

Coffeeville School District

**96 Mississippi Street
Coffeeville, MS 38922**

SY 2025-2026 REQUEST FOR PROPOSAL (RFP) FOR EDUCATIONAL SERVICES

**RFP RELEASE DATE:
JUNE 20, 2025**

**PROPOSAL DUE:
JULY 09, 2025, at 12:00 PM**

**BID OPENING:
JULY 10, 2025, at 1:00 PM**

LaShanda Hoskins, Federal Programs Director

Dexter Green, Superintendent of Education:



COFFEEVILLE SCHOOL DISTRICT

REQUEST FOR PROPOSAL

Consultation and Professional Development Services

Overview

Introduction: The **Coffeeville School District (CSD)** is located in Coffeeville, MS (Yalobusha County). School facilities consist of two schools and one central office. The district has approximately 350 students.

1. Purpose of RFP: The district is requesting for sealed bid proposals in the areas of **English II/Language Arts, Mathematics/ Algebra, Science/ Biology, US History, Social Studies, Instructional Coaching and Support Services and/or Multi- Tiered System of Support (MTSS), Social Emotional Learning, School Planning, Leadership, School-Wide Planning and Improvement, Federal Programs, Professional Growth Systems, Classroom Management, Administrative Leadership, and Standard and Assessment and Data Analysis** for 2 School-Wide Schools.
2. Each category can be bid on separately (See 1). (Multiple Projects may be awarded)
3. Tentative schedule of RFP events are as follows:
 - a) RFP Released: 06/20/2025
 - b) Proposal Due Date: 07/09/2025 at 12:00 P.M. Bid Opening: 07/10/2025, at 1:00 PM
4. These services shall be provided to the **Coffeeville School District** during the 2025- 2026 school term and upon satisfactory evaluation of the provided services, may be extended to include services during the 2026-2027 school term.
5. The Superintendent reserves the right to reject any, and all bids.
6. Quotes are requested for half and full day rates for professional development services. The use of the days depends on the identified needs in A.
7. General Specifications and Instructions to Bidders:
 - a) A paper copy or an email copy of this document, including any addendums, can be obtained by request below.

LaShanda Hoskins, Director of Federal Programs

Coffeeville School District

96 Mississippi Street

Coffeeville, MS 38922

(662) 675-8941, Ext: 1011

E-Mail: lhoskins@coffeevilleschools.org

- b) RFP Submission requirements: **Submit 3 copies of the RFP** response in **one sealed package with Professional Development for Services for Administrator and Instructional Staff** indicated on the outside of the package by 07/09/2025 12:00 P.M. to the following address:

COFFEEVILLE SCHOOL DISTRICT

LaShanda Hoskins, Director of Federal Programs
Coffeeville School District
96 Mississippi Street
Coffeeville, MS 38922

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing to:

LaShanda Hoskins, Director of Federal Programs
Coffeeville School District
96 Mississippi Street
Coffeeville, MS 38922
(662) 675-8941, Ext: 1011
Email: lhoskins@coffeevilleschools.org

The deadline for submission of written questions is **July 3, 2025**. All responses to written questions and changes to specification requirements will be communicated via email to person submitting questions.

All questions, comments and requests for clarifications must be in writing. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communications shall be considered official and binding upon the **Coffeeville School District**. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

All addendums and/or any other correspondence (general information, questions and responses) to this RFP will be made available **exclusively** through the **Coffeeville School District**. Contractors are solely responsible for frequently checking this website for updates to this RFP.

Minimum Eligibility Requirements for Contract Award

1. Applicants must provide documentation of a minimum of three (3) years of experience providing educational consulting, training services and materials.
2. Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past three (3) years.
3. Applicants must have financial stability and adequate staff to manage the program.
4. 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) on account of bodily injuries to or death of one person and an aggregate of THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) for any one occurrence. **Coffeeville School District** and **Coffeeville School District's Superintendent** shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or canceled except upon 30 days written notice to **Coffeeville School District**. Proof of insurance must be submitted to the **Coffeeville School District** at the time the contract is executed.

COFFEEVILLE SCHOOL DISTRICT

5. 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:
 - a) Bodily Injury by accident - \$500,000.00 each employee
 - b) Bodily Injury by disease - \$500,000.00 policy limit
 - c) Bodily Injury by disease - \$500,000.00 each employee

The Coffeeville School District School 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 **Coffeeville School District** at the time the contract is executed.

6. Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.
7. Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.
8. 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' Guarantees to the LEA.

Purpose of RFP

To solicit requests from qualified vendors to bid on Professional Development in the **Coffeeville School District**.

Proposal Requirements and Project Scope

A- Coffeeville Elementary School and Coffeeville High School

Professional Development Services Specifications

Coffeeville School District

Coffeeville School District is requesting bids for the following: A training/ coaching/modeling professional development planning for instructional staff and administrators of Coffeeville Elementary School and Coffeeville High School that focuses on instructional effectiveness and student achievement **English II/Language Arts, Mathematics/ Algebra, Science/ Biology, US History, Social Studies, Instructional Coaching and Support Services and/or Multi- Tiered System of Support (MTSS), Social Emotional Learning, School Planning, Leadership, School-Wide Planning and Improvement, Federal Programs, Professional Growth Systems, Classroom Management, Administrative Leadership, and Standard and Assessment and Data Analysis**. The professional development plan will:

- Provide training in job-embedded professional development for instructional staff in **English II/Language Arts, Mathematics/ Algebra, Science/ Biology, US History, Social Studies, Instructional Coaching and Support Services and/or Multi- Tiered System of Support (MTSS), Social Emotional Learning, School Planning, Leadership, School-Wide Planning and Improvement, Federal Programs, Professional Growth Systems, Classroom Management, Administrative Leadership, and Standard and Assessment and Data Analysis** but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling,

COFFEEVILLE SCHOOL DISTRICT

differentiated instruction, student instruction, scaffolding and utilizing, and identification of resources.

- Provide coaching to develop and implement data plans to impact differentiated instruction for all learners to further implement the Multi- Tiered System of Support approach to instruction.
- Provide professional development and leadership through job-embedded coaching and workshops to include, but not limited to collaboration, research-based reading and math teaching strategies and classroom management.
- Develop and submit daily reports to the school administration and/or district contact no later than the second day following observation.
- Analyze data and use multiple data points to correlate student achievement to teacher effectiveness.
- Assist the school's and district's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's and district's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request, including virtual resources/ instruction.
- Assist with utilizing MDE provided software programs that support classroom instruction.

All responses to the RFP must demonstrate the vendor's expertise and capacity to integrate the use of technology to do the following at each school:

- Guide teachers in setting up technology in their classrooms to enhance the instructional process.
- Model for teachers how to use technology such as electronic (interactive) whiteboards, laptops, carts, Chromebooks, to monitor or to improve the instructional program and improve the teaching and learning process.
- Coach teachers on how to use software to create lesson plans integrating technology.
- Critique teachers' lesson plans integrating technology and provide teachers feedback on improving those plans.
- Assist the school's administrator in creating a plan to monitor teachers integrating technology in their lesson plans.

For your information, the following is a list of technologies in the **Coffeeville School District** that vendors must demonstrate expertise and capacity to use in classrooms with teachers:

- Smart boards/ Promethean
- Laptops
- Desktops
- Chromebooks

COFFEEVILLE SCHOOL DISTRICT

Contractual Agreement Specifications Coffeeville School District

Upon agreement between the Coffeeville School District and the selected vendor the following statements MUST be written within the agreement:

Revoking of Contract:

This agreement between the school district and vendor name will become effective when signed by both parties and will terminate on the earlier of the date the contractor completes the services required by this contractual agreement or the date a party terminates the contract. With reasonable cause, either client or contractor may terminate this agreement, effective immediately upon giving written notice, due to reasonable causes that violate any of the material of this agreement with the quality of work outlined.

Guarantee of Student Privacy:

Vendor name shall agree to assure the confidentiality of any records obtained from the Coffeeville School District as required by state and federal privacy laws. No information, documents, or other material provided to or prepared by Vendor name, deemed confidential by Coffeeville School District pursuant to state and federal privacy laws, shall be made available to any person or organization without the prior approval of the Coffeeville School District. Any liability resulting from the wrongful disclosure of confidential information on the part of the Vendor Name shall rest with Vendor Name.

COFFEEVILLE SCHOOL DISTRICT

COFFEEVILLE MUNICIPAL SEPERATE SCHOOL DISTRICT REQUEST FOR PROPOSAL

Consultation and Professional Development Services

SCORING METHODOLOGY

Attention: LaShanda Hoskins, Director of Federal Programs
Coffeeville School District
96 Mississippi Street
Coffeeville, MS 38922
(662) 675-8941, Ext: 1011

Coffeeville 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 **Coffeeville School District** staff, will be used to evaluate the proposals.

1. Organizational Experience

20 Points

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant's experience and success in conducting similar work with district similar in demographics.
- b) Experience in fulfilling contract of similar nature.
- c) Quality and completeness of proposal
- d) Number of years in business
- e) Previous history of clear and measurable success

2. Program Design

35 Points

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 to meet program goals
- b) Connection, representation, and sensitivity to cultural and ethnic diversity
- c) Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts & Math Practices, PLCs, State Assessments, and Teacher Evaluation System and increase student achievement.
- d) Demonstration of capacity to help teachers integrate the **Coffeeville School District** technology equipment in classrooms

3. Cost Efficiency

20 Points

- a) Total cost of proposed services
- b) Service and support cost;

4. Program Operations

25 Points

- a) Adequacy of resources, including personnel, equipment, financial stability and other related factors
- b) Management and planning: The quality of procedures and organizational structures proposed for completion of the work
- c) Timeliness of services.

COFFEEVILLE SCHOOL DISTRICT

Total Possible Score:

100 Points (Plus *Value Added)

- A.** The Applicants should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B.** The evaluation process may include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check through SAM.Gov to ensure that the applicant is in good standing.
- A district Evaluation and Selection Committee will review the responses and select the top vendor(s) by **July 10, 2025**.
 - If necessary, the top vendors will be invited to demonstrate their solution and/or system and interviews, at the discretion of the district administrators. Selected vendors will be notified by e-mail if the district determines that such interviews are needed.
 - The successful vendor(s) will be required to execute a Professional Services Contract in conjunction with this process and submitted in time to be presented to the CSD School Board for action.
 - A vendor will be selected and recommended to the school board no later than the July or August school board meeting.
 - The selected vendor(s) will work with the administrators to develop a timeline to become fully operational.

**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.*