

Jackson Public School District

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 rfp 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 RFP 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, if the item(s) is to be considered. Please carefully read each section of this RFP.

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.

Accept the "lowest and best" RFP which in their judgment assures JPSD the product(s) or service(s)

REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email: mmays@jackson.k12.ms.us todom@jackson.k12.ms.us

School/Department Requesting Vendor Addition _____

To be completed by Vendor:

Please complete all sections and emailed or fax back to (601-960-8967).

Will your company accept purchase orders? Yes No

Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.

Are you an employee of the Jackson Public School District? Yes No

Product Line _____

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

by JPSD at any time within forty-five (45) calendar days following the RFP 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 RFPs must be valid for the effective dates stated in the specification, if applicable.

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

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

Responses, once completed, should be placed in an opaque, sealed envelope

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.

Any proposal not received by the stated deadline/time will not be considered and/or opened.

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.

Page (20): Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal 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 weather mailed, hand delivery or electronically Uploaded. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will

THE JACKSON PUBLIC SCHOOL DISTRICT TEACHER CERTIFICATION PROGRAM

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.

consistency. Our district is committed to Innovative Teaching and Learning which is deeply embedded in our Core Values of Equity and Excellence.

Scope of Services

JPSD is wanting to establish supports in two areas to address critical needs for certification:

Pathway 1: Initial Certification:

To address and support JPS employees who are seeking an initial, standard license, Jackson Public

Pathway 2: Elementary Education Supplemental Endorsement

To address and support teachers who are seeking certification in Elementary Education, Jackson Public School District (JPSD) is seeking an accredited college or university partner to provide a virtual and/or hybrid model of the required courses needed for a teacher to earn the 120 Elementary Education (K-6) endorsement on their standard 5-year license for up to the next three (3) years. The school district is willing to provide a space to facilitate the hybrid classroom design. JPSD will pay the tuition for those employees that successfully complete the program.

The partner must have a supplemental endorsement program for the 120- Elementary Education (K-6) endorsement approved by the Mississippi Board of Education on or before July 1, 2024. While specific coursework details are typically outlined within the approved programs, the endorsement generally requires coursework that covers foundational teaching methods, child development, instructional strategies for young learners, and literacy-specific teaching methods for elementary education consisting of:

Twelve (12) hours of Literacy Coursework

Three (3) hours of Science, Technology, Engineering, and Mathematics (STEM) methods

Three (3) hours of Research Coursework related to Teaching Reading.

Proposal Requirements

In your response to the RFP, please address the following areas:

1. Address how will the college/university partner ensure each participant meets admission criteria.
2. Address whether or not the university partner will agree to release the transcripts to JPSD. JPSD will require all employees that participate in the program to complete a FERPA release agreement.
3. Address whether or not the college/university has an approved program for each pathway (1 - Alternate Route Certification; 2- Elementary Education Supplemental Endorsement).

5. Address how the college/university partner will provide information to candidates regarding scholarships, grants, and other tuition reduction opportunities that are available to students that qualify and enroll in the program and agree to review these opportunities for each student that is accepted and enrolls in the program.

JPS seeks Lead Partner for JPS Teacher Certification Program

Scoring Rubric for RFP 2024-04

Criteria	Excellent (5)	Good (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)
Admission Criteria Compliance	Detailed plan ensuring all participants meet admission criteria				

Detailed Descriptions for Each Criterion

1. Admission Criteria Compliance

Excellent (5): The university provides a comprehensive and detailed plan, including specific steps, timelines, and personnel responsible for ensuring each participant meets the admission criteria.

Good (4): The university outlines clear procedures with minor details on ensuring compliance, including general timelines and roles.

Satisfactory (3): The university presents a basic outline with some procedures mentioned, lacking detailed steps or specific personnel.

Needs Improvement (2): The university provides a vague plan with minimal procedures, lacking clarity and specificity.

Unsatisfactory (1): The university does not present a plan or procedures are unclear and insufficient.

2. Transcript Release Agreement

Excellent (5): The university fully agrees to the transcript release, providing a detailed procedure for the FERPA release agreement, including forms and timelines.

Good (4): The university agrees to release transcripts and outlines a basic procedure for the FERPA release agreement.

Satisfactory (3): The university conditionally agrees, mentioning the procedure but lacking detailed steps.

Needs Improvement (2): The university shows hesitant agreement, with an unclear or incomplete procedure.

Unsatisfactory (1): The university does not agree or address the issue of transcript release.

3. Approved Program Pathways

Excellent (5): The university has comprehensive programs for each pathway with detailed course lists, descriptions, and schedules for the academic year.

Good (4): The university has approved programs and lists the courses with minor details on their scheduling.

Satisfactory (3): The university offers programs with a basic course list and limited schedule details.

Needs Improvement (2): The university has limited program availability with vague course and schedule details.

Unsatisfactory (1): The university does not have approved programs or fails to provide necessary details.

4. Itemized Cost Sheet

Excellent (5): The university provides a complete, detailed, and clear itemized cost sheet, covering all specified items (course per credit hour, textbooks, fees, per semester, total cost).

Good (4): The university provides a mostly complete cost sheet with minor details missing but covers the key components.

Satisfactory (3): The university provides a basic cost sheet listing key components but lacks some specifics.

Needs Improvement (2): The university provides an incomplete cost sheet with significant details missing.

Unsatisfactory (1): The university fails to provide a cost sheet or provides very minimal information.

5. Scholarship and Financial Aid Information

Excellent (5): The university provides thorough information on scholarships, grants, and tuition reduction opportunities and commits to proactively reviewing these for each student.

Good (4): The university provides good information on financial aid opportunities with some review procedures outlined.

Satisfactory (3): The university provides basic information on financial aid with limited review procedures.

Needs Improvement (2): The university provides minimal information with unclear review procedures.

Unsatisfactory (1): The university does not provide information or commit to reviewing financial aid opportunities.

For questions regarding the RFP Specifications, please contact:



