

Office of the Superintendent	Greenwood Leflore Consolidated School District REQUEST FOR PROPOSAL ACT/Work Keys Prep Program	PERFORMANCE DATES: Advertise: 21 August 2024 Advertise: 28 August 2024
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Introduction:

The Greenwood Leflore Consolidated School District is located in Greenwood, Mississippi. School facilities consist of twelve schools and one central office. The district has approximately 4115 students.

Physical School Location:

- Threadgill Primary-Greenwood, MS
- Bankston Elementary-Greenwood, MS
- Claudine Elementary-Greenwood, MS
- Davis Elementary-Greenwood, MS
- East Elementary-Greenwood, MS
- Leflore County Elementary-Itta Bena, MS
- Threadgill Elementary-Greenwood, MS
- Greenwood Middle-Greenwood, MS
- Amanda Elzy Junior High-Greenwood, MS
- Leflore County High-Itta Bena, MS
- Amanda Elzy High-Greenwood, MS
- Greenwood High-Greenwood, MS

Purpose of RFP:

ACT/WorkKeys PREP Program for Grades 7th -12, a preparatory ACT curriculum to ensure that every student graduate high school with a high college-ready ACT/Workkey score.

These services shall be provided to the Greenwood Leflore Consolidated School District during the 2024-2025 school term.

The Superintendent reserves the right to reject any and all bids.

ABOUT THIS DOCUMENT:

This document, titled a Specification Response Form, is the form by which vendors shall respond to this bid opportunity. Vendors may be required to include other documents, including warranty or other information in order to be considered responsive.

GENERAL TERMS:

All equipment furnished under this contract shall be new, unused and the same as the manufacturer’s current production model. Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the trade in design, quality of material and workmanship. Assemblies, sub-assemblies and component parts shall be standard and interchangeable throughout the entire quantity of units as specified in this invitation to bid. All units shall be fully assembled and ready to operate or use.

GUARANTEE:

All units shall be covered by the manufacturer standard warranty. Other warranty conditions may apply.

BID QUOTATION:

Bidders shall complete every space in the specification bidder’s proposal column with a check mark to indicate if the item being bid is exactly as specified. If not, the “NO” column must be checked and a detailed description of the deviation from the specification to be supplied.

DELIVERY:

Delivery of any materials shall be FOB to the Purchasing Entity. Installation may apply to some line items.

RFP Submission requirements: Submit three (3) copies of this unpriced (Specification Response Forms and Proposals with pricing) **SPECIFICATION RESPONSE FORM** in one sealed package with **ACT/WorkKeys Prep Program** on the outside of the package to the following address:

The bid opening will be at 10:00 p.m. on Thursday, September 5, 2024

PERFORMANCE DATES:

Advertise: 21 August 2024

Advertise: 28 August 2024

Specification Responses Due on or Before: 4th September 2024 10:00 AM Local Time
Bid Opening Date: 5th of September 2024 at 10:00 p.m. Local Time

Please publish on the following dates: August 21, 2024 and August 28, 2024

Office of the Superintendent
 Greenwood Leflore Consolidated School
 District
 1901 Hwy 82 West
 Greenwood, Mississippi 38930
 (662) 581-3034
 E-Mail: jdjwaldington@glcsd.org

BID PROCESS:

This bid event is being conducted by the district’s leadership team, which is a bid process during which vendors compete for the District’s business. The vendors will submit their sealed bids to the district’s office and the team will use the scoring methodology to determine which proposal and bid will be accepted. ALL vendors will be notified of the outcome.

Minimum Eligibility Requirements for Contract Award

Applicants must provide documentation of a minimum of five (5) years of evidenced-based results according to the ESSA(Every Student Succeed Act) guidelines.

Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years.

Applicants must have financial stability and adequate staff to manage the program in the sole and absolute discretion of the Greenwood Leflore Consolidated School District.

Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with “personal injury” coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00)

Greenwood Leflore Consolidated School District and Superintendent shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or cancelled except upon 60 days’ written notice to Greenwood Leflore Consolidated School District. Proof of insurance must be submitted to the Greenwood Leflore Consolidated School District at the time the contract is executed.

Applicants must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers’ compensation insurance for coverage in Mississippi with an employer’s liability limit of: Bodily Injury by accident - \$500,000.00 each employee Bodily Injury by disease - \$500,000.00 policy limit Bodily Injury by disease - \$500,000.00 each employee

The Greenwood Leflore Consolidated School District Board shall be named additional insured on the said policy. The insurance policies required under the Section shall not be modified or cancelled except upon 30 days’ written notice. Proof of insurance must be submitted to the Greenwood Leflore Consolidated School District at the time the contract is executed.

Contractors’ staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.

Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.

Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances. The vendor must reference in its contract if awarded the bid that the vendor has read, understood, agreed, signed and submitted an original copy of the contractual Services Providers’ Assurances to the LEA - Exhibit I.

<p align="center">Scope of Work/Performance</p> <p align="center">Program includes but not limited to the following conditions. Please acknowledge the conditions by placing a checkmark or ‘X’ in the appropriate box. For clarification, the left-hand box answers in the affirmative or ‘Yes’ to each question or condition, while the right-hand box</p> <p align="center">SPECIFICATION RESPONSE FORM</p> <p align="center">indicates the negative, or a ‘No’ answer.</p>	YES	NO
Evidenced Based Strategies and crafted to meet the rigorous content for each subject		
Direct Customer Service		
<p>STREAMING VIDEO MODULES</p> <ul style="list-style-type: none"> Delivered online, on-demand and designed for individual study or classroom integration 		

<ul style="list-style-type: none"> Over 150 hours of content 		
<ul style="list-style-type: none"> Review must-know content, including testing strategies with time-constrained questions modeled from actual 		
<ul style="list-style-type: none"> "retired" exams 		
ACCOMPANYING WORKBOOK		
<ul style="list-style-type: none"> Completed as review progresses, building flashcards and working example problems - involves active student participation 		
<ul style="list-style-type: none"> 4 student workbooks (English, Math, Reading, and Science) 		
ONLINE ASSESSMENTS		
<ul style="list-style-type: none"> ACT® Prep pre- and post- assessments instantly scored and link students back to their weakness areas reviewed in the module content, minimizing review time while maximizing score improvement. 		
<ul style="list-style-type: none"> Large quantity of authentic practice questions 		
<ul style="list-style-type: none"> Mini-Tests 		
IMPROVED TIME MANAGEMENT		
<ul style="list-style-type: none"> Work faster on test day after a quick review of content- even content in which you are proficient. Attempt more - guess less! 		
<ul style="list-style-type: none"> Teacher manuals with scripted lessons for each subject 		
A variety of optional professional services are available to help educators and administrators implement and use the program effectively to promote reading skills growth with students.		
Subscriptions include unlimited, free, live chat, toll-free phone, and e-mail customer support between 6:30 am and 7 pm central time from U.S. based product experts, as well as 24/7 access to support materials.		
Criterion	Yes	No
The program meets the Every Student Succeeds Act (ESSA) requirements for strong evidence of efficacy.		
In-depth reporting features help educators monitor practice and support regular teacher-student conversations about reading time, reading comprehension, and reading growth.		
The browser based program works with various popular devices, including Chromebooks and iPads.		
A variety of optional professional services are available to help educators and administrators implement and use the program effectively to promote reading skills growth with students.		
Subscriptions include unlimited, free, live chat, toll-free phone, and e-mail customer support between 6:30 am and 7 pm central time from U.S.-based product experts, as well as 24/7 access to support materials.		
Technical Support	Yes	No
The vendor's call center is located in the U.S. and provides technical support during school hours.		
Technical support is available via toll-free telephone, live chat, and e-mail.		
The vendor provides users with 24/7 access to support materials		
Professional Development		
The vendor offers both virtual and ONSITE professional development services that help teachers to make effective use of student data.		
Company is experienced and stable.		
The vendor has a large customer base, and schools and districts across the U.S. are currently using the program successfully		
The vendor has a high rate of customer satisfaction and can provide customer references.		
The vendor's solutions are research-based, and the vendor is committed to conducting ongoing research into the products' effectiveness.		
All programs/services selected shall/must possess the following characteristics:		
Evidence that the services to be provided are based on thorough scientific based research developed after extensive		

reviews of literature and current instructional methods and approaches.		
Alignment between research and practical		
Monitoring of student progress using reports based on student data		
Evidence of ongoing support through response to technical assistance questions		
Capacity to provide onsite training and professional development for key staff		
Capacity to keep services current over time		
Adequate fiscal resources to support continuing services over multiple years		
Proven history of delivery of service		
Compliance with federal, state, and local policies		
Vendor's Signature		
Date		
Scoring Methodology	YES	NO
Greenwood Leflore Consolidated School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to Greenwood Leflore Consolidated School District staff, will be used to evaluate the proposals in their sole and absolute discretion. Acknowledge this scoring method in the box to the right to indicate that you understand this process.	<input type="checkbox"/>	<input type="checkbox"/>
Notice to Respondents: <u>Do not write or fill in the spaces provided below. These spaces are reserved for the District evaluation process.</u>	YES	NO
1. Organizational Experience - Possible Score – 25 – Variables considered in evaluating this category will include, but not belimited to the following: a. Applicant’s experience and success in conducting similar work b. Experience in fulfilling contract of similar nature/Years Experience c. Quality and completeness of proposal d. Organizational structure e. Integrity	_____	25
2. Program Design - Possible Score – 25 – Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant’s grasp of the project as shown by the depth, breath, and clarity of the proposal; a. Innovative and creative approach b. Connection, representation and sensitivity to cultural and ethnic diversity c. Ability to maintain alignment with Standards of the Mississippi Department of Education	_____	25
3. Cost Efficiency – Possible Score 20 a. Total cost of proposed services b. Service and support cost;	_____	20
4. Program Operations – Possible Score - 30 a. Adequacy of resources, including personnel, equipment, financial stability and other related factors b. Management and planning: The quality of procedures/organizational structures proposed for completion of work c. Timeliness of services;	_____	30
<i>Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score.</i> <i>Possible Value-Added Points</i> _____	_____	5
<hr/> Evaluator’s Signature _____ Date _____		

