

WILKINSON COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

Instructional Technology Equipment, Installation, Warranty, and Technical Support

RFP Title	Instructional Technology Equipment and Services
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.

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Wilkinson County School District

Request for Proposals (RFP)

Instructional Technology Equipment

Invitation to Propose

The Wilkinson County School District (WCSD) invites qualified vendors to submit sealed proposals to furnish instructional technology equipment and related services. Vendors may submit proposals for one or more categories. Awards may be made by category to one or multiple vendors based upon best value.

Procurement Schedule

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

General Information

This solicitation is issued by the Office of Federal Programs to procure instructional technology equipment through a competitive sealed proposal process. The District reserves the right to reject any or all proposals, waive minor irregularities, negotiate with responsive vendors, and award contracts in the District's best interest.

Purpose of the RFP

The purpose of this RFP is to establish one or more contracts for the purchase, delivery, installation (where applicable), warranty, and technical support of instructional technology equipment.

District Background

Wilkinson County School District serves students in Wilkinson County, Mississippi and seeks high-quality instructional technology to support teaching and learning.

Funding Sources

Purchases may be funded through federal, state, and local funds, including Title I, Title II, Title IV-A, Title V, IDEA, state appropriations, local funds, and other legally available funding sources. Awards are contingent upon funding availability.

Procurement Authority

This procurement shall be conducted in accordance with applicable Mississippi law, Public Procurement Review Board regulations, Mississippi Department of Education guidance, and applicable federal procurement requirements.

Mississippi Purchasing Requirements

Vendors shall comply with applicable Mississippi purchasing laws, ethics provisions, public records requirements, and competitive procurement requirements.

Federal Uniform Guidance Requirements (2 CFR Part 200)

When federal funds are used, procurement shall comply with 2 CFR Part 200, including competition requirements, suspension and debarment requirements, conflict-of-interest standards, cost principles, and Appendix II contract provisions.

Communication Restrictions

During the solicitation period, vendors shall communicate only with the designated procurement contact. Unauthorized communications may result in disqualification.

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 Submission Requirements

Proposals must be sealed and received by the published deadline. Late proposals will not be accepted. Vendors shall submit all required forms, certifications, pricing, and technical documentation.

Multiple Awards by Category

The District reserves the right to award one or more contracts by category. Vendors may submit proposals for one, several, or all categories.

- Category 1 – Student Laptops
- Category 2 – Staff Laptops
- Category 3 – Desktop Computers
- Category 4 – Interactive Flat Panel Displays (Interactive Whiteboards)
- Category 5 – Document Cameras
- Category 6 – Classroom Audio Systems
- Category 7 – Multifunction Copiers/Printers
- Category 8 – Poster Makers/Large-format Printers
- Category 9 – Mobile Charging Carts
- Category 10 – Installation Services
- Category 11 – Extended Warranty & Technical Support

Scope of Work

Successful vendor(s) shall furnish new instructional technology equipment, accessories, documentation, warranties, and related services required by the final RFP. Equipment shall be new, current production models and meet or exceed all minimum specifications. Where applicable, vendors shall provide delivery, installation, configuration, testing, and warranty support.

The following categories are recommended to expand the scope of the Instructional Technology Request for Proposals. Vendors may submit proposals for one, multiple, or all categories. The District reserves the right to make multiple awards by category.

Category 1 – Student Laptops

Student devices, power adapters, protective cases, asset tags, and related accessories.

Category 2 – Staff Laptops

Teacher and administrator laptops, docking stations, adapters, and accessories.

Category 3 – Desktop Computers

Desktop computers, monitors, keyboards, mice, webcams, and peripherals.

Category 4 – Interactive Flat Panel Displays

75- or 86-inch interactive displays, mounts, cables, and installation.

Category 5 – Document Cameras

High-definition classroom document cameras compatible with district devices.

Category 6 – Classroom Audio Systems

Teacher microphones, classroom speakers, amplifiers, and assistive listening components.

Category 7 – Multifunction Copiers/Printers

Networked color and monochrome copier/printer/scanner devices and managed print options.

Category 8 – Poster Makers / Large-Format Printers

Large-format color printers, stands, media, ink, and accessories.

Category 9 – Mobile Charging Carts

Secure charging/storage carts for laptops and Chromebooks.

Category 10 – Installation Services

Delivery, assembly, mounting, configuration, testing, and cleanup.

Category 11 – Extended Warranty & Technical Support

Manufacturer warranties, on-site service, replacement parts, firmware updates, and help desk support.

Delivery Requirements

The successful vendor(s) shall deliver all equipment F.O.B. Destination, Freight Prepaid and Allowed, to the locations designated by Wilkinson County School District. The vendor shall be responsible for all shipping, handling, insurance, unloading, and delivery costs until the equipment has been delivered, inspected, and accepted by the District. Risk of loss or damage shall remain with the vendor until final acceptance by the District. No additional freight, fuel, or delivery charges shall be invoiced unless specifically authorized in writing by the District.

- Coordinate delivery dates and times with the District's designated contact.
- Deliver equipment inside the designated school or administrative building.
- Protect products from damage during transportation and unloading.
- Provide packing slips identifying quantities, model numbers, serial numbers (when applicable), and purchase order numbers.

- Notify the District of shipment delays within one (1) business day of becoming aware of the delay.
- Partial shipments are permitted only with prior written approval from the District.
- All shipping, freight, fuel surcharges, and delivery costs shall be included in the vendor's proposed pricing.
- Remove all shipping pallets, cartons, and packaging materials from District property following delivery and installation.

Asset Tagging

Prior to delivery, the successful vendor shall affix vendor-supplied asset identification labels to equipment when requested by the District.

- Asset tags shall be permanently affixed in a visible location that does not interfere with normal equipment operation.
- Provide an electronic inventory spreadsheet identifying asset tag number, manufacturer, model number, serial number, school location, and purchase order number.
- Barcode asset labels are preferred.
- Inventory shall be submitted in Microsoft Excel format prior to final acceptance.

Inspection and Acceptance

All equipment shall be subject to inspection upon delivery. Acceptance shall occur only after the District determines that the equipment meets all contract requirements.

- The District reserves the right to reject equipment that is damaged, defective, incomplete, or does not conform to the specifications.
- Rejected equipment shall be removed and replaced at no additional cost to the District.
- Acceptance testing may include operational verification, software validation, connectivity testing, and visual inspection.
- Final payment may be withheld until all deficiencies have been corrected.

Equivalent Products

Whenever this solicitation references a particular feature, performance level, or manufacturer, such reference establishes the minimum acceptable standard of quality and performance and is not intended to restrict competition.

- Equivalent products may be proposed provided they meet or exceed every minimum specification.
- The vendor bears the burden of demonstrating equivalency.

- The District reserves the right to request manufacturer literature, specification sheets, demonstrations, or evaluation units.
- Failure to adequately demonstrate equivalency may result in rejection of the proposed product.

Timeline Requirements

The following performance expectations shall apply unless otherwise negotiated in the final contract:

Milestone	Requirement
Purchase Order Acknowledgment	Within five (5) business days
Delivery of Standard Equipment	Within 30 calendar days unless otherwise approved
Installation Completion	Within 15 calendar days after delivery, when applicable
Correction of Deficiencies	Within ten (10) business days after District notification
Warranty Service Response	Next business day or as proposed by vendor

The District reserves the right to negotiate alternate delivery schedules when supply chain conditions, manufacturer lead times, or funding requirements warrant such adjustments.

WCSD Instructional Technology RFP– Vendor Questionnaire & Pricing Forms

Section A – Vendor Questionnaire

Legal Company Name:

DBA (if applicable):

Corporate Address:

Primary Contact Name/Title:

Telephone Number:

Email Address:

Website:

Years in Business:

Type of Business (Corporation, LLC, Partnership, Sole Proprietor):

Is your company authorized to sell the proposed products? ☐ Yes ☐ No

Are you an authorized service provider for the proposed products? ☐ Yes ☐ No

Has your company ever defaulted on a public contract? ☐ Yes ☐ No (If yes, explain.)

Has your company been suspended or debarred from doing business with any governmental entity? ☐ Yes
☐ No

Describe your experience providing instructional technology to K–12 school districts.

Provide three (3) K–12 references with contact information.

Describe your warranty and technical support capabilities.

Describe your installation capabilities and staffing.

List any proposed subcontractors and their responsibilities.

Identify any exceptions or deviations to the RFP requirements.

Section B – Pricing Forms by Category

Vendors shall complete only the categories for which they are submitting a proposal. All pricing shall include shipping, delivery, installation (where applicable), and all other costs unless specifically identified as optional.

Category 1 – Student Laptops

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 2 – Staff Laptops

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 3 – Desktop Computers

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 4 – Interactive Flat Panel Displays

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 5 – Document Cameras

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 6 – Classroom Audio Systems

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 7 – Multifunction Copiers/Printers

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 8 – Poster Makers/Large-format Printers

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 9 – Mobile Charging Carts

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 10 – Installation Services

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

Category 11 – Extended Warranty & Technical Support

Manufacturer	Model	Unit of Measure	Unit Price	Estimated Available Qty	Warranty Included	Delivery (Days)

Optional Items / Discounts / Notes:

WCSD Instructional Technology RFP Vendor Technical Compliance Matrix

This section shall be completed by each proposer for every product offered. Failure to complete the compliance matrix or provide supporting manufacturer documentation may render the proposal non-responsive.

Student Laptops

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
Intel i5/Ryzen5+	Yes				
16 GB RAM	Yes				
256 GB SSD	Yes				
14" FHD	Yes				
Wi-Fi 6E	Yes				
3-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Staff Laptops

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
Intel i7/Ryzen7+	Yes				
16 GB RAM	Yes				
512 GB SSD	Yes				
15" FHD	Yes				

Windows 11 Pro	Yes				
3-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Desktop Computers

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
Intel i5/Ryzen5+	Yes				
16 GB RAM	Yes				
512 GB SSD	Yes				
24" Monitor	Yes				
Windows 11 Pro	Yes				
3-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.

- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Interactive Flat Panel Displays

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
75"/86"	Yes				
4K UHD	Yes				
40 Touch Points	Yes				
Android 14+	Yes				
Wireless Casting	Yes				
5-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Document Cameras

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
13 MP	Yes				
1080p	Yes				
USB	Yes				
LED Light	Yes				
Autofocus	Yes				
3-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Classroom Audio Systems

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
Wireless Teacher Mic	Yes				
Speakers	Yes				
Bluetooth	Yes				

Rechargeable	Yes				
Coverage	Yes				
3-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Multifunction Copiers/Printers

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
35 ppm	Yes				
1200 dpi	Yes				
Duplex	Yes				
ADF	Yes				
Scan to Email	Yes				
1-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Poster Makers/Large-format Printers

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
36-inch	Yes				
2400x1200	Yes				
Ethernet	Yes				
Stand	Yes				
Starter Ink	Yes				
1-Year Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Mobile Charging Carts

Specification	Required	Vendor Response (Meets/Exceeds/No)	Manufacturer	Model Number	Spec Sheet Page
30 Devices	Yes				
Smart Charging	Yes				
Lockable	Yes				
Cable Mgmt	Yes				
Locking Casters	Yes				
Warranty	Yes				

Acceptance Testing Criteria

- Equipment powers on and functions as specified.
- Model numbers match the proposal.
- No shipping damage is present.
- Firmware/software is current.
- All accessories, power supplies, and manuals are included.

Mandatory Submission Requirements

- Manufacturer specification sheet.
- Manufacturer warranty documentation.
- Authorized reseller certification (if applicable).
- Product literature and accessories list.

Service Level Agreement (SLA)

Requirement	Minimum Standard
Technical Support Response	1 Business Day
On-site Service	3 Business Days
Advance Replacement	Preferred
Firmware/Security Updates	Included
Replacement Parts	OEM Parts Only

Mandatory vs. Preferred Features

Mandatory features are pass/fail requirements. Preferred features may be considered during evaluation but are not required for responsiveness.

Vendor Certification

I certify that the information provided is true and complete and that the pricing submitted shall remain valid for the period specified in the RFP.

Authorized Signature	
Printed Name	
Title	
Date	

The District may purchase any quantity of awarded products during the contract term at the awarded unit prices, subject to available funding. Products proposed shall be new, current-production models and may be offered as equivalent products when they meet or exceed every minimum specification. The District may make awards by individual category, by line item, or any combination that represents the best value.

WCSD Instructional Technology RFP– Evaluation and Award Procedures

1. Scoring Rubrics

Proposals determined responsive shall be evaluated using the following best-value criteria:

Evaluation Criterion	Maximum Points
Technical Compliance with Specifications	30
Cost / Price	20
Vendor Qualifications & K-12 Experience	20
Warranty & Technical Support	15
Delivery & Implementation Schedule	5
References & Past Performance	5
Value-Added Features/Services	5
Total	100

2. Cost Evaluation Formula

Cost proposals shall be scored using the following formula:

$$\text{Lowest Responsive Cost} \div \text{Vendor's Cost} \times 30 = \text{Cost Score}$$

The lowest-priced responsive proposal receives the full 30 points. Other proposals receive a proportional score.

3. Best Value Determination

The District intends to award contract(s) to the responsive and responsible proposer(s) whose proposal(s) represent the best overall value to the District. Best value shall consider price, technical compliance, quality, warranty, vendor qualifications, implementation schedule, service capabilities, references, and other evaluation factors identified in this RFP. The District is not obligated to make award solely on the basis of lowest price.

4. Product Demonstration Procedures

- Finalists may be required to provide an on-site or virtual demonstration at no cost to the District.
- Demonstrations may include equipment setup, classroom functionality, software features, interoperability, and ease of use.
- Evaluation committee members may ask questions and request additional information.
- Failure to provide a requested demonstration may render a proposal non-responsive.
- Demonstration results may be incorporated into the final evaluation score.

5. Best and Final Offer (BAFO) Procedures

The District reserves the right to request Best and Final Offers (BAFOs) from one or more responsive proposers if doing so is in the District's best interest.

- BAFO requests shall be issued in writing.
- Only proposers invited by the District may submit a BAFO.
- BAFOs may address pricing, delivery, warranty, technical approach, or other identified items.
- Failure to submit a BAFO shall not automatically disqualify a proposer; the District may evaluate the original proposal.
- The District reserves the right to negotiate with the apparent successful proposer(s) to the extent permitted by law.

**WILKINSON COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)
Professional Services – Instructional Technology Equipment,
Installation, Warranty, and Technical Support
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