

EAST TALLAHATCHIE SCHOOL DISTRICT

REQUEST FOR PROPOSALS

The East Tallahatchie School District through the Office of Federal Programs is soliciting competitive sealed proposals from qualified vendors. The district is seeking proposals from proven and qualified vendors to provide support in the areas of English/Language Art, Math, and Science in grades 5 through 8. The deadline for submitting the proposals is Monday, June 7, 2021 @ 3PM. Any questions regarding the grant can be sent to Vanessa Brown (vbrown@etsdk12.org) and Jasmine Roberson (jroberson@etsdk12.org) The proposal packet can be found at www.etsd.k12.ms.us.



East Tallahatchie

SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR:

PROFESSIONAL SERVICES, RESOURCES AND SYSTEMS TO
IMPROVE INSTRUCTIONAL EFFECTIVENESS

PROPOSALS DUE: Monday, June 7, 2021 – 3:00 pm

PROPOSALS MUST BE SEALED and DELIVERED TO:

East Tallahatchie School District

Jasmine Roberson, Interim Federal Programs Director

Office of Federal Programs

411 East Chestnut Street

Charleston, MS 38921

jroberson@etsdk12.org

REQUEST FOR PROPOSALS

East Tallahatchie School District

Professional Services, Resources and Systems to Improve Instructional Effectiveness

The East Tallahatchie School District through the Office of Federal Programs is soliciting competitive sealed proposals from qualified vendors.

1. REQUEST FOR INFORMATION

Questions concerning the solicitation should be sent to: Vanessa Brown (vbrown@etsdk12.org) or Jasmine Roberson (jroberson@etsdk12.org). The deadline for submitting written questions by email is June 7, 2021 @ 3:00. Copies of all questions submitted, and the responses shall be posted to the ETSD website www.etsd.k12.ms.us under the Proposals section and shall be available to the public on May 21, 2021 - June 7, 2021.

***Questions and answers shall become part of the final Contract as an attachment. Written responses provided for the questions are binding.**

2. DUE DATES FOR PROPOSALS

The sealed proposals shall be received by 3:00 p.m. Central Time (CT) on June 7, 2021 at the following address based upon the delivery method used. In person deliveries of proposals will be accepted.

- INSTRUCTIONS FOR DELIVERY Proposal shall be submitted in writing and be submitted in three-ring binders with components of the solicitation clearly tabbed. The Vendor shall submit binders as follows:
 - One (1) binder for an unredacted version of the proposal marked original. The unredacted copy of the entire proposal/ qualification must be received with vendor identifying information and shall be for the use and files of the ETSD only.
 - In addition, one (1) USB shall clearly mark the name of the vendor and provide a single document in a searchable Microsoft Word or Adobe Acrobat (PDF) format according to the instructions above.

Ship or Mail Proposals to: (FedEx, UPS, etc.)

Vanessa Brown

Office of Federal Programs

East Tallahatchie School District

411 East Chestnut Street

Charleston, MS 38921

(DO NOT OPEN)

Pursuant to Mississippi Code Annotated §§ 27-104-7 and 31-7-401 through 31-7-423, the State of Mississippi requires a blind evaluation of certain factors not requiring knowledge of the name of a Vendor. The person designated to create the Register of Proposals shall create a list of all Vendors to present to the Evaluation Committee for conflict-of-interest certification purposes. This list shall only include the name of the Vendor without any corresponding identifying information which would affect the blind evaluation of factors not requiring knowledge of the name of the Vendor. Restrictions on Communications with the Office of Federal Programs From the issue date of this solicitation until a Vendor is awarded a contract, Vendors and/or their representatives shall restrict communication with any Office of Federal Programs staff regarding this procurement.

3. RESPONSIVENESS AND RESPONSIBILITY OF THE VENDOR

- Ensure that competitive proposals are received in the Office of Federal Programs by the deadline date at 5:00 p.m. and assumes all risks of delivery.
- At the time of receipt of the proposals, the proposals shall be date stamped and recorded in the Office of Federal Programs.
- Proposals and modifications received after the time designated in the solicitation shall be considered late and shall not be considered for award.
- Incomplete proposals shall not be evaluated and shall not be returned for revisions. No faxed copies shall be accepted.
- Proposals that do not include the required number of copies shall not be evaluated.
- Proposals that do not include one (1) USB clearly marked with the name of the vendor to provide a single document in a searchable Microsoft Word or Adobe Acrobat (PDF) format according to the instructions above shall not be evaluated.
- The Proposals transmittal form and all required forms shall be signed in blue ink by an authorized official to bind the Vendor to the proposals provisions and must be included.
- The Vendor is responsible for ensuring that the Technical Factors sections shall have no identifying information, logos, watermarks, etc. If this is not followed, then that Vendor shall be immediately rejected as non-responsive.
- Proposals must indicate on the cover page the 'Area(s) of Focus' the vendor intends to propose services/goods for.

4. SCOPE OF SERVICE

Target Group: English/Language Art, Math, and Science Teachers in grades 5 through 8 and School Leaders.

The East Tallahatchie School District is seeking proposals for a Professional Services, Resources and Systems to Improve Instructional Effectiveness.

AREAS OF FOCUS
<p>Professional Services: Student Academic Support Services – Blended (Virtual & Face-to-Face):</p> <ul style="list-style-type: none"> • Instructional supports including but not limited to: English/Language Arts (Grades 5-8), Math (Grades 5-8) and Science (Grades 5-8). • Instructional supports for ELL, Gifted and SPED Students in stated content areas.. • Supports for students administered state required assessments (i.e., Mississippi Academic Assessment Program (MAAP), Subject Area Assessments, ACT, and the Mississippi Career Planning and Assessment System (MS-CPAS).
<p>Professional Services: Educator Professional Support & Capacity Building:</p> <ul style="list-style-type: none"> • Professional learning to increase the instructional capacity of teachers (ELA, Math, and Science in Grade 5-8) and paraprofessionals. • Provide Standards Based Professional Development for all stakeholders. • Leadership coaching for School Leadership Team that is content and grade-level specific. • Instructional coaching to support school improvement. • New teacher instructional supports. • Assessment platform supports to include but not limited to creating assessments; administering the assessment through online and/or paper-pencil modalities; retrieving data; understanding the platform’s data reports to inform instructional practices and identify trends and gaps. • Data Management System support to include but not limited to data mining, report building, and data publishing.
<p>Instructional Resources & Materials:</p> <ul style="list-style-type: none"> • Evidence-based and/or High Quality instructional materials to support standards-based instruction in 5th – 8th Grade including ELA, Math, and Science. • Web-based instructional platforms compatible with single-sign-on portals. • Culturally Responsive text and resources and materials that provide differentiated strategies for tiered learning in each content area.

Expected Outcomes:

- Equitable access to services, resources, and materials that are differentiated for staff and students to meet their individual needs.
- Improved capacity of school leaders to implement, monitor, evaluate and act upon high leverage activities that improve student achievement.
- Improved capacity of teachers and paraprofessionals to implement, monitor, evaluate and act upon high leverage instructional strategies.
- Improved student outcomes on district and state assessments and other accountability measures (including but not limited to attendance, discipline, graduation, College and Career Readiness, etc.).
- Secure evidence-based interventions and high-quality instructional resources and material to enhance the educational experience for students.

5. **TIME FRAME:** The total number of contractual days will be determined by the availability of funds as approved by the Mississippi Department of Education (MDE). A contract shall be awarded to the vendor whose proposals is determined to be the most advantageous to the District, taking into consideration the price and the evaluation factors set forth in the solicitation.
6. **TYPE OF CONTRACT:** It is anticipated that this contract shall be a fixed price contract with payment made upon completion of tasks identified within the proposal.
7. **VENDOR DELIVERABLES:** The Vendor shall be responsible for all tasks and deliverables required to complete the project as described in the Scope of Work.
8. **THE EAST TALLAHATCHIE SCHOOL DISTRICT:** (The specific responsibilities of the ETSD are as stated below:
 - Provide a contact person to work with the Vendor to ensure quality control.
 - Review and approve timeframes and work plans.
 - Provide available information to assist the Vendor.
 - Provide Statement of Work to Vendor.
 - Provide Calendar of Events to Vendor.
9. **AVAILABLE BUDGET:** Because of the scope of this project, we believe it should be possible for different proposers to arrive at vastly differing estimates of resources required. It is anticipated that this shall allow the proposers to explain exactly what the District shall receive for this amount of funds and shall allow evaluators to determine the best proposals based upon the qualifications and the description of what the District shall receive in exchange for this amount.
10. **FORMAT AND PROCEDURE FOR DELIVERY OF PROPOSALS:** The proposal shall consist of seven (7) parts Part I – Submission Cover Sheet; Part II – Vendor Profile; Part III – Program Narrative; Part IV - Budget/Cost; Part V – Personnel; Part VI – References/Resumes; VII – Assurances and Signed Attachments.

The proposal shall be prepared with a 12-point font with single spacing; bound with no staples, clips, or rubber bands. Each page of the original proposal and all attachments shall be identified with the name of the Vendor.

The one (1) copy shall consist of the seven (7) parts as follows:

- Part 1 is the Submission Cover Sheet (Attachment A) which shall serve as the cover page of the proposal. (1 page only).
- Part 2 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 Criteria section of this RFP. The description shall include: (a) the vendor's background and (b) the vendor's relevant experience as related to the specific area of focus for which the vendor is applying, and (c) a description of at least three successful experiences that the vendor has had in 7 demographically similar districts. A minimum of three (3) references shall be provided. The Vendor Profile shall not be more than three pages. Samples of consultant resumes and previous work outcomes and may be attached as an appendix.

- Part 3 is the Program Narrative that shall provide a clear and concise plan describing (a) which area(s) of focus the vendor is proposing to support, (b) how the services will be managed, performed, and evaluated to meet the identified needs of the ETSD, (c) the process for submitting reports, (d) the process for communicating with the district and (e) the process for evaluating services rendered (f) Online Systems Only: Include data integration processes and timelines, protocols for file uploads, procedures for initial synchronization, and frequency of synchronization throughout the school year. (No more than five pages). Note: Vendors may choose to address one or multiple areas listed in the "Scope of Services" section. Each component will be reviewed independently and may be awarded independently. (Vendors may choose to include their menu of services as a part of the appendix. The menu of services will not replace the program narrative.
- Part 4 is the Budget that shall include the cost proposal and must encompass all requirements of this RFP. 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 Mississippi Achievement School District 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.
- Part 5 is Personnel which shall provide resumes of all those who shall be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operations of the contract.
- Part 6 is the References/Resumes section which shall provide at least three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, length of the contract, a summary of the work, and the name of and telephone number of a responsible contact person.
- Part 7 is the Assurances and signed Attachments is the section where the Vendor shall indicate agreement with the terms and conditions as set forth of the solicitation. If the Vendor objects to any of the Standard Terms and Conditions, the objection may be considered as an adequate cause for rejection without further negotiations.

11. ACCEPTANCE OF PROPOSALS

The East Tallahatchie School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the solicitation, which does not affect the price of the proposal, or give one party an advantage or benefit not enjoyed by other parties, or adversely impacts the interest of the District. Waivers, when granted, shall in no way modify the solicitation requirements or excuse the party from full compliance with the solicitation specifications and other contract requirements if the party is awarded the contract.

SELECTION CRITERIA AND PROCEDURES All proposals received by the stated submission deadline. All proposals received by the stated submission deadline will be evaluated using the selection criteria described in the following section. Proposals will be rated and ranked by a

review team from the East Tallahatchie School District. The evaluation committee will forward the proposal to the East Tallahatchie School District Superintendent for approval. One or several contracts may be negotiated with the applicant(s) whose proposal(s) best meets the needs of the East Tallahatchie School District as determined by the evaluation committee. The East Tallahatchie School District reserves the right to reject all proposals.

Evaluation of proposals will be based upon the following criteria:

Organizational Experience 20 points

- Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and
- Qualifications and abilities of personnel proposed to be assigned to perform the services

Organizational Performance 20 points

- Record of past performance of similar work within the last 3 years
- Letters of support from organizations and/or individual reference letters detailing levels of success with the services/resources.

Cost Efficiency 20 points

- Total cost of proposed services.
- Service and support cost.

Program Operations 40 points

- Adequacy of resources, including personnel, equipment, financial stability and other related factors
- Plan for performing required services within in the district and schools
- Management and planning: procedures and organizational structures proposed for9 completion of the work as it relates to scheduling of consultants, submission of service reporting, availability to provide technical assistance, communication with district and school leaders, and project management systems.
- Timeliness of services.

Total Possible Score: 100 Points

The applicant should propose 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.

12. NOTICE OF INTENT TO AWARD

Award shall be publicly posted on the ETSD website for 48 hours prior to Official award notices. After public posting, the ETSD shall notify in writing to the responsible Vendor(s) whose proposal is determined to be the most advantageous to the State taking into consideration evaluation factors set forth in the solicitation. The notice of intended Contract award shall be

sent confirmation to the winning Vendor. Unsuccessful Vendors shall be notified in the same manner after the award has been accepted or declined.

Tentative Timeline
Professional Services, Resources and Systems to Improve Instructional Effectiveness

May 21, 2021	Release of Request for Proposals
May 26 - June 7, 2021	Advertisement dates in The Sun-Sentinel
June 2, 2021	Deadline for questions
June 7, 2021	Deadline for Office of Federal Programs response to questions and posting to website Solicitation due by 5:00 p.m. Central Time (CT) to Office of Federal Programs
June 3, 2021 at 4PM	Evaluation of solicitation and/or presentations
June 7, 2021 at 4PM	Notice of intent to Award

Proposal Cover Page
Professional Services, Resources and Systems to Improve Instructional Effectiveness

Name of Vendor: _____

Contact Person: _____

Title: _____

Location of Vendor's Principal Place of Business: _____

Area(s) of Focus: _____

Phone Number: _____

Email: _____

Mailing Address: _____

By my signature below, I hereby represent that I am authorized to and do bind the Vendor to the provisions of the attached proposal or qualification. I have thoroughly read and understand this solicitation and the attachments herein. I agree to perform the specified personal and professional services in accordance with provisions set forth in the solicitation. I fully understand and shall assure compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the solicitation I shall secure, at my own expense, applicable personnel who shall be qualified to perform the duties required under this solicitation. Furthermore, I am fully aware of the evaluation criteria to be utilized in awarding the contract, and I am an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

(Authorized Signature)

(Date)

CERTIFICATIONS AND ASSURANCES

I/We make the following certifications and assurances as a required element of the qualification to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. The organization will comply with applicable federal, state, and local policies and procedures. 2. Services will be provided under the supervision of highly qualified teachers and/or administrators.
2. The organization will maintain professionalism and confidentiality.
3. The organization is fiscally sound and will be able to complete services to the local educational agency.
4. The organization will ensure that the services provided are aligned with the Mississippi Curriculum Frameworks and scientifically research based practices.
5. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
6. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
7. All services will be secular, neutral, and non-ideological.
8. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents/legal guardians, and community members can understand.
9. The organization agrees to the contractual terms and conditions required by the American Recovery and Reinvestment Act (Exhibit 1).

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date

VENDOR PROFILE

Special attention should be given to the qualifications listed in the Minimum Eligibility Criteria section of this RFP. The description shall include (a) the vendor's background and (b) the vendor's relevant experience as related to the specific area of focus for which the vendor is applying, and (c) a description of at least three successful experiences that the vendor has had in demographically similar districts within the past three years. A minimum of three (3) references shall be provided. The Vendor Profile shall not be more than three pages. Samples of consultant resumes and previous work outcomes and should be attached as an appendix.

PROGRAM NARRATIVE

Provide a clear and concise plan describing (a) which area(s) of focus the vendor is proposing to support, (b) how the services will be managed, performed, and evaluated to meet the identified needs of the ETSD, (c) the process for submitting reports, (d) the process for communicating with the district and (e) the process for evaluating services rendered. (No more than five pages). Note: Vendors may choose to address one or multiple areas listed in the "Scope of Services" section. Each component will be reviewed independently and may be awarded independently. (Vendors may choose to include their menu of services as a part of the appendix. The menu of services will not replace the program narrative.)

BUDGET SUMMARY FORM

Provide a brief but detailed budget narrative that explains the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, and any projected expenditures. This page may be reproduced.

CATEGORY/ACTIVITY	AMOUNT	GENERAL DESCRIPTION
Professional Development/Consulting Fee		
Travel		
Equipment		
Supplies		
Evaluation Services		
Other:		
Other:		
Other:		
Subtotal For Each Page		
GRAND TOTAL		