Jackson Public School District
Business Office Post Office Box 2338
662 S. President Street, Jackson, Mississippi
Telephone: 960-8799 ☎ Fax Number: 960-8967

ADVERTISEMENT REQUEST

Name:	Company:	Fax No.
Mary or Caroline	Clarion-Ledger	601-961-7033 or 1-888-516-9220 ext. 3302
Katrina	Jackson Advocate	601-948-4122
Jackie Hampton	Mississippi Link	601-368-8481
LaTisha Landing	MS Development Authority	601-359-5290

P. O. 26000050 - The Clarion-Ledger Acct. 1011620	P. O. 2600051 - Jackson Advocate	P. O. 2600052 - Mississippi Link
Notice: Please Email Invoices electronically for Payments to Michele Mays at mmays@jackson.k12.ms.us or Tequia Odom at todom@jackson.k12.ms.us Proof of Publications are to be mailed to JPSD Attention: Michele Mays or Tequia Odom		

Clarion Ledger	Monday, April 6, 2026 and Monday, April 13, 2026
Jackson Advocate	
MS Link:	
Opening Date/Time	Friday, April 24, 2026 10:00 A.M.
RFP 2026-16-26	**Cafeteria Plan Administration Services for School District Employees**

I hereby certify that the above legal ad was received. Newspaper: _____

Signed: _____ Date: _____

Advertisement for:

RFP 2026-16-26
Cafeteria Plan Administration Services for School District Employees

Electronic RFP proposals for the above RFP will be received by the Board of Trustees of the Jackson Public School District, in the Business Office, 662 South President Street, Jackson, Mississippi, on **Friday, April 24, 2026 until 10:00 A.M**. (Local Prevailing Time) on the following dates and times associated with each RFP proposal which time and place they will be publicly opened and read aloud

A Pre-Bid Conference concerning the listed project will be held Via TEAMS (see below for link) on **Wednesday, April 15, 2026, at 10:00 A.M.** central standard time. Attendance at the pre-bid conferences is non-mandatory but strongly encouraged. Please see the link below.

Join TEAMS: https://teams.microsoft.com/meet/28691988347125?p=5X6OhZnF94B3tSVf0c
Meeting ID: 286 919 883 471 25
Passcode: oY9rz27H

Please email RFP@jackson.k12.ms.us us to ensure your spot in the pre-bid conference. It is imperative to have this information before the meeting to confirm your attendance

The Board of Trustees reserves the right to reject all RFPs, waive informalities, and withhold the acceptance of any RFP if approved forty-five calendar days from the date RFPs are opened.

There are two (2) options in which RFP proposals may be obtained. Download from Central Bidding website at www.centralbidding.com for a small fee of $49.99 or visit JPSD website at www.jackson.k12.ms.us and download. Vendors must be registered with Central Bidding in order to electronically upload RFPs proposals at no cost. For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814.

Performance Dates:

- RFP Issued: Monday, April 06, 2026
- Prebid Meeting (virtual) Wednesday, April 15, 2026
- Deadline for Written Questions Friday, April 17, 2026
- District Issues Responses/Addenda: Tuesday, April 21, 2026
- Proposal Submission Deadline: Friday, April 24, 2026, by 10:00 A.M.
- Evaluation Period: Monday, April 27, 2026 – Thursday, April 30, 2026
- Optional Presentations/Demos: Monday, May 2, 2026 – Thursday, May 5, 2026
- Notice of Intent to Award (anticipated): Friday, May 8, 2026
- Board Approval: Tuesday, June 16, 2026
- Contract Start Date (anticipated): Wednesday, July 1,2026

Clarion Ledger Monday, April 6, 2026, and Monday, April 13, 2026