JACKSON PUBLIC SCHOOL DISTRICT
INTERPRETING SERVICES BID EVENT
BID SPECIFICATIONS AND CONDITIONS
SPECIFICATION RESPONSE FORM

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

Seeking a Pool of Vendors for Interpreting and Translation Services for Jackson Public Schools

Title: RFP 2026-17-26

Contact Information:

JPSD Purchasing Coordinator: Michele Mays
Telephone: 601.973.8582
Email: mmays@jackson.k12.ms.us

Southern Procurement Bid and Project Administrator: Vaughn Blaylock
Telephone: 662.275.4663
Email: vaughn@southernprocurement.com

Advertisement Dates:
Clarion Ledger: 07 April 2026
Clarion Ledger: 14 April 2026

Performance Dates:
Pre-Bid Conference – Virtual: (Contact Vaughn Blaylock for Invitation): 16 April 2026 10:00 AM
Mandatory Southern Procurement RFP Review and Platform Training – Virtual (13 April and 20 April 2026 11:00 AM CDT) – Duration: 30 Minutes to 1 Hour
Deadline for Questions: 20 April 2026
Specification Responses and Agreements Due: 25 April 2026
Bid Date: 27 April 2026 10:00 CST

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JACKSON PUBLIC SCHOOL DISTRICT INTERPRETINF SERVICES PROJECT PROPOSAL INSTRUCTIONS AND BID CONDITIONS Please acknowledge each requirement below, even if you choose not to propose for a specific solution.	Acknowledge	
	Yes	No
PROJECT OVERVIEW AND OBJECTIVES: The Jackson Public School District ("District") is soliciting proposals from qualified vendors to establish a pool of approved providers for translation, transcription, and interpretation services. The intent of this RFP is to identify vendors capable of delivering accurate, timely, and professional language services across a wide range of languages and service environments, including educational settings, meetings, and community engagement activities. The District may award to a vendor or vendors for this project. Vendors may propose to provide services for one or more languages, which shall be detail within their proposal.	☐	☐
ABOUT THIS DOCUMENT: This document, titled a Specification Response Form (also known herein as the "RFP" or "SRF"), is the form by which vendors shall respond to the qualifications portion of this bid opportunity. Vendors may be required to include other documents, including warranty or other information in order to be considered responsive. Vendors shall answer Yes or No to each line item to indicate your compliance with the specifications. Your affirmative indication is an affirmation of the statement in question. As a convenience to the District and Contractor, this document or portions of this document may be converted to a final contract between the parties. For clarity, if any portion of this SRF does not contain an instruction as to which box to check in order to complete a Vendor's agreement or disagreement to a specific condition, the leftmost box shall always be considered the affirmative box, while the rightmost box shall be considered the negative box. Please read this document thoroughly. If you have questions regarding this opportunity and/or this RFP, please contact the Bid and Project Administrator: Vaughn Blaylock 662.275.4663 vaughn@southernprocurement.com	☐	☐
PROPOSAL REQUIRED: **In addition to this document, respondents shall be required to submit a proposal. Details concerning the proposal contents are contained within. All items within the RFP shall be address in detailshall be addressed.**	☐	☐
DOCUMENT COMPLETION: Bidders shall complete every space in the specification bidder's proposal column with a check mark to indicate if the item being bid is exactly as specified. If not, the "NO" column must be checked and a detailed description of the deviation from the specification to be supplied.	☐	☐
SOUTHERN PROCUREMENT CONTACT: Vaughn Blaylock 662.275.4663 vaughn@southernprocurement.com	☐	☐

