

REQUEST FOR PROPOSAL

ENGLISH LEARNER DATA/INSTRUCTIONAL PLATFORM GRADES K-12

#214-ELL-DCS24



5 East South Street
Hernando, Mississippi 38632

PROCUREMENT SCHEDULE:

Public Notice to Newspaper	December 4, 2023
Newspaper Run Dates	December 7 and December 14, 2023
Release of RFP	December 7, 2023
Deadline for Written Questions/Clarifications	On/Before January 4, 2023, 12:00 pm, CST
Addendum (if applicable) to be Issued to Bidders	On/Before January 5, 2023
RFP Submission Deadline	On/Before January 12, 2023, 12:00 pm, CST
Approval by Board-tentative	Thursday, February 1, 2023

TABLE OF CONTENTS

I.	Purpose	Page 2
II.	Background	Page 2
III.	General Terms and Conditions	
	A. General	Page 3
	B. Clarifications	Page 3
	C. Pricing	Page 3
	D. Bid Preparation and Submission	Page 4-5
	E. Conflicts of Interest	Page 5
	F. Modifications or Withdrawals of Bid Proposal	Page 5
	G. Evaluation of Bid Proposal	Page 5-6
	H. Selection Process	Page 6
	I. Award of Contract	Page 6-8
	J. Termination or Cancellation	Page 8
IV.	Scope of Services	
	A. Contract Period	Page 8
	B. Objectives	Page 9
	C. Scope of services	Page 9-11
	D. Confidentiality	Page 11
V.	Proposal Response	Page 11-12
	Exhibit A – Scoring Criteria	Page 13
	Exhibits B, C, & D	

I. PURPOSE

The DeSoto County School District (DCS) is requesting written proposals from potential sources to provide the Department of English learners (EL) an EL Data/Instructional software program that will assist with monitoring and enhancing English Learner instruction. Our hope is to find a program that will assist our district in providing research-based strategies and materials for enhancing second language acquisition. Also, standards in said program must be aligned with our state adopted standards. The DCS EL program utilizes assessments such as the ELPT and MAAP to inform instruction so any program used must be able to pull in data from our data management system. We must be able to house all information for our ELS in one place. Due to the large number of English Learners in our district this program must also facilitate the process for ensuring we are in compliance with state and federal EL guidelines. One that would allow us to house identification data and access it for years to come. It also must generate reports assisting with identification in deficits in multiple language domains and content areas. Parent letters and reports are essential for ensuring proper communication with all stakeholders. The parent letters would need to be accessible in multiple languages. We would like the ability to generate customizable letters specific to our program such as entrance to program notification, exiting the program, monitoring within the program, etc. It is important that the program is user friendly and accessible to all EL stakeholders.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential information. Respondents are at liberty and are encouraged to expand upon the specifications as to provide further evidence of service capability under any proposed agreement. Proposals will be evaluated, and each requirement will be scored.

The District reserves the right to reject any and all proposals or waive any non-statutory informality. The District further reserves the right to make the contract award deemed by the DeSoto County School District Board of Education to be in the best interest of the District regardless of Selection Committee's evaluation and scoring. The Board's decision to accept or reject the contract will be final. Upon completion of the purchase process and selection, the DeSoto County School District will assume ownership of all materials provided as part of the proposal.

The Selection Committee is composed of highly qualified teachers, district content specialists, and school administrators. To maintain a fair and independent evaluation process, all committee members serve on a volunteer, non-stipend basis. Each member will personally review all materials submitted for approval. The District Administrator and Purchasing Manager will review all Committee evaluations and submit the final recommendation directly to the DeSoto County School Board of Education. This multi-level evaluation process, involving numerous people, guarantees to each agency equity and fairness in the bidding, evaluation, and selection process. Respondents are strongly encouraged to carefully read the entire request for proposals.

II. BACKGROUND

The DeSoto County School District is a public school district located in DeSoto County, Mississippi. For the 2023-24 School Year, our projected/approximate number of students and teachers utilizing this EL data/instructional program is as follows. Please provide a quote based on this information:

- ❖ 3,000+ teachers/staff accounts
- ❖ 2300 English Learners

III. GENERAL TERMS and CONDITIONS

A. General

1. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the delivery of supplies and services as required by the solicitation. No plea of ignorance by the Bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of the District or the compensation to the Bidder.
2. The terms and conditions of the Request for Proposal, the resulting contract(s) or activities based upon this Request for Proposal shall be construed in accordance with the laws of DeSoto County, Mississippi.
3. Bidders are required to state exactly what they intend to furnish to the District via this solicitation and must indicate any variances to the terms, conditions or required services, of this Bid, no matter how slight.
4. Bidders are advised that the District endorses the participation and utilization of local contractors in its purchasing efforts. Accordingly, bid proposals of equal price and quality will be awarded to Bidders residing within the geographic area when available. This policy does not prohibit Bidders who reside outside the area from participating in the purchasing process as long as these Bidders can offer services at competitive pricing.

B. Clarifications

1. Where there appears to be variances or conflicts between the General Terms and Conditions and the Scope of Services outlined in this bid solicitation, the Scope of Services shall prevail.
2. If any Bidder contemplating submitting a Proposal under this solicitation is in doubt as to the true meaning of the requirements, the Bidder must submit a written request for clarification to the District's Purchasing Manager by the date and time designated in the Procurement Schedule via email at dcg.purchasing@dcgms.org.
3. The Purchasing Manager for the District will work with the authorized agent of the District to respond to all inquiries and will render an official interpretation of the question in writing. A copy of the clarification will be given to all vendors that are known to have requested the bid documents. The District shall not be responsible for verbal interpretations offered by employees of the District.
4. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. Pricing

1. If the Bidder is awarded a contract under this solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of the solicitation review and any subsequent contract; provided, however, that the Bidder may offer discounts from this fixed price to the District at any time during the contractual term.
2. Bidders will neither include Federal, State, nor applicable local excise or sales taxes in the bid prices, as the District is exempt from payment of such taxes. Exemption documentation will be provided where applicable upon request.
3. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms, or corporations offering a bid

proposal for the same services, or with the District. The Bidder also certifies their Proposal is in all respects fair, without inside control, collusion, fraud, or otherwise illegal action.

D. Bid Preparation and Submission

1. This document is a Request for Proposal (RFP). It differs from a Request for Quote or Bid in that the District is seeking a solution as described herein, not a bid meeting firm specifications for the lowest price. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The Proposal evaluation criteria should be viewed as standards, which measure how well a Bidder's approach meets the desired requirements and needs of the District.
2. Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at www.centralbidding.com, at the date and time specified in the Procurement Schedule. All proposals must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. Neither dating of the proposal, nor placing it in the mail by this date and time will meet legal requirements. The DeSoto County School Board of Education reserves the right to reject any and/or all proposals received and to waive any and all informalities.
3. If Bidder is hand delivering or mailing Proposals, it must be submitted in a sealed 8"x10" or larger envelope. Please label the outside envelope or shipping box as follows or the bid may be rejected:

Attn: Grant Roberts

English Learner Data/Instructional Platform Grades K-12

RFP #214-ELL-DCS24

January 12, 2024

Name of Company submitting proposal

If Bidder will be submitting proposal electronically, please submit to www.centralbidding.com. For any questions relating to the electronic proposal submission process, please contact Central Bidding at 225-810-4814.

4. Any proposal received after the opening date or time shall be refused and marked "Late Proposal" and returned to the bidder unopened. For this purpose, the official time for the proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the Bidder to ensure Proposals are received prior to the opening date and time.
5. The Proposal must be typed or legibly printed in ink. Use of pencil or erasable ink is not permitted.
6. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of RFPs at the originally advertised date and time, all RFPs received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised.
7. Bid Proposals must contain the signature of an authorized agent of the Bidder. If the Bidder's authorized agent fails to sign the proposal, it shall be considered a non-responsive offer and shall not be considered.
8. Proposals should be as thorough and detailed as possible so that the District may properly evaluate the Bidder's capabilities to provide the required products and services.
9. Unit prices shall be provided by the Bidder on their proposal. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
10. The Bidder must include all information and supplemental documentation required in conjunction with this proposal. If the Bidder fails to supply any required information or documents, its proposal shall be considered non-responsive and shall not be considered.

11. Information packages should not contain promotional or display materials unless specifically required in the Scope of Services section. Informational packages must address the requirements as explained to aid evaluation. All questions posed by the RFP must be answered clearly and concisely.
12. This solicitation does not commit the District to pay any cost incurred by the Bidder or any other party in preparation and/or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the District obligated to procure or contract for such product or services.
13. The District reserves the right to waive any and all informalities in information packages if such waiver does not substantially change the offer or provide a competitive advantage to any Bidder.

E. Conflicts of Interest

1. It shall be understood and agreed that Bid Proposals submitted are offered independently of any other proposals.
2. In the event that an independent contractor or firm in conjunction with the District developed this RFP, neither the contractor, nor its principals or subsidiaries, shall be allowed to submit a proposal for this solicitation.
3. In the event that this proposal request requires consulting services which may ultimately lead to the purchase of other products or services in the future, neither the selected consultant, nor its principals or subsidiaries, will be allowed to participate in the acquisition of these specific goods and services in the future.

F. Modifications or Withdrawals of Bid Proposal

1. Proposals may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the bid opening. Each modification submitted to the District's Purchasing Department must have the Bidder's name and return address and the applicable proposal number and title of the bid clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Purchasing Department will be considered the valid modification. All requests for bid modifications must be signed by a duly authorized agent of the submitting company. Telephone or email modifications or withdrawals will not be accepted. No changes shall be allowed after the Proposal are publicly opened. The DeSoto County School District shall not be responsible for any errors or omissions.
2. Bids may be withdrawn prior to the time and date set for the bid opening. Such requests must be made in writing on company letterhead and signed by a duly authorized agent of the submitting company. If a Bidder modifies or withdraws a Proposal, all documents shall remain the property of the District.

G. Evaluation of Bid Proposal

1. Each Selection Committee Member will evaluate the curricular/design and professional/service sections of proposals
2. The fee proposals will be evaluated by the Purchasing Manager
3. The District reserves the right to reject any and/or all bid proposals or parts thereof, to waive informalities, irregularities, or technicality in the information packages, and to enter into such contract or contracts as shall be deemed in the best interests of the District.
4. The District reserves the right to reject proposals or parts thereof for the following reasons:
 - a. The Bidder misstates or conceals any material fact in their proposal
 - b. The Bidder's proposal does not strictly conform to the law or requirement of the RFP
 - c. The Bidder's proposal does not include documents including, but not limited to, certificates, licenses, information or specification sheets, bonds, and/or samples, which are required for

submission with the bid proposal in conjunction with the General Terms and Conditions or Scope of Services

- d. The bid has not been properly executed by signature of an authorized representative of the Bidder
5. A proposal may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District
6. A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has failed to perform faithfully any previous contract with the District, local, state, or federal governmental agency for a minimum period of one (1) year after the previous contract was terminated for cause
7. A proposal may be rejected if the Bidder is currently under suspension or debarment by any local, state, or federal government, and if the Bidder cannot so certify, then it shall submit along with the proposal a written explanation of why it cannot make such a certification
8. A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has pending litigation against the District on the date and time that the bid opens
9. The award will be made to the Bidder that best meets the needs of the District based upon the evaluation criteria. Proposal award will not be made on the basis of price alone; additional criteria such as Bidder experience and references will also be considered. The District shall be the sole judge of these factors.
10. The District reserves the right to:
 - a. Accept or reject any and all bid proposals submitted by prospective agencies
 - b. Re-advertise this solicitation
 - c. Postpone or cancel the bid process for this solicitation
 - d. Determine the criteria and process whereby proposals are evaluated and awarded
 - e. Select a high-quality open educational resource as the recommended supplementary phonics resource

H. Selection Process

1. The following criteria may be used to assist in selecting the successful contractor:
 - a. Completeness: Each response will be reviewed prior to the selection process for completeness and adherence to format
 - b. Evaluation Process: The District will rely on its staff to formerly evaluate each complete proposal. The evaluation process will objectively grade the proposal on their merit and responsiveness according to the evaluation matrix found in Exhibit A. The District reserves the right however, to modify or not utilize this matrix if it is not deemed in the District's best interest
2. Preliminary evaluations will be performed by District personnel to determine if all of the mandatory requirements have been addressed. Bidders must be able to demonstrate their ability to perform the required services and provide the necessary supplies by completing the Proposal Response (Section V). Failure to satisfactorily comply with these requirements may result in the proposal being rejected.

I. Award of Contract

1. It is the intent of the DeSoto County School District (DCSD) to enter into a contract/agreement for services based on the outcome of this RFP. The contract/agreement shall be for a period of one (1) year with the option to renew for two (2) additional one (1) year contracts with the same terms and conditions as the original contract/agreement contingent upon the mutual agreement of the Bidder and DCSD. Please see the attached example contract for reference. Bidder's contract/agreement can also be used as long as all conditions can be agreed to by DCSD.
2. The District intends to award a contract that will become effective the date it is signed by all parties and will end no later than July 31, 2023. The District retains its sole right to select a successful Bidder it deems is in its own best interest.

3. All RFPs and related documents submitted to the District by Bidders are governed under the laws of the State of Mississippi.
4. The General Terms and Conditions, the Scope of Services, the Bidder's proposal, written letters, addenda, and the Purchase Order are collectively an integral part of the contract between the District and the successful Bidder. The successful Bidder will be asked to enