must be provided within 72 hours.
- Ongoing updates must be provided until resolution.

8. Data Governance, Ownership, and Retention

- JPS retains full ownership of all District data.
- District data may not be used for analytics, product development, or AI training without written approval.
- Upon contract termination, vendors must cease data access, delete or return data, and certify destruction.

9. Business Continuity, Disaster Recovery, and RTO/RPO Requirements

Definition of & Minimum District Requirements for RTO/RPO

Tier 1 — Critical Systems

Systems where downtime or data loss immediately disrupts instruction, safety, or compliance.

Examples:

- Student Information System (PowerSchool)
- District-wide SSO / Identity
- Emergency communications platforms
- Core instructional platforms used daily
- Payroll and HR systems

Expected Recovery Targets

- RTO: 4–8 hours
- RPO: 15 minutes – 1 hour

Tier 2 — Important Systems

Systems that significantly impact operations but have short-term workarounds.

Examples:

- Assessment platforms
- Curriculum management tools
- Transportation or scheduling systems
- Finance and procurement systems

Expected Recovery Targets

- RTO: 24 hours
- RPO: Up to 24 hours

Tier 3 — Standard Systems

Systems where limited downtime or data loss are tolerable.

Examples:

- Supplemental instructional tools
- Optional analytics platforms
- Non-mission-critical applications

Expected Recovery Targets

- RTO: 72 hours
- RPO: 24–48 hours

- Vendors must maintain documented business continuity and disaster recovery capabilities appropriate to the criticality of the system being provided.
- Vendors must identify which recovery tier (Critical, Important, or Standard) applies to their solution and provide the corresponding Recovery Time Objective (RTO) and Recovery Point Objective (RPO).

Mandatory Vendor Disclosures

Vendors must provide the following:

- Declared system tier (Critical, Important, or Standard)
- Defined RTO (maximum time to restore service after an outage)
- Defined RPO (maximum acceptable data loss)
- Description of backup strategy and frequency
- Description of disaster recovery architecture (high-level)
- Confirmation of periodic disaster recovery testing

Stated RTO and RPO values must reflect the vendor's actual operational capability, not aspirational targets. Failure to meet declared recovery objectives may be considered a material breach of contract.

The District reserves the right to assign or require a higher recovery tier based on the criticality of the system and its impact on instruction, safety, or operations.

10. Artificial Intelligence (AI) and Emerging Technology

- Vendors must disclose all AI or machine-learning functionality.
- District data may not be used to train generalized or commercial AI models.
- AI features must comply with FERPA and applicable privacy laws.
- The District must be able to disable AI features where applicable.
- Failure to fully disclose AI usage and its implications can result in disqualification from consideration.

11. Insurance, Liability, and Indemnification

- Vendors must maintain a minimum of $5 million in cyber liability insurance.
- Vendors are responsible for damages resulting from failure to meet these standards.
- Vendors must indemnify The District for breaches caused by vendor negligence or non-compliance.

12. Enforcement and Exceptions

- Compliance with these standards is mandatory.
- Failure to comply can result in disqualification or contract termination.
- Exceptions require written approval from the Superintendent.

13. Version Control

This document may be updated periodically. Vendors must comply with the version in effect at the time of contract execution.

Evidence-based Research and Reviews

- The program will meet the *Every Student Succeeds Act (ESSA)* requirements for evidence-based research and qualifies for federal funding.

Additional Requirements:

- Provide specialized support, as needed, upon agreement and approval of the Superintendent or designee and the provider project manager.
- The district reserves the right to enter into a 3-year agreement with the vendor, upon an annual review of data and services.
- If additional licenses are needed for the district's local partners and private schools, in which the JPSD administers equitable services, the district is requesting that these identified partners receive the district's pricing.

Pricing

- Pricing must be given by the school and as a district.

Elementary Schools (enrollment includes grades 3rd – 5th)

School	Enrollment
1	126
2	241
3	233
4	119
5	127
6	173
7	172
8	104
9	235
10	188
11	165
12	139
13	62
14	147
15	165
16	224
17	247
18	218
19	187
20	174
21	205

Middle Schools

School	Enrollment
22	421
23	399
24	469
25	509
26	240
27	484
28	470

High Schools

School	Enrollment
29	964
30	1101
31	932

32	828
33	1257
34	773

Standards Aligned Assessments for Student Practice Proposal Scoring Rubric

Total Possible Points: 100

Category	Criteria	Max Points	Score	Notes
Standards Alignment & Content Scope	Alignment to Mississippi College- and Career-Readiness Standards (ELA, Math, Science, Social Studies)	15		
	Coverage of required grades and courses (Grades 3–8, Algebra I, English II, Biology I, U.S. History, AP/IB or IB crosswalk)	10		
	Evidence of strong alignment (item tagging, blueprints, crosswalks)	5		
	Subtotal – Standards Alignment & Content Scope	**30**		
Assessment Item Bank & Quality	Comprehensive item bank (Grades 3–12, ELA, Math, Science)	10		
	Inclusion and quality of required item types (PT, MC, MCMS, CD, open-ended, TE, graphing, type-in-text)	10		
	Rigor, grade appropriateness, and instructional value	5		
	Subtotal – Assessment Item Bank & Quality	**25**		
Instructional Functionality & Student Support	Teacher assessment creation, administration, and printing	5		
	Student pre-assessment and automated learning paths	7		
	Accessibility (English and Spanish availability)	3		
	Subtotal – Instructional Functionality & Student Support	**15**		
Technology, Security & Systems Integration	Clever SSO, Microsoft Entra, PowerSchool integration, and Clever rostering	8		

Category	Criteria	Max Points	Score	Notes
	Secure APIs, data interfaces, and automated data exchange	5		
	NIST-aligned cybersecurity, privacy, and incident response compliance	7		
	Subtotal – Technology, Security & Systems Integration	**20**		
Evidence-Based Research & AI Compliance	ESSA evidence-based research alignment	3		
	AI/ML disclosure and FERPA-compliant safeguards	2		
	Subtotal – Evidence-Based Research & AI Compliance	**5**		
Pricing & Contract Considerations	Clear pricing by school and district	3		
	Equitable services pricing and 3-year agreement flexibility	2		
	Subtotal – Pricing & Contract Considerations	**5**		
TOTAL SCORE	**TOTAL (out of 100)**	**100**		

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

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 2025-04-26**

Bid Title**: Standards Aligned Assessments Items for Student Practice**

Submission Deadline Date and Time: _____

Participating Vendor Name_____

Address_____

Handwritten Signature_____

Addendums Acknowledge Yes_____ or No _____

Total Combined Price for proposal: _____

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.