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BID PROCESS: **This Bid Opportunity is <u>not</u> being conducted by reverse auction**. On Bid Day, vendors shall log into the Southern Procurement platform, enter their electronic bid(s), and bid tabulations will then be provided to the Jackson Public School District. Vendors may contact Vaughn Blaylock at Southern Procurement for training on the bidding platform. Vendors will be required to acknowledge that they are familiar with the Southern Procurement bid platform at the end of this Specification Response Form. Vendors who do not contact Southern Procurement for training will be assumed to have been previously trained.	☐	☐
SUMMARY OF HOW TO RESPOND TO THIS OPPORTUNITY: **1 – Register with Southern Procurement at https://southernprocurement.marketdojo.com/.** **2 – Download all bid documents.** **3 – Respond to each query.** **4 – Sign this document.** **5 – Upload this document, the executed SP Supplier Agreement, the contract for your services, your proposal with cover page in the correct location, and all other required documents to https://southernprocurement.marketdojo.com/.** **6 – Bid at https://southernprocurement.marketdojo.com/ on bid day.**	☐	☐
Vendors shall execute the SP Supplier Agreement attached to the Southern Procurement Bid Platform.	☐	☐
SELECTION PROCESS: The Jackson Public School District may select solutions from multiple proposers, or none at all.	☐	☐
QUIET PERIOD: In accordance with our commitment to fairness and transparency throughout the bidding process, a Quiet Period will be strictly enforced from the date of this RFP's release until the conclusion of the selection process. During this period, prospective vendors are prohibited from communicating, directly or indirectly, with board members, school officials and/or employees, their families, friends, associates, or any other individuals connected to the District, regarding any matter related to this RFP. The only exception will be if the District initiates contact for the purpose of requesting interviews or additional information from specific vendors as part of the evaluation process. All such communications will be formally documented to ensure compliance with the principles of fairness and transparency governing this process. Violations of this Quiet Period, as determined by the District in its sole discretion, will result in the immediate disqualification of the vendor from the current and may impact eligibility for future bidding opportunities. This provision is integral to maintaining the integrity of the selection process, and strict adherence is required from all participants. All questions shall be submitted, in writing, to the Bid and Project Administrator.	Initial Below: ☐	
Does the vendor agree that the results of this project may be used with the MIPS and Summit Cooperative Purchasing Systems?	☐	☐

Prepared by Vaughn Blaylock
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GENERAL CONDITIONS		
SCOPE: The District requires services in the following categories: Written Translation Transcription Services Spoken Language Interpretation (On-Site and Remote) Services may be required at any District facility or event and may include, but are not limited to: Parent-teacher conferences School meetings and administrative functions Student-related services District events and community engagement activities Services may be required during standard business hours, evenings, weekends, or on short notice. All services shall be performed with professionalism, cultural competency, and adherence to applicable laws and regulations.	☐	☐
SERVICE REQUIREMENTS: Vendors shall: Provide qualified personnel capable of delivering accurate and culturally appropriate services Demonstrate the ability to support multiple languages as applicable Ensure personnel are trained in professional and ethical standards Maintain compliance with all applicable federal, state, and local requirements Ensure all personnel have appropriate background checks where required Vendors shall provide services across the District's geographic boundaries and maintain the flexibility to respond to varying service demands.	☐	☐
PRICING AND RATE SCHEDULE AND LINE ITEMS: On Bid Day, the following line items will be bid on by Vendors: **Line Item 1** – Written Translation – Per Word – Written Translation Services priced on a per-word basis **Line Item 2** – Transcription Services – Per Minute – Transcription Services priced on a per-minute basis of recorded audio **Line Item 3** – On-Site Interpretation Services priced on an hourly basis, including clearly stated minimum billing increments, minimum service durations, and any applicable trip charges to be disclosed within the proposal **Line Item 4** – Remote Interpretation Services – Hourly Rate priced on an hourly basis, including clearly stated minimum billing increments disclosed within the proposal **Line Item 5** – After Hours/Holiday/Weekend Rate – Hourly	☐	☐
All pricing shall be fully inclusive of labor, administrative costs, overhead, travel, and all other costs necessary to perform the services.	☐	☐
Does your firm have minimum charges, cancellation fees, no-show fees, or cancellation charges? If so, Vendors shall detail these charges within their individual proposal. Charges the fit into this category but are not included in the Vendor's proposal shall be disallowed altogether.	☐	☐
All pricing shall remain firm for the duration of the contract unless otherwise approved in writing by the District.	☐	☐

