

# **WILKINSON COUNTY SCHOOL DISTRICT**

## **REQUEST FOR PROPOSALS (RFP)**

### **Data Analysis and Systems**

|                    |                                         |
|--------------------|-----------------------------------------|
| RFP Title          | Data Analysis and Systems               |
| 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 RFP – Professional Services: Data Analysis and Systems

## Legal Notice

The Wilkinson County School District (WCSD) invites qualified vendors to submit sealed proposals to provide professional Data Analysis and Systems services that support district and school improvement, instructional decision-making, accountability reporting, and continuous improvement. This procurement shall be conducted in accordance with applicable Mississippi procurement laws, Mississippi Department of Education 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 multiple contracts when determined to be in the District's best interest.

## Purpose and Background

The purpose of this RFP is to secure a qualified partner to provide comprehensive data analysis, reporting, dashboard development, and systems support that strengthens instructional planning, school improvement, and district decision-making. Services shall support the Mississippi Accountability Model, MTSS, federal program requirements, strategic planning, and data-driven continuous improvement by integrating and analyzing data from multiple sources.

## Procurement Information

**RFP Title:** Professional Services – Data Analysis and Systems (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 funding availability and Board approval.

**Multiple Awards:** WCSD reserves the right to award one or multiple contracts by service category.

**Proposal Submission:** Sealed proposals only; late proposals may be rejected.

## 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](mailto:cscott@wilkinsonk12.org)

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

## Timeline

| Milestone                 | Date                           |
|---------------------------|--------------------------------|
| Release of RFP            | August 7, 2026                 |
| Deadline for Questions    | August 14, 2026                |
| Responses Posted          | August 19, 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 Ends             | June 30, 2027                  |

## Scope of Services

The Wilkinson County School District (WCSD) seeks proposals from qualified vendors to provide comprehensive data analysis, reporting, systems integration, and decision-support services that strengthen instructional planning, school improvement, accountability, and organizational effectiveness.

### Mandatory Eligibility Requirement

All vendors assigned to Wilkinson County School District under this contract who provide consulting, data coaching, data analysis, instructional support, accountability support, or professional learning services shall possess current Mississippi Department of Education (MDE) Micro-Credentials that are appropriate to the services being provided.

The successful vendor shall provide the following services:

1. District Data Warehouse Support
2. Student Information System (SIS) Integration
3. Mississippi Accountability Model Reporting
4. MAAP and MAAP-A Data Analysis
5. Benchmark and Formative Assessment Analytics
6. MTSS data dashboards.
7. Attendance, discipline, chronic absenteeism, and early warning indicator dashboards.
8. School Improvement (CSI, ATSI, and TSI) reporting and monitoring.

9. Executive dashboards for district leadership.
10. Data governance, cybersecurity, FERPA compliance, and quality assurance.
11. Support for district and school administrators on interpreting and using platforms.
12. Sustainability and district capacity-building through documentation, user guides, and knowledge transfer.

## Minimum Qualifications

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

### **Mandatory Eligibility Requirements**

The proposing organization shall have successful experience providing educational data analysis, reporting, dashboard development, or systems integration services to Mississippi public school districts or comparable Local Education Agencies (LEAs).

### **Required Qualifications**

#### **1. Experience with Mississippi School Districts**

- Demonstrated experience supporting Mississippi public school districts with accountability, assessment, school improvement, and instructional data analysis.

#### **2. Knowledge of Mississippi Accountability**

- Thorough understanding of the Mississippi Accountability Model, MAAP and MAAP-A assessments, school performance classifications, CSI, ATSI, and TSI requirements, MTSS, and Mississippi Department of Education reporting requirements.

#### **3. Experience Integrating Multiple Data Systems**

- Proven experience integrating Student Information Systems (SIS), assessment platforms, instructional software, attendance, discipline, and other district data systems into unified reporting environments.

#### **4. Qualified Personnel**

- Personnel shall possess appropriate education, experience, and certifications
- Vendors shall provide resumes for all proposed personnel.

#### **5. References**

- Provide at least three (3) references from Mississippi public school districts or comparable LEAs for projects completed within the past five (5) years.

#### **6. Financial Capacity**

- Demonstrate financial stability and sufficient organizational resources to successfully complete the proposed services.

Failure to meet these minimum qualifications or provide the required documentation may result in the proposal being determined non-responsive.

## Deliverables

The successful vendor shall provide, at a minimum, the following deliverables throughout the contract period:

### 1. Interactive Dashboards

- District, school, grade-level, teacher, and student dashboards.
- Accountability, assessment, attendance, discipline, and MTSS dashboards.

### 2. Benchmark Analyses

- Comprehensive analyses following each district benchmark assessment, including standards mastery, growth, proficiency, and instructional recommendations.

### 3. Student Subgroup Analyses

- Reports disaggregated by federally required subgroups and other district-defined student groups.

### 4. Accountability Projections

- School and district accountability projections utilizing available assessment and performance data.

### 5. Data Meeting Facilitation, if needed

- Facilitation of district and school-level data meetings, including agendas, presentation materials, and action plans.

### 6. Administrator Training

- Professional learning sessions for district and school administrators focused on dashboard utilization, accountability interpretation, continuous improvement, and data-driven decision making.

## Proposal Instructions

Proposals shall be submitted in sealed form by the published deadline. The proposal shall contain the following tabs:

**1. Vendor Profile** – Organizational history, Mississippi school district experience, qualifications, organizational structure, and at least three comparable projects completed within the past five years.

**2. Technical Proposal** – Detailed description of the proposed solution, data integration approach, dashboards, analytics, reporting capabilities, cybersecurity practices, and

methodology for meeting the Scope of Services.

**3. Implementation Plan** – Project timeline, milestones, onboarding process, data migration/integration schedule, training plan, communication plan, and sustainability strategy.

**4. Staffing Plan** – Organizational chart; resumes of proposed personnel; assigned responsibilities; MDE Micro-Credentials (where required); availability and support structure.

**5. Budget Proposal** – Detailed line-item budget including professional fees, travel, software, implementation, training, maintenance, and other direct costs. Include a budget narrative.

**6. References** – Minimum of three references from Mississippi public school districts or comparable LEAs.

**7. Required Certifications** – Signed certifications, assurances, W-9, Conflict of Interest Disclosure, Independent Price Determination, Debarment Certification, and other required forms.

## Evaluation Process

### Pass/Fail Responsiveness Review

A proposal will be considered non-responsive if it is late, incomplete, missing required certifications, fails to meet minimum qualifications, or does not include required MDE Micro-Credential documentation where applicable.

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

- Technical Capacity and Proposed Solution – 40 points
- Organizational Experience – 20 points
- References and Past Performance – 20 points
- Cost Proposal – 20 points

WCSD reserves the right to conduct interviews, request clarifications, negotiate with the highest-ranked proposer(s), and award one or multiple contracts.

## Federal Compliance

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 applicable Civil Rights requirements

- Record retention and audit access requirements
- Suspension and Debarment requirements
- Conflict of Interest requirements
- All applicable U.S. Department of Education and Mississippi Department of Education regulations.

## **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
- Applicable Mississippi Department of Education procurement guidance
- Vendor protest procedures in accordance with Mississippi procurement regulations.

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

## **Required Forms**

The proposal shall include:

- Proposal Cover Sheet
- Vendor Information Form
- Cost Proposal
- References Form
- Certification Forms
- Conflict of Interest Disclosure
- IRS Form W-9
- Certification of Independent Price Determination
- Debarment and Suspension Certification

**WILKINSON COUNTY SCHOOL DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
Professional Services – Data Analysis and Systems  
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?    | <input type="checkbox"/> Yes <input type="checkbox"/> 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