

WILKINSON COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

Professional Development/Teacher Coaching

RFP Title	Teacher Coaching
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.

Wilkinson County School District Request for Proposals (RFP) Professional Development/Teacher Coaching FY2027

Legal Notice

The Wilkinson County School District (WCSD) invites qualified organizations to submit sealed proposals to provide job-embedded professional development and instructional coaching services. This procurement shall be conducted in accordance with applicable Mississippi procurement laws, Mississippi Department of Education requirements, and 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 informalities, negotiate with the highest-ranked proposer(s), and award one or multiple contracts when determined to be in the District's best interest.

Purpose and Background

The purpose of this RFP is to secure highly qualified professional learning partners that will improve teacher effectiveness and student achievement through sustained instructional coaching. Services shall support district and school improvement priorities, implementation of the Mississippi College and Career Readiness Standards, High-Quality Instructional Materials, data-driven instruction, MTSS, and evidence-based instructional practices.

Scope of Services

Vendors shall provide job-embedded instructional coaching for teachers, including classroom observations, modeling, co-teaching, lesson planning, data analysis, professional learning, leadership support, technology integration, follow-up coaching, and written reports. Services shall be customized to district needs and aligned with the Mississippi College and Career Readiness Standards (MCCRS), High-Quality Instructional Materials (HQIM), and ESSA evidence-based practices.

Required MDE Micro-Credentials: All vendors assigned to Wilkinson County School District under this contract must possess current Mississippi Department of Education (MDE) Micro-Credentials applicable to the coaching and/or content areas in which services are provided. Documentation of all applicable MDE Micro-Credentials shall be submitted with the proposal and maintained throughout the contract period.

Minimum Qualifications

Proposers shall demonstrate:

- Successful experience providing instructional coaching to public school districts.
- Expertise with Mississippi instructional standards, assessment systems, and school improvement.
- MDE Micro-Credentials relevant to the proposed services and qualified personnel with appropriate licensure.

- Financial stability and organizational capacity.
- Ability to comply with all federal, state, MDE, and district requirements.

Each proposal shall include documentation of the current MDE Micro-Credentials.

Deliverables

Deliverables should include coaching schedules, sign-in sheets, agendas, classroom observation summaries, administrator debriefs, teacher feedback, implementation plans, data reports, monthly progress reports, and a final project evaluation demonstrating outcomes and recommendations.

Timeline

Milestone	Date
Release of RFP	August 7, 2026
Deadline for Questions	August 20, 2026
Responses Posted	August 21, 2026
Proposal Due Date	August 28, 2026 - 1:00 p.m. CT
Evaluation Period	September 1–3, 2026
Notice of Intent to Award	September 8–11, 2026
Contract Begins	Upon execution
Contract Ends	June 30, 2027

Contact Information

Questions shall be directed only to:

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

Questions must be submitted by the published deadline. Official responses will be posted to the district's website.

Proposal Instructions

Proposals shall be submitted in sealed form by the published deadline. The proposal should include: (1) Cover Sheet; (2) Vendor Profile; (3) Technical Proposal; (4) Cost Proposal; (5) Personnel Qualifications; (6) References; (7) Required Certifications and Assurances. Vendors should clearly describe their methodology, staffing, deliverables, implementation timeline, reporting process, and pricing. Late, incomplete, or non-responsive proposals may be rejected.

In addition to the required proposal components, vendors shall include:

- Documentation of current Mississippi Department of Education Micro-Credentials.
- A staffing plan identifying which coaches are available to serve each school or content area.
- Documentation that the credentials will remain active for the duration of the contract.

Failure to submit the required documentation may result in the proposal being determined non-responsive.

Evaluation Process

Mandatory Pass/Fail Screening

Before proposals are scored, WCSD will determine responsiveness.

A proposal shall be deemed NON-RESPONSIVE if:

- Required MDE Micro-Credential documentation is missing;
- The vendor fails to certify maintenance of credentials throughout the contract.

Only responsive proposals will advance to the scored evaluation.

Evaluation Rubric

Pass/Fail Requirements (must pass all):

- MDE Micro-Credentials submitted.
- Required certifications and assurances included.
- Proposal complete and timely.

Scored Criteria (100 Points)

- Organizational Experience – 20
- Organizational Qualifications – 20
- Technical Approach/Capacity – 40
- Cost – 20

Federal Compliance Requirements

The Contractor shall comply with all applicable federal laws and regulations governing federal education funds, including but not limited to 2 CFR Part 200 (Uniform Guidance), Appendix II to Part 200 contract provisions, ESSA, EDGAR, Title VI, Title IX, Section 504, ADA, Age Discrimination Act, FERPA, and all applicable U.S. Department of Education requirements. The contractor shall maintain records for at least five (5) years after final payment and provide access to records by WCSD, MDE, auditors, and federal officials upon request. The contractor shall certify that it is not suspended or debarred and shall disclose any actual or potential conflicts of interest.

Mississippi Procurement Requirements

This procurement shall comply with Mississippi Code Annotated Title 31, applicable Public Procurement Review Board regulations, Mississippi Ethics laws, the Mississippi Public Records Act, and all Mississippi Department of Education procurement guidance. The District reserves

the right to reject any or all proposals, waive minor informalities, negotiate with the highest-ranked responsive proposer(s), and award one or multiple contracts in the District's best interest.

Contract Terms and Conditions

Contract period: Upon execution through June 30, 2027, subject to funding. Payment shall be made only upon receipt and approval of required deliverables and invoices. No subcontracting without prior written approval. The District may terminate for convenience or cause. The contractor shall indemnify the District to the extent permitted by law and maintain appropriate insurance.

Required Certifications

Include signed certifications for:

- Debarment and Suspension
- Independent Price Determination
- Conflict of Interest
- Non-Collusion
- Equal Employment Opportunity
- Drug-Free Workplace
- Mississippi Department of Education Micro-Credential Verification
- W-9 and proof of business registration.

Vendor Forms

Required forms:

1. Proposal Cover Sheet
2. Vendor Information Form
3. Authorized Signature Form
4. Staffing Matrix
5. MDE Micro-Credential Verification
6. References Form
7. Conflict of Interest Disclosure
8. Certification Checklist

Budget Forms

Provide a detailed budget including consultant daily and half day rates, travel, lodging, meals, supplies/materials, technology, evaluation costs, and other direct costs. Include budget narrative, unit pricing, and total proposed cost. Indirect costs are not permitted unless specifically authorized by the District.

References

Provide a minimum of three references from Mississippi public school districts or comparable LEAs served within the past five years. Include district name, contact person, title, phone, email, contract dates, services provided, and outcomes achieved.

Invoice Requirements

Each invoice shall include: contractor name and address; invoice number; invoice date; purchase order/contract number; dates of service; school(s) served; coach assigned; description of services; number of coaching days/hours; total amount due; and copies of required deliverables (sign-in sheets, agendas, reports). Payment is contingent upon approval of all required documentation.

Monthly Coaching Report

Each monthly report shall include:

- Executive summary
- Schools served and dates
- Coaches assigned
- Number of teachers supported
- Coaching activities (observations, modeling, co-teaching, PLCs)
- Professional learning delivered
- Student/teacher data reviewed
- Progress toward district goals
- Administrator feedback
- Next steps/action plan
- Attachments (sign-in sheets, agendas, observation summaries, photographs if applicable).

WILKINSON COUNTY SCHOOL DISTRICT REQUEST FOR PROPOSALS (RFP) Professional Services – Teacher Coaching 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