JACKSON
PUBLIC SCHOOLS
Transforming lives through excellent education

RFP 2026-05-27

Integrated Educational Program Management Software

IEP • Gifted Education • MTSS/RTI

Issue Date: Monday, November 09, 2026

Submission Deadline: Friday, December 04, 2026

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

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

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I. Invitation

Jackson Public School District (JPSD) is soliciting proposals from qualified vendors for goods and/or services as described in this RFP. All products and services must meet the specifications or be approved equivalents.

The selected proposer shall provide the Services described below. Proposals must clearly explain how the proposer will meet each requirement.

II. Procurement Schedule (Tentative)

The District anticipates the following schedule. The District reserves the right to modify this schedule at any time.

Bid Issued	Monday, November 09, 2026
Prebid Meeting (virtual)	Tuesday, November 17, 2026
Deadline for Written Questions	Wednesday, November 18, 2026
District Issues Responses/Addenda	Tuesday, December 01, 2026
Proposal Submission Deadline	Friday, December 04, 2026, 10:00 A.M.
Evaluation Period	
~~Optional Presentations/Demos~~	-
Notice of Intent to Award (anticipated)	
Board Approval	
Contract Start Date (anticipated)	

III. Bid Coordinator / Point of Contact

Communications regarding this RFP must be submitted in writing to the designated RFP coordinator designated below:

- Name: Michele Mays
- Title: Procurement Supervisor
- Email: rfp@jackson.k12.ms.us
- For all questions: Email: tbingham@jackson.k12.ms.us
- Phone: 601-973-8582

Proposers shall not contact other District employees, Board members, or representatives regarding this RFP during the procurement process.

IV. Proposal Instructions and Requirements

Please be advised that Jackson Public Schools will accept electronic proposal submissions only for this solicitation. Printed, mailed, or hand-delivered proposals will not be accepted or considered.

Proposals must be submitted electronically through Central Bidding at the link below: www.centralbidding.com

Vendors are responsible for ensuring proposals are successfully uploaded and submitted prior to the deadline.

Important Submission Notes

- The Proposal Submission Deadline is Friday, December 04, 2026, at 10:00 a.m. Central time, as stated in Section II - Procurement Schedule.
- Late proposals will not be opened or considered.
- Faxed or emailed proposals will not be accepted.
- The District is not responsible for technical issues related to electronic submission.
- Vendors are encouraged to submit proposals early to ensure timely reception.

Proposal Format Requirements

- Proposal Cover Page must be the first page
- Proposal must be signed by an authorized official
- Incomplete proposals will not be evaluated

Pricing Requirements (if applicable)

- All prices must be net and include all applicable discounts
- Unit pricing prevails in case of discrepancies
- Prices must be rounded to two (2) decimal places
- Freight and shipping costs must be included, if applicable

Payment Terms (If applicable)

- Payment issued after satisfactory delivery or completion of services
- No partial payments unless specified
- Multi-year and open purchase orders follow contracted schedules

Insurance Requirements

The Contractor shall maintain the following insurance coverage for the duration of the contract:

- Commercial General Liability
  Contractors must maintain a minimum of $1,000,000 in General Liability coverage.
  Jackson Public Schools (JPS) must be listed as an Additional Insured on this policy. Coverage shall be primary and non-contributory.
- Workers' Compensation
  Any Contractor or subcontractor entering JPS school campuses, administrative buildings, or

project sites must maintain Workers' Compensation insurance with a minimum limit of $1,000,000.

- Certificate Holder Requirement
  Jackson Public Schools must be listed as the Certificate Holder on all Certificates of Insurance (COIs). COIs must be provided to JPS prior to commencing any work or entering District property.

Evaluation and Award

- Award will be made to the responsive and responsible proposer whose proposal is determined to be most advantageous to the District (best value), considering price and other evaluation factors stated in this RFP.
- Evaluation may include, as applicable: price, compliance with RFP requirements, responsiveness/completeness, references, and overall value.
- All awards are subject to approval by the Board of Trustees and availability of funds.
- The District reserves the right to reject any or all proposals, waive informalities and minor irregularities, and take any action in the District's best interest consistent with applicable Mississippi law.
- The District may request clarification, verify information, and contact references.
- Optional demonstrations/presentations:
  - The District may invite the highest-ranked proposers to participate in demonstrations, presentations, or clarification meetings.
  - Invitation is at the District's discretion and does not guarantee award.
  - Demonstrations must address the proposer's platform, enrollment tools, reporting, and other features relevant to this RFP. Failure to participate when requested may result in disqualification.
- The District may negotiate with one or more proposers, as permitted, to obtain the best value for the District.

Performance, Default, and Termination

Failure to perform in accordance with the contract may result in termination and the vendor being held responsible for any excess costs incurred by the District.

Guarantees and Warranties

All goods and services must meet the specifications outlined in this RFP. Non-conforming goods or services must be replaced at the vendor's expense.

Addenda

Vendors must acknowledge receipt of all addenda issued during the RFP process and submit any required additional information with their proposal.

Important Notices

- All proposal contents become public records after award/notice of intent, subject to the Mississippi Public Records Act and applicable exemptions.

- The District reserves the right to reject any and all proposals, waive informalities, and negotiate with the selected proposer in the District's best interest.
- Proposers are responsible for reviewing the entire RFP and submitting all required forms and attachments.
- Questions regarding this RFP must be submitted in writing to. All questions and answers will be posted on the **Google** document link:

https://docs.google.com/document/d/1pQuEDuT9kH2QmPMq11H48smsY0NUbjGASFoUzW1oJ9c/edit?usp=sharing

1.0 Introduction

The Jackson Public School District is soliciting proposals from qualified vendors for the procurement and implementation of an integrated Educational Program Management Software. The software must effectively manage Individualized Education Programs (IEP), Gifted Education, and Multi-Tiered System of Supports/Response to Intervention (MTSS/RTI). The selected solution should facilitate collaboration among educators, families, and administrators; streamline administrative tasks; support compliance; and strengthen data-driven decision-making.

2.0 Project Overview

Jackson Public Schools is seeking a secure, user-friendly platform that supports the District in meeting federal and state requirements and managing services for scholars across IEP, Gifted Education, and MTSS/RTI programs. The goals of this project are to:

- Provide an efficient system for creating, monitoring, reviewing, revising, and maintaining IEPs and related exceptional education records.
- Support documentation, service planning, progress monitoring, and reporting for Gifted Education.
- Support MTSS/RTI documentation, intervention planning, progress monitoring, data review, and movement across tiers of support.
- Enhance collaboration and communication among educators, families, administrators, and other authorized stakeholders.
- Ensure compliance with applicable federal and state requirements and support timely identification of potential compliance concerns.
- Improve data accuracy, reporting capabilities, and decision-making across all three program areas.
- Provide multilingual access and translation capabilities so parent/family-facing information, notices, forms, and other appropriate communications can be translated into multiple languages.

3.0 Scope of Work

The District is requesting proposals/quotes for a software/subscription solution. The proposed solution should include, at minimum, the following capabilities:

- Be compliant with applicable accessibility requirements, including the Americans with Disabilities Act (ADA).
- Maintain secure historical records for each scholar across IEP, Gifted Education, and MTSS/RTI program areas.
- Provide role-based access and permissions for teachers, administrators, support staff, and other authorized users.
- Allow authorized users to upload and store PDF attachments and supporting documentation within scholar records.
- Integrate with existing District systems, including the student information system, where applicable.

- Meet FERPA and applicable HIPAA requirements and use appropriate security safeguards, ongoing security monitoring, and strong industry-standard encryption.

3.1 IEP / Exceptional Education

- Create, review, revise, and maintain IEPs and related documents, including committee invitations, scholar invitations, Prior Written Notice, and IEP Review/Revision documentation.
- Create and maintain evaluation and re-evaluation documents, timelines, and reports.
- Create Extended School Year (ESY) data documentation for Regression/Recoupment, Critical Point of Instruction 1 and 2, and Extenuating Circumstances.
- Create ESY IEP documentation, including goals and services.
- Create, store, and report progress toward annual goals and short-term objectives, as applicable.
- Automatically identify or flag potential compliance issues, including upcoming IEP and re-evaluation due dates.
- Generate reports by disability category, placement, service, school, grade, provider, and other District-selected criteria.
- Generate reports for related services, including occupational therapy, physical therapy, counseling, braille, orientation and mobility, and other applicable services.
- Generate reports for scholars meeting criteria related to significant cognitive disability and ESY services.

3.2 Gifted Education

- Maintain Gifted Education scholar records, eligibility documentation, service information, plans, and progress data.
- Support creation, review, and maintenance of District-required Gifted Education plans and related documentation.
- Track Gifted Education services, program participation, progress, and required timelines.
- Provide reporting and analytics for Gifted Education enrollment, services, demographics, schools, grades, and other District-selected criteria.

3.3 MTSS / RTI

- Document universal screening results, concerns, interventions, intervention plans, and tiered supports.
- Track intervention frequency, duration, responsible staff, implementation, and progress-monitoring data.
- Provide tools to graph and analyze scholar response to intervention over time.

- Support team documentation, meeting notes, decisions, action steps, and movement among tiers of support.
- Generate school-, grade-, intervention-, tier-, and District-level MTSS/RTI reports and analytics.
- Maintain a clear historical record of interventions and progress-monitoring data to support instructional decision-making.

3.4 Multilingual Translation and Family Access

- Provide built-in capability to translate parent/family-facing forms, notices, reports, and communications into multiple languages.
- Support a broad range of languages needed by District families and clearly identify the languages available within the proposed solution.
- Allow translated documents to retain the content, formatting, and required fields of the original document to the greatest extent possible.
- Allow authorized staff to generate, save, print, and/or electronically share translated versions of documents.
- Describe whether translation is automated, human-reviewed, vendor-supported, or a combination, and identify any additional fees or limitations associated with translation services.

3.5 Training, Technical Support, and Reporting

- Provide implementation support and initial training for teachers, administrators, and support staff.
- Teacher training should include IEP development and revision, evaluation/re-evaluation documentation, progress reporting, Gifted Education documentation, and MTSS/RTI intervention and progress-monitoring functions, as applicable to the user's role.
- Administrator and support staff training should include creating and managing scholar records, user access, compliance monitoring, reporting, analytics, and system administration.
- Provide ongoing technical support for administrators and users.
- Provide collaboration tools for authorized educators, families, and other stakeholders, as appropriate.
- Provide customizable reporting and analytics across IEP, Gifted Education, and MTSS/RTI.

4.0 Management Responsibilities

The Jackson Public School District will designate one representative who will act as the primary contact for this project. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that may occur during the course of the RFP.

5.0 Required Modules and Vendor Response

The District requires all three program modules: (1) IEP/Exceptional Education, (2) Gifted Education, and (3) MTSS/RTI. Multilingual translation/family access, security, reporting, integration, training, and support described in Section 3 are also required capabilities. Vendors must clearly indicate whether each requirement is included in the base price, delivered through an additional module, or met through an integration. Vendors must identify any requirement they cannot meet and any additional cost. An integrated solution is preferred; any proposed third-party components must be fully disclosed.

6.0 Three-Year Price Proposal

Submit firm, itemized pricing for a three-year contract term, separately for Year 1, Year 2, and Year 3, with a three-year total. Identify any annual price increases and pricing assumptions. Quote: (a) IEP/Exceptional Education module; (b) Gifted Education module; (c) MTSS/RTI module; (d) multilingual translation/family access; (e) implementation, configuration, and data migration; (f) integrations, including student information system; (g) initial and ongoing training; (h) annual licensing/subscriptions, user or scholar counts and tiers; (i) hosting, maintenance, updates, and technical support; and (j) all other required or optional fees. Clearly identify one-time versus recurring charges, included services, optional add-ons, and any cost not included in the quoted total. Pricing must allow an apples-to-apples comparison of all required capabilities across three years.

7.0 Vendor Qualifications and References

Provide at least three references from K–12 public school districts or comparable educational agencies that have implemented the proposed solution, preferably including districts using IEP, Gifted Education, and MTSS/RTI functionality. For each reference, include district/agency name, contact name and title, email and phone, modules used, approximate implementation date, and number of scholars served (if available). Describe the vendor's relevant K–12 experience, implementation team, and customer-support model. The District may contact references to verify performance.

8.0 Proposal Evaluation Criteria

Responsive proposals will be evaluated using the weighted criteria below. Scores will be assigned using a consistent 0–5 scale (0 = not addressed/unacceptable; 1 = poor; 2 = below expectations; 3 = meets requirements; 4 = exceeds requirements; 5 = exceptional). Weighted points equal score divided by 5 multiplied by criterion weight. The District may request demonstrations, clarifications, or reference checks. Final selection remains subject to applicable District procurement requirements.

Evaluation criterion	Weight
Required module functionality: IEP, Gifted, MTSS/RTI	30%
Compliance, security, accessibility, data management and integration	20%
Implementation, training, usability and ongoing support	15%
Multilingual translation and family access	10%
Relevant experience and district references	10%
Three-year total cost and pricing transparency	15%

Required functionality is evaluated for completeness and fit. Vendors should provide a requirement-by-requirement response and disclose all exceptions. Price evaluation will consider the full three-year cost of required functionality, not simply the lowest first-year subscription

Exhibit E-1

Other Required Forms

Document 1: Proposal Form and Signature Page

The undersigned proposals to furnish and deliver all items and/or perform all services in accordance with all sections of this RFP, including the Proposal Form, Instructions and Conditions, Specifications, and any Addenda issued.

Company Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Representative (Printed): _____

Signature: _____

Date: _____

Business Classification (circle one):

Woman-Owned Minority-Owned Woman & Minority-Owned Non-Minority

Addendum Acknowledgment:

Addendum No. ____ Date ____ Addendum No. ____ Date ____

Addendum No. ____ Date ____ Addendum No. ____ Date ____

Exhibit E-2

Document 2: Submission Cover Sheet and Configuration Summary

By signing below, the vendor certifies that they are authorized to bind the organization and that the proposal complies with all RFP requirements.

Vendor Name: _____
Authorized Signature: _____
Date: _____

Configuration Summary (100 words or less):
_____
_____
_____
_____
_____

Exhibit E-3

Document 3: Assurances and Signature Form

The vendor certifies compliance with all applicable federal, state, and local laws and regulations, including civil rights, health and safety, confidentiality, and background check requirements.

Organization Name: _____

Authorized Representative (Printed): _____

Signature: _____

Date: _____

Exhibit E-4

Document 4: Independent Contractor Debarment Verification

Registered in SAM.gov: ☐ Yes ☐ No

Registered with Mississippi Secretary of State: ☐ Yes ☐ No

The contractor certifies that neither the organization nor its partners or subcontractors are debarred from doing business with the **federal government or the State of Mississippi.**

Authorized Signature: _____

Date: _____

Bid Proposal: **RFP 2026-05-27**

Bid Title**: Integrated Educational Program Management Software IEP • Gifted Education • MTSS/RTI**

Submission Deadline Date and Time: _____

Participating Vendor Name_____

Address_____

Handwritten Signature_____

Addendums Acknowledge Yes_____ or No _____

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.

End of Bid Document