



## PROPOSAL FORM

**Board of Trustees  
Jackson Public School District  
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this RFP shall be as specified or JPSD approved equal. For any item(s) proposed which

**REQUEST TO ADD VENDOR**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email: [mmays@jackson.k12.ms.us](mailto:mmays@jackson.k12.ms.us) or [bjones@jackson.k12.ms.us](mailto:bjones@jackson.k12.ms.us)

School/Department Requesting Vendor Addition \_\_\_\_\_

**To be completed by Vendor:**

Please complete all sections and emailed or fax back to (601-960-8967).

Will your company accept purchase orders? \_\_\_\_\_ Yes

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed RFP shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal RFP document), at which time all RFP shall be publicly opened and read aloud. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal. Any agreement generated due to an award, may be terminated by the District without cause upon one week's prior notice to vendor.

**Compensation included in the coverage for not less \$1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contact. This coverage must be submitted and kept on file with JPSD.**

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal RFP proposals submitted and base all decisions on the "lowest and best" RFP concept, purchasing only those products and/or services which meet the

**Net Prices**

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Uni

warrant all equipment provided as a result of this RFP



## **ASSURANCES AND SIGNATURE FORM**

*In submitting this application I certify that:*

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or



(Please print clearly or type)

*\*\*Appropriate signatures shall certify statements below.*

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov)



**Submission of RFP Proposals Instructions if not emailed to the email address listed:**

**Please follow the proposal submittal instructions.**

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS.  
PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH  
OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED  
TO [www.centralbidding.com](http://www.centralbidding.com).

## Introduction

The district seeks to improve its communication tools to provide families with the best user

12.







4. Training must be conducted and recorded via Zoom sessions to retain individualized instructions for trained users.
5. Must provide an online library of help documents for district users.
6. Must provide complete, comprehensive ADA Training for all users, free of additional charge.
7. Must provide a dedicated contact at the company for the district, which may be reached after hours in the case of an emergency.
8. Must have an average response time to any reported incident under a minute.
9. Must include a live, online chat for support, phone number, and email.
10. Chat support must be available from within the publishing platform.
11. Support must include a manual sweep of the website every month for any accessibility issues.
12. The company must help the district with promotional materials to advertise the new website and app.
13. Must provide the necessary technical support needed to shift content from one platform to another.