

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

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**RFP 2024-08**

**Title: SY24-25 Tutoring Support to Students  
Issue Date: March 18, 2024**

**Submission Deadline: Monday, April 08, 2024**

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

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED  
ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE  
PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADING TO  
[www.centralbidding.com](http://www.centralbidding.com)**

**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 rf 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

**REQUEST TO ADD VENDOR**

Post Office Box 2338 -

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.



**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 invoicing 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 delnaipr



# Proposal Cover Page

## VENDOR INFORMATION

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

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### *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





(Please print clearly or type)

*\*\*Appropriate signatures shall certify statements below.*

CONTRACTOR hereby certifies



**Submission of RFP Proposals Instructions if not emailed to the email address listed:**

- 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 as they appear in the RFP proposal that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where 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.
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- 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

**Please follow the proposal submittal instructions.**

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS.  
PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH  
OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED  
TO [www.centralbidding.com](http://www.centralbidding.com). For any questions concerning the process, or how to

## **SY24-25 Tutoring Support to Students**

### **1.0 Introduction**

The instructional philosophy of the Jackson Public School District is to ensure that maximum learning takes place in a safe and positive environment. Teachers serve as positive role models, mentors, and contributing team members who adhere to, and enforce, district and school policy. Teachers will use the district's instructional delivery model to ensure effectiveness and



**Desired Measurable GOALS:**

### **Declaration of an Emergency (local, state, national)**

In the event of a local, state, or national emergency, the lead partner must be able to provide teacher support and/or professional development virtually. A virtual session is 4-5 hours and the consultant must have 10 – 25 participants in the virtual session.

### **Service Provider(s) Requirements**

- A written plan outlining how the organization will improve outcomes in implementing specific courses or programs;
- A written plan outlining how the body of work will be accomplished, inclusive of goals and outcomes;
- An evidence-based framework/model and resources for increasing student performance specific to a particular program or course and support;
- A program/course implementation specific pre/post assessments; and
- Written reports and onsite implementation briefings to the superintendent, specified district-level administrators, and/or building level administrators.

### **Other Considerations**

The district reserves the right to enter a 3-year contract with a vendor, based on the vendor's ability to demonstrate its organization's ability to achieve aforementioned goals.

Also, the vendor must agree to attend district data/partner meetings at least 7 times a year or as needed to address specific concerns.

*For questions contact:*

Jackson Public School District  
662 South President Street



