

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT REQUEST FOR PROPOSAL

Online Instructional Support: Adaptive & Standards-Aligned Assessments

Overview

1. Introduction: The Holmes County Consolidated School District (HCCSD) is located in Holmes County. School facilities consist of seven schools and one central office. The district has approximately 2,199 students.
2. Purpose of RFP: The district is requesting sealed bid proposals for **Adaptive Assessments** and **Standards-Aligned Assessments** for schools in the Holmes County Consolidated School District. (See B for specifics).
3. Each category can be bid on separately (See B).
4. Tentative schedule of RFP events are as follows:
 - a. **Advertisement Dates: September 03, 2026 & September 10, 2026**
 - b. **Proposal Due Date: 09/17/2026 at 9:00 a.m. Bid Opening: 09/17/2026 at 12:00 p.m.**
5. These services shall be provided to the Holmes County Consolidated School District during the 2026-2027 school year and upon a satisfactory evaluation of the provided services, contracts may be extended to include services during the 2026-2027 summer.
6. HCCSD reserves the rights to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. Presentation of services may be requested by vendors as an additional evaluation criterion.
7. General Specifications and Instructions to Bidders:
 - a. A paper copy or an email copy of this document, including any addendums, can be obtained by a request below:

Dr. Shem Y. Whigham

Holmes County Consolidated School District
Post Office Box 630
313 Olive Street
Lexington, MS 39095
(662) 834-2175 (voice)
Email: swhigham@holmesccsd.org

- b. RFP Submission requirements: **Submit 5 copies** of the RFP response **in one sealed package with Online Instructional Support: Adaptive Assessments & Standards-Aligned Assessments** indicated on the outside of the package by 09/17/2026 9:00 a.m. to the following address:

Michelle Cage, Chief Finance Officer
Holmes County Consolidated School District
Post Office Box 630
313 Olive Street
Lexington, MS 39095

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing to:

Dr. Shem Y. Whigham, Assistant Superintendent
Post Office Box 630
313 Olive Street
Lexington, MS 39095
Email: swhigham@holmesccsd.org

The deadline for submission of written questions is September 11, 2026. All responses to written questions and changes to specification requirements will be communicated via email to all potential bidders in form of a Q & A document.

All questions, comments and requests for clarifications must be in writing. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communications shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

The school district reserves the right to request a presentation of proposed services to the evaluation team.

All addendums and/or any other correspondence (general information) to this RFP will be made available **exclusively** through the Holmes County Consolidated School District's website.

Minimum Eligibility Requirements for Contract Award

1. Applicants must provide documentation of a minimum of three (3) years of experience providing online instructional software programs, training services, materials, or have a proven track record based on data as a supplemental provider, or proven results as a company assisting schools with student proficiency and/or growth.
2. Applicants must provide a listing of other contacts under which services in scope, size, or discipline to the required services were performed or undertaken within the past three (3) years.
3. Applicants must include abilities, qualifications, and experience of all persons who would be assigned to provide the required services.
4. Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (3) years.
5. Applicants must have financial stability and adequate staff to manage the program (technical support).
6. Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.
7. Applicants must comply with all applicable qualifications, licensing, and certification requirements specific to the proposed services.
8. Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances. The vendor must reference in its contract if awarded the bid that the vendor has read, understood, agreed, signed and submitted an original copy of the Contractual Services Providers' Assurances to the LEA.

PURPOSE of RFP

The purpose of the RFP is to solicit requests from qualified vendors to bid on adaptive assessments and standards-aligned assessments to provide intervention tools for students in kindergarten through grade 12 in the Holmes County School District. In addition, the purpose shall be to offer a program that provides:

- (1) individualized math and reading instruction focused on building age-appropriate literacy skills that, at a minimum, include phonological awareness, phonics, fluency, comprehension, and vocabulary, and
- (2) an item bank of test that are aligned to the Mississippi College and Career readiness Standards in English/Language Arts, Mathematics, Science (grades 3rd-8th grade), Biology I, Algebra I, English II courses and ACT.

Proposal Requirements and Project Scope

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

A- Locations:

- Durant Elementary School (K-5) -238 students
- Goodman Pickens Elementary School (K-5) -182 students
- S. V. Marshall Elementary (ATSI) (K-5)– 214 students
- William Dean Jr. Elementary School (CSI) (K-5)– 469 students
- S.V. Marshall Middle School (6-8)– 247 students
- Williams-Sullivan School (6-8)– 175 students
- Holmes County Central High School (9-12) - 674 students

- B-** The Holmes County Consolidated School District is requesting bids for adaptive assessments in reading and math that will provide diagnostic data and ongoing progress monitoring. In addition, the district is also seeking to provide a bank of tests that are aligned to the Mississippi College and Career Readiness Standards.

Each program should include the following components:

Adaptive Assessments

The adaptive assessment must be based on the following:

- The five (5) components of reading-phonemic awareness, phonics, vocabulary, fluency, and comprehension
- Provides online individualized instruction for each student
- Provides diagnostic assessment and ongoing progress monitoring
- Provides reporting at various levels, including school, teacher, and student level
- Utilizes a research-based program methodology

Standards-aligned Assessments

The assessment items must be based on the following standards:

- 2016 Mississippi College- and Career-Readiness Standards for ELA and Math
- 2018 Mississippi College- and Career-Readiness Standards for Science
- Mississippi College- and Career-Readiness Standards for Social Studies, ACT & ACT WorkKeys
- Provides reporting at various levels, including school, teacher, and student level

The following type of items must be available in the item bank:

- An exhaustive test item bank for grades 3-12 in the areas of ELA, Math, Science
- Performance Tasks (PT)
- Closed-Ended Items: Multi-Choice Static (MC)
- Multiple-Choice Multi-select (MCMS)
- 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)

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.

SCOPE OF WORK

The Holmes County Consolidated School District (HCCSD) through the Office of Federal Programs is soliciting competitive written proposals from qualified vendors for a K-12 adaptive assessment program that helps teachers address diverse student reading levels while supporting close reading skills necessary for college and career readiness. The program should specifically be designed to help students increase fluency and phonics while supporting vocabulary and comprehension development in reading. In addition, the district is seeking proposals of standards-aligned assessment items for students practice and enrichment.

TARGET GROUP:

Kindergarten– 12th grade students

OBJECTIVE: The Holmes County Consolidated School District has a high need for a research based adaptive comprehensive reading program that is designed to help students become independent and proficient readers of both literary and informational text, as required by state standards. The district will adopt a research-based adaptive assessment program that is (1) driven by the results of data and information on student learning, (2) focused on the effective implementation of research-based educational practices that supports student mastery of reading (3) responsive to the unique learning needs and styles of the individual student. Students will be provided direct, explicit instruction through virtual teacher-led instruction, which allows personalized learning for every student. The Adaptive Assessment should include diagnostic and ongoing progress monitoring to help build skills based on student performance. The Standards-Aligned Item Bank should include test that are aligned to the Mississippi College and Career Readiness Standards in English/Language Arts, Mathematics, Science (grades 3rd-8th grade), Biology I, Algebra I, English II courses, and ACT courses.

FORMAT AND PROCEDURES FOR DELIVERY OF PROPOSAL:

The proposal will consist of four parts:

- **Part I** is the Vendor Profile, which shall provide satisfactory evidence of the vendor's capability to manage and coordinate the types of activities and to provide the services described in this RFP in a timely manner. Special attention should be given to the qualifications listed in the minimum eligibility section of this RFP. A discussion shall include a description of the vendor's background and relevant experience as related to the described activities. A description and details of the relevant experience shall be included. A minimum of three (3) references shall be provided. Samples of previous work may be included.
- **Part II** is the Production Proposal. The Production Proposal shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The proposal must be prepared and organized in a clear and concise manner that is easily understandable. The proposal shall address the tasks to be accomplished, processes to be undertaken to accomplish those tasks and a proposed timeline for completion. Examples of materials that demonstrate the quality of work completed by the vendor on similar projects should be included. Offerors may designate those portions of the proposals which contain trade secrets or other proprietary data which may remain confidential in accordance with section 25-61-9 and 79-23-1 of the Mississippi Code.
- **Part III** is the Implementation Plan. The Implementation Plan shall provide a detailed description of how the vendor plans to provide technical assistance to support the school's implementation process.
- **Part IV** is the Budget that shall include the cost proposal and must encompass all requirements of this RFP. In order to be considered, vendors must submit a proposal that includes the budget narrative/cost proposal that addresses all costs for services, expenses, and products specified in the RFP. The budget narrative is a maximum cost. The HCCSD will not pay any costs above this amount. A detailed budget narrative shall be included. Indirect costs will not be allowed. The budget narrative should include all costs associated with the project. A unit price shall be given for each service and such unit price shall be the same throughout the proposal. The Budget Summary form shall be completed and shall accompany the proposal.

EXPECTED OUTCOMES:

- To help students become independent and proficient in both reading and math and information text, as required by the Mississippi College and Career Readiness Standards (MCCRS) in order to meet the learning needs of ALL students.

TIME FRAME:

- The length of the contract is July 1, 2026-June 30, 2027, with possible renewal for additional services. The contract will become effective on the date it is signed by all parties and will end no later than June 30, 2027. The district will have the option to renew the contract annually for up to two (2) additional years based upon successful performance in the first year of the contract with marked improvement in student achievement. A contract will be awarded to the vendor whose proposal is determined to be the most advantageous to the district, taking into consideration the price and the evaluation factors set forth in the RFP.

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

Instructional Support Services

SCORING METHODOLOGY

HOLMES COUNT CONSOLIDATED SCHOOL DISTRICT
Post Office Box 630106
313 Olive Street
Lexington, MS 39095
(662) 834-2175

Holmes County Consolidated School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to Holmes County Consolidated School District staff, will be used to evaluate the proposals.

1. Organizational Experience

20 Points

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant's experience and success in conducting similar work
- b) Experience in fulfilling contract of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

2. Program Design

40 Points

Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal.

- a) Innovative and creative approach
- b) Connection, representation and sensitivity to cultural and ethnic diversity
- c) Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts. Service has been used in similar Mississippi school district.
- d) Demonstration of capacity to help the district address an identified academic regulatory need.

3. Cost Efficiency

20 Points

- a. Total cost of proposed services
- b. Service and support
- c. Cost is itemized separately

4. Program Operations

20 Points

- a. Adequacy of resources, including personnel, equipment, financial stability, and other related factors
- b. Management, planning, and technical support: The quality of procedures and organizational structures proposed for completion of the work
- c. Timeliness of services; Web-based support available 24/7

Total Possible Score: 100 Points *(Plus *Value Added)*

- A. The Applicants should submit its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.
- C. Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.
- D. HCCSD will receive proposals until the date and time shown in this RFP. Proposals will be opened only in the presence of HCCSD personnel. There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals.
- E. The HCCSD reserves the right to reject any and all proposals, to negotiate with the best proposed offer to address issues other than those described in the proposal, to award a contract to other than the low offer, or not to make any award if it is determined to be in the best interest of the HCCSD.
- F. The district reserves the right to terminate the contract based on limited time funding.

Past Performance and Relevant Experience:

Proposers will be evaluated on their demonstrated track record of successfully providing professional services similar in scope, scale, and complexity to those required by this RFP. Consideration will be given to the quality of prior work, adherence to schedules and budgets, client satisfaction, and overall performance outcomes. The evaluation may include review of references and prior contract performance.

**Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score.*