

WILKINSON COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

Student Tutoring

RFP Title	Student Tutoring
Procurement Method	Competitive Request for Proposals (RFP)
Multiple Awards	By Category
Issuing Agency	Wilkinson County School District
Funding Sources	Federal, State, and Local Funds
Proposal Due Date	August 28, 2026

Prepared By Federal Programs Department

Wilkinson County School District
Woodville, Mississippi

This solicitation invites qualified vendors to submit proposals for instructional technology products and related services to support teaching and learning throughout the District. Awards may be made to one or more vendors by category based on the evaluation criteria contained in this RFP.

FY2027 Request for Proposals (RFP)

Professional Services – Student Tutoring

Legal Notice

The Wilkinson County School District (WCSD) invites qualified vendors to submit sealed proposals to provide high-quality student tutoring services for students in grades 3–12. This procurement shall be conducted in accordance with applicable Mississippi procurement laws, Mississippi Department of Education (MDE) requirements, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). WCSD reserves the right to reject any or all proposals, waive minor informalities, negotiate with the highest-ranked responsive proposer(s), and award one or more contracts when determined to be in the District's best interest.

Purpose and Background

The purpose of this RFP is to identify qualified providers to deliver evidence-based, student tutoring services designed to accelerate student learning and improve academic achievement. Tutoring services shall support implementation of the Mississippi College and Career Readiness Standards (MCCRS), the District's strategic improvement goals, and federal program initiatives. Services are expected to complement classroom instruction through targeted interventions, progress monitoring, and collaboration with school personnel. Instructional support personnel providing tutoring under this contract shall possess current Mississippi Department of Education (MDE) Micro-Credentials applicable to the services and content areas they provide.

Procurement Information

RFP Title: Professional Services – Student Tutoring (FY2027)

Procurement Method: Competitive Request for Proposals (RFP)

Issuing Agency: Wilkinson County School District

Funding Sources: Federal, State, and Local Funds

Contract Type: Fixed-Price Professional Services Contract

Contract Period: Upon execution through June 30, 2027, contingent upon Board approval and funding availability.

Multiple Awards: The District reserves the right to award one or more contracts by grade span, content area, or school based on District needs.

Proposal Submission: Sealed proposals shall be delivered to the Wilkinson County School District Office of Federal Programs by the published deadline. Late or incomplete proposals may be rejected.

Timeline

Milestone	Date
Release of RFP	August 7, 2026
Deadline for Written Questions	August 14, 2026
Responses to Questions Posted	August 19, 2026
Proposal Due Date	August 28, 2026 - 1:00 p.m. CT
Evaluation of Proposals	September 1–3, 2026
Notice of Intent to Award	September 8–11, 2026
Contract Begins	Upon execution
Contract End Date	June 30, 2027

Contact Information

All questions regarding this solicitation shall be submitted in writing to:

Dr. Carmella C. Scott
Federal Programs Director
Wilkinson County School District
Office of Federal Programs
488 Main Street
P.O. Box 975
Woodville, MS 39669

Email: cscott@wilkinsonk12.org

Questions must be received by the published deadline. Responses to substantive questions will be issued by written addendum and published on the district's website. Vendors shall not contact principals or other district employees regarding this procurement outside of the designated procurement contact.

Scope of Services

The Wilkinson County School District (WCSD) seeks proposals from qualified vendors to provide comprehensive, evidence-based student tutoring services designed to accelerate academic achievement, close learning gaps, and increase proficiency on state and local

assessments. Services shall align with the Mississippi College and Career Readiness Standards (MCCRS), Mississippi Department of Education (MDE) guidance for high-impact tutoring, and the District's strategic improvement goals.

Mandatory Eligibility Requirement

All tutors, instructional interventionists, academic coaches, and instructional support personnel assigned under this contract shall possess current Mississippi Department of Education (MDE) Micro-Credentials appropriate to the grade level(s), content area(s), and instructional services provided.

Vendors shall submit copies of all applicable MDE Micro-Credentials with their proposal. Credentials must remain active throughout the contract period.

The successful vendor shall provide, at a minimum, the following services:

1. High-Dosage Tutoring

- Deliver high-dosage tutoring consistent with current MDE guidance.
- Provide tutoring in small groups or individually, as determined by student need.
- Maintain a consistent tutor-to-student relationship whenever possible.

2. Standards-Aligned Instruction

- Deliver instruction aligned to the Mississippi College and Career Readiness Standards (MCCRS).
- Reinforce classroom instruction using district-approved curricula and instructional resources.

3. Evidence-Based Instructional Practices

- Implement evidence-based strategies and interventions supported by research.
- Differentiate instruction based on individual student needs.

4. Progress Monitoring

- Monitor student performance throughout the tutoring cycle.
- Adjust instructional strategies using ongoing data.

5. Diagnostic Assessment Analysis

- Analyze diagnostic assessment results to identify unfinished learning and instructional priorities.

6. Benchmark Assessment Support

- Utilize district benchmark assessment results to plan instruction and monitor growth.

7. MAAP Readiness

- Prepare students for the Mississippi Academic Assessment Program (MAAP) and MAAP-A

through targeted standards-based instruction and practice.