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SERVICE LEVEL AGREEMENT: Vendors shall meet the following minimum performance standards: Confirmation of scheduled service requests within one (1) business day Ability to fulfill standard requests within a reasonable timeframe appropriate to the service Ability to respond to urgent requests within twenty-four (24) hours when reasonably possible Remote interpretation availability with response times not exceeding fifteen (15) minutes under normal conditions Vendors shall define their standard response times and escalation procedures in their proposal. Failure to meet stated service levels may result in corrective action.	☐	☐
SERVICE PERFORMANCE AND ENFORCEMENT The District expects consistent, reliable, and professional service delivery. Failure to meet service expectations, including missed appointments, delays, failure to respond, or repeated quality issues, may result in: Written notice of deficiency Temporary suspension of assignments Removal from the District's approved provider pool The District reserves the right to discontinue use of any vendor whose performance is deemed unsatisfactory.	☐	☐
VENDOR QUALIFICATIONS AND STAFFING Within the proposal submitted by the Vendor, the Vendor shall provide detailed information demonstrating capacity and qualifications, including: Number of active interpreters available, broken down by language Number of translators available, broken down by language Certification types held by personnel, including ATA, court certification, medical certification, or equivalent Description of staff availability, including on-call, scheduled, and remote capabilities Description of experience levels, including years of experience and areas of specialization The District reserves the right to request verification of qualifications at any time.	☐	☐

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QUALITY ASSURANCE Vendors shall provide a Quality Assurance Plan describing how service quality will be monitored and maintained. At a minimum, the plan shall address: Missed appointments and no-shows Delays and response failures Accuracy of services provided Billing accuracy and timeliness Complaint resolution procedures Vendors shall demonstrate a process for identifying and correcting performance issues.	☐	☐
BILLING AND INVOICING Vendors shall invoice for services in a timely manner following service delivery. Invoices shall clearly identify: Date of service Type of service Duration or unit of measure Applicable rate Total cost Failure to invoice within a reasonable period shall not relieve the vendor of contractual obligations or justify rate adjustments. The District reserves the right to review, audit, and dispute any invoice.	☐	☐
ADMINISTRATION AND COMMUNICATION Vendors shall designate a single point of contact responsible for: Scheduling and coordination Service request management Issue resolution Billing and invoicing Vendors shall maintain reliable communication channels for service requests and escalation.	☐	☐
EVALUATION CRITERIA Proposals will be evaluated based on: Demonstrated experience and qualifications Staffing capacity and language coverage Responsiveness and service capability Pricing structure and clarity Quality assurance processes The District reserves the right to request additional information or clarification.	☐	☐

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AWARD The District intends to establish a pool of qualified providers. Inclusion in the pool does not guarantee a minimum volume of work. Work assignments will be made at the District's discretion based on need, performance, and availability.	☐	☐
ACKNOWLEDGEMENTS	**Yes**	**No**
I have been trained on the Southern Procurement platform and have a means by which I will bid on bid day. I understand that the website located at https://southernprocurement.marketdojo.com/ is the means by which I may place a bid relating to this project.	☐	☐
I agree to permit my bids to be utilized with cooperative purchasing within the State of Mississippi through MIPS (Mississippi Interlocal Purchasing System) and/or Summit National Cooperatives and/or its subsidiaries.	☐	☐
I have read and understand the nature of the SP Supplier Agreement and have completed that agreement and sent to Vaughn Blaylock at Southern Procurement. I understand that I must accept the terms of this agreement in order to participate in this bid event, and that by participating in this event and/or submitting a bid related to this bid event, I am agreeing to the SP Supplier Agreement attached to the bid platform located at https://southernprocurement.marketdojo.com/.	☐	☐
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PROPOSAL FORM

Board of Trustees
Jackson Public School District
Jackson, Mississippi

Ladies and Gentlemen:
We propose to furnish and deliver all items and/or to perform all services according to all sections of this RFP/Q document (Proposal Form, Instructions and Conditions, Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All requested amounts shown have been verified, 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 within the required time frame (if applicable).
All items in this RFP/Q 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/Q, if the item(s) is to be considered. Please carefully read each section of this RFP/Q.

The Jackson Public School District reserves the sole discretion and right to:

- Waive minor irregularities in proposals. A minor irregularity is a variation that does not affect the bid, gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the school district's interests.
- Determine and accept the "lowest and best" RFP/Q, which, in their judgment, assures JPSD the product(s) or service(s) has the best performance and the highest level of function, quality, and value.
- Reject or disqualify the lowest-priced proposal submission if it does not comply with the requirements stated within this RFP/Q.
- Reject submissions not meeting the submission deadline as unopened.
- Request additional information or conduct discussions after the RFP/Q deadline with any or all responders to secure a final selection to award RFP/Q should such action be in the best interest of JPSD.

I understand and agree that neither the award of this RFP/Q nor receipt of a notice of acceptance of this RFP/Q shall constitute the making of a contract. Any binding agreement shall be conditioned upon the execution of a formal, written agreement.
Respectfully submitted,

Printed signature _____ Written signature _____

Title _____ Date _____

Company_____

Address_____

Phone _____ Fax _____

E-mail address_____

Check the operating status of your business as indicated:	☐	Woman Owned
	☐	Non-Minority
	☐	Minority

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REQUEST TO ADD VENDOR FORM

JACKSON PUBLIC SCHOOLS
Transforming lives through excellent education

Post Office Box 2338 - Jackson, Mississippi 39225-2338
Email form to mmays@jackson.k12.ms.us or 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? oYes oNo

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? oYes oNo

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: oWoman & Minority o Minority oNon-Minority oWoman
Type of Entity: oIndividual/Sole Proprietor oCorporation oPartnership oOther

Submitted By: Signature _____ Date _____

ADDITIONAL INFORMATION REQUIRED: The following forms must be submitted

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IRS W-9 Form Request for Taxpayer Identification Number and Certification	☐	☐
Certificate of Liability Insurance for not less than $1,000,000 as stated in Mississippi Code Section 31-7-139	☐	☐

FOR INTERNAL USE ONLY	
Vendor Number:	1099:
Completed By:	**Date:**

Vendors shall acknowledge each individual requirement below. If answering "No" to any item, a detailed explanation shall be attached.	**Yes**	**No**
The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP/Q) from qualified vendors (hereafter referred to as "Vendor") for the purpose of demolishing certain disused school buildings throughout the district as outlined in the following specifications.	☐	☐
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 school district's educational needs. JPSD shall fairly evaluate all formal RFP/Q proposals submitted and base all decisions on the "lowest and best" RFP/Q concept, purchasing only those products or services that meet the written specifications. All decisions rendered shall strive to achieve the most significant value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin in the product evaluation or in transacting business with Vendors or Vendor representatives.	☐	☐
The advertising and publishing of this RFP/Q have met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13); hence, the condition to offer public notice of the intent of JPSD to solicit RFP/Qs via this RFP/Q 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 or services specified herein. This RFP/Q document aims to clearly define "open" and "competitive" product or service RFP/Q specifications. All items on this RFP/Q must be **as specified, or JPSD approved equal**.	☐	☐
Addenda and/or Q&A Documents: Addenda may be released throughout bid process. Addenda will be uploaded for distribution to the Southern Procurement portal and will be made available for download by all registered bidders. Questions asked by any vendor will be shared with other vendors via this same process. The vendor shall acknowledge the receipt of all Addenda and/or Q&A Documents issued during this RFP/Q. 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/Q, in which case the Addenda shall not only be acknowledged below but shall be completed and attached to the RFP/Q at the time the RFP/Q proposal is submitted. Receipt of the following Addenda issued during the course of this formal RFP/Q is now acknowledged:	☐	☐

Addendum or Q&A Number/Date:		Date:	
Addendum or Q&A Number/Date:		Date:	
Addendum or Q&A Number/Date:		Date:	

It is acknowledged that this RFP/Q proposal consists of the following sections: **PROPOSAL FORM**, **INSTRUCTIONS AND CONDITIONS**, **SPECIFICATIONS,** and any **ADDENDUM** (if applicable).	☐	☐

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NET PRICE In all cases, if prices quoted they 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 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.** JPSD will only accept pricing, which is stated in this manner. All items for which pricing is submitted 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/Q analysis process. The unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.	☐	☐
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PAYMENT AND INVOICING Unless otherwise indicated in the detailed specifications of this RFP/Q 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 or satisfied. It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders and remittances are processed based on the contracted scheduled agreement before the purchase order is 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 or performance of ALL services indicated in the contracted agreement between the said vendor and JPSD for that period, following inspection if applicable. Any freight/shipping cost incurred for tangible items, such as books, pamphlets, handouts, materials needed for presentations, etc., must be included in the total price proposal submitted if applicable.	☐	☐
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 price is the same as initially accepted or any excess fee.	☐	☐
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 to the satisfaction of designated JPSD personnel at the Vendor's cost, within a reasonable time.	☐	☐
GUARANTEE By presenting an RFP/Q under these specifications, each vendor binds himself to ensure that all goods are entirely up to the standards set by the specifications. Should it be discovered within a reasonable period from the date of the 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/Q for a period equal to the stated guarantee/warranty in the specifications. All such warranties shall provide coverage as indicated in the specifications.	☐	☐

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ACCEPTANCE AND AWARD OF RFP/Q PROPOSALS The Vendor's RFP/Q proposal, once submitted and accepted as a valid RFP/Q 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/Q specifications all products or services contained therein. RFP/Q proposals are subject to acceptance by JPSD at any time within forty-five (45) calendar days following the RFP/Q 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 RFP/Qs must be valid for the effective dates stated in the specification if applicable. Award of a contract shall be made to the responsible Vendor whose RFP/Q, conforming to the specifications, is deemed the most advantageous to JPSD, price, and all other factors considered. The Vendor acknowledges the right of JPSD to reject the RFP/Q, in part or in total, if the Vendor fails to submit the data required in the specifications or if the RFP/Q is 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). The Board shall approve all RFP/Qs of Trustees before the final award. The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the RFP/Q proposal offer made by the Vendor for all items or services approved by the Board of Trustees and awarded as a result of this RFP/Q. However, if, in the opinion of JPSD, a contract document is required to authorize the award of the RFP/Q, the 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/Q proposal and become part of the Vendor's RFP/Q 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.**	☐	☐

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GRIEVANCE PROCEDURE JPSD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising from JPSD's RFP/Q process. If the Vendor disagrees with any aspect of the RFP/Q process, the Vendor shall adhere to the following procedure. The vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the RFP/Q, including the RFP/Q number, title, opening date, and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and reason(s) for the protest. JPSD shall acknowledge no verbal protest. Vendor protests must be received by the Purchasing Agent not later than five (5) business days before the date of the Board meeting at which the Board is to act upon the RFP/Q that is the subject of the protest. A review committee appointed by the Superintendent shall evaluate the rally and render a decision expeditiously. The review committee's decision shall be based on evidence presented by the Vendor, the Purchasing Agent, and other appropriate parties, to be determined at the committee's discretion. At the committee's sole discretion, the committee may conduct a hearing on Vendor's protest. The review committee's decision shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days before the date of the Board meeting at which the Board is to act upon the RFP/Q that is the subject of the protest. The Superintendent's decision shall be final unless the Vendor appeals such decision to the Board of Trustees. **Suppose the Vendor wishes to appeal the Superintendent's decision.** In that case, the Vendor shall deliver its appeal in writing to the Office of the Superintendent no later than noon on the date of the Board meeting at which the Board is to act upon the RFP/Q that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the RFP/Q that is the subject of the appeal, and the Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and appeal. After the Board takes final action upon an RFP/Q, no appeals or protests will be acknowledged by JPSD. The decision of the Board shall be final, subject to the Vendor's right to pursue a legal remedy.	☐	☐
Acknowledge the Grievance Procedure:	☐	☐
Name of Organization:		
Printed Name of Authorized Representative:		
Signature of Authorized Representative:		
Date Signed for Educational/Instructional Proposals:		

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VENDOR INFORMATION

Name and Title _____

Company Name_____Date_____

ACKNOWLEDGEMENT

By my signature below, I now represent that I am authorized to bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services following the requirements outlined 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/Q. The undersigned is fully aware of the evaluation criteria for approval in vendor selection. 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/Q.

_____ _____
Authorized Signature Date

_____
Printed Signature

SERVICES SUMMARY

The vendor must summarize the main component of services offered in this proposal in 100 words or less.

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INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM STATE OF MISSISSIPPI		
Subgrantee's/Contractor's Name:		
Authorized Official's Name:		
Complete Address:		
Contact Number:		
Debarment Verification Form Questions	**Yes**	**No**
Are you currently registered to do business in the State of Mississippi?	☐	☐
If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. (**State/Other fund requirement):**	☐	☐
(Please print clearly or type):		
Appropriate signatures shall certify the statements below:		
FEDERAL DEBARMENT CERTIFICATION: CONTRACTOR certifies that at the execution of a contract with the Jackson Public School District (JPSD), 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), 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 certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPSD) (subcontractors, sub-recipients, 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. The debarment status shall be checked before submission of every contract/subgrant and modification to JPS.	☐	☐
Original Signature of Contractor or Authorized Official:		
Date:		

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JACKSON PUBLIC SCHOOL DISTRICT
INTERPRETING SERVICES BID EVENT
BID SPECIFICATIONS AND CONDITIONS
SPECIFICATION RESPONSE FORM

RESPONDING TO THIS SOLICITATION:		Acknowledge	
		Yes	No
All proposals are to be unpriced. Proposals that include pricing shall be considered unresponsive and not considered. Pricing/Payback Time shall only be achieved through the Southern Procurement portal. Unless hand delivered, vendors shall upload proposals directly to the Southern Procurement portal. Failure to comply with the submittal instructions below will cause proposals not to be registered or cataloged to the appropriate file or received in a timely manner. Any proposal not received by the stated deadline/time will not be considered or opened. The submission 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. Proposals received after the due date and time will NOT be considered. Incomplete submissions will not be accepted in the evaluation process nor returned for revisions. No faxed copies will be accepted. The Proposal Cover Page is located on page (11) of this document.		☐	☐
If vendors choose to respond via mail or in person, responses shall be placed in an opaque, sealed envelope. On the outside of the envelope, list the Company's name/address, RFP/Q number, title, opening date, and addressee information as they appear in the RFP/Q 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 are noted before submitting the sealed proposal. The Proposal Submission Cover Page, located on the next page, shall be placed on the front of the vendor's proposal. If this page is not displayed when the proposal's opening 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-delivered, or electronically Uploaded. An authorized official must sign the submitted proposal to bind the offeror to the proposed provisions. Within the envelope, please ensure that the Original Documents are arranged in the front of the envelope. Place six copies of all documents behind the original documents.		☐	☐
When mailed or hand-delivered, please utilize the below address:	**When uploading proposals directly to the Southern Procurement Bid Portal, please utilize the following website:**		
Attn: Michele Mays 662 S. President Street Jackson, MS 39201 Jackson Public School District Business Office	https://southernprocurement.marketdojo.com/	☐	☐
If, after reading this section, you have additional questions regarding the submission process or requirements for same, please contact Vaughn Blaylock at Southern Procurement 662.275.4663.		☐	☐

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JACKSON PUBLIC SCHOOL DISTRICT
INTERPRETING SERVICES BID EVENT
BID SPECIFICATIONS AND CONDITIONS
SPECIFICATION RESPONSE FORM

Jackson Public School District Proposal Submission Cover Page

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

This required cover page will be placed on the front of the vendor's submitted unpriced proposal. If this page is not displayed when the deadline for submissions occurs, it will not be acknowledged or allowed to be presented for evaluation. Place this page on the very front of the submitted documents. This applies to all submitted proposals, whether mailed, hand-delivered, or emailed.

RFP/Q Proposal#:		
RFP/Q Title:		
Submission Deadline Date and Time:		
Participating Vendor Name:		
Address:		
Handwritten Signature:		
Print Name:		
Addendums Acknowledgement:	☐	☐

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