8. MTSS Intervention Documentation

- Document interventions, progress-monitoring data, and recommendations consistent with the District's Multi-Tiered System of Supports (MTSS) processes.

9. Student Progress Reporting

- Provide weekly and monthly reports summarizing student participation, growth, intervention effectiveness, and recommendations.

10. Collaboration with Classroom Teachers

- Collaborate regularly with teachers and school administrators to align tutoring with classroom instruction and student goals.

The vendor shall participate in district meetings as requested, submit all required reports in a timely manner, comply with all federal and state confidentiality requirements, and collaborate with WCSD staff to continuously improve student outcomes.

Minimum Qualifications

To be considered responsive, vendors shall demonstrate the following minimum qualifications:

Mandatory Eligibility Requirements

1. Experience serving Mississippi public school districts.
2. Knowledge of the Mississippi College and Career Readiness Standards (MCCRS), MAAP, MTSS, and evidence-based instructional practices.
3. Qualified personnel with appropriate licensure, education, and MDE Micro-Credentials. Copies of all applicable MDE Micro-Credentials shall be submitted with the proposal and maintained throughout the contract.
4. Minimum of three references from comparable school districts.
5. Financial capacity to successfully perform the contract.

Failure to meet these requirements may result in the proposal being deemed non-responsive.

Deliverables

The successful vendor shall provide:

- High-dosage tutoring schedules.
- Student attendance logs.
- Individual Student Learning Plans.
- Regular student progress reports.

- MTSS intervention documentation.
- Professional collaboration with classroom teachers.

Proposal Instructions

Proposals shall include:

1. Vendor Profile
2. Technical Proposal describing tutoring methodology and implementation.
3. Staffing Plan with resumes and copies of all required MDE Micro-Credentials.
4. Implementation Timeline.
5. Budget Proposal with narrative and unit costs.
6. References.
7. Required Certifications and Assurances.

Proposals shall be sealed and submitted by the published deadline. Late or incomplete proposals may be rejected.

Evaluation Process

Pass/Fail Responsiveness Review

A proposal shall be deemed non-responsive if it is late, incomplete, missing required certifications, fails to meet minimum qualifications, or fails to include documentation of required MDE Micro-Credentials.

Responsive proposals will be scored using the following 100-point rubric:

- Technical Approach and Tutoring Model – 40 points
- Organizational Experience – 20 points
- References and Past Performance – 20 points
- Cost Proposal – 20 points

WCSD reserves the right to request clarifications, conduct interviews, negotiate, and award one or more contracts.

Federal Compliance Requirements

The contractor shall comply with all applicable federal requirements including:

- 2 CFR Part 200 (Uniform Guidance)
- Appendix II to 2 CFR Part 200 Contract Provisions
- Every Student Succeeds Act (ESSA)
- Education Department General Administrative Regulations (EDGAR)
- Family Educational Rights and Privacy Act (FERPA)
- Title VI, Title IX, Section 504, ADA, and other Civil Rights laws
- Records retention and audit access requirements

- Suspension and Debarment requirements
- Conflict of Interest requirements

Mississippi Procurement Requirements

This procurement shall comply with:

- Mississippi Code Title 31
- Public Procurement Review Board (PPRB) regulations
- Mississippi Ethics Commission requirements
- Mississippi Public Records Act
- Mississippi Department of Education procurement guidance
- Vendor protest procedures

WCSD reserves the right to reject any or all proposals, waive minor informalities, negotiate with responsive vendors, and award contracts in the District's best interest.

Required Certifications

Each proposal shall include signed copies of:

- Proposal Cover Sheet
- Certifications and Assurances
- MDE Micro-Credential Verification
- Conflict of Interest Disclosure
- Debarment and Suspension Certification
- Certification of Independent Price Determination
- IRS Form W-9
- References
- Vendor Information Form

**WILKINSON COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)
Professional Services – Student Tutoring
FY2027 PROPOSAL COVER SHEET**

Complete all information. This cover sheet must be signed by an authorized representative and included as the first page of the proposal.

Vendor Name	
Authorized Representative	
Title	
Business Address	
City, State, ZIP	
Telephone Number	
Email Address	
Website	
Federal Tax ID (EIN)	
Years in Business	
MDE Micro-Credentials?	☐ Yes ☐ No

Vendor Certifications

By signing below, I certify that:

- ☐ I am authorized to bind the organization to this proposal.
- ☐ The information contained in this proposal is true and accurate.
- ☐ The organization agrees to comply with all requirements of this RFP.
- ☐ All proposed instructional personnel possess, or will possess before providing services, the required Mississippi Department of Education (MDE) Micro-Credentials and supporting documentation is included with this proposal.
- ☐ The organization is not suspended or debarred from doing business with any federal or state agency.

Authorized Signature	Date

Proposal Due Date: August 28, 2026, 1:00 p.m. Central Time

Submit To:

Dr. Carmella C. Scott, Federal Programs Director
Wilkinson County School District
488 Main Street • P.O. Box 975
Woodville, MS 39669
cscott@wilkinsonk12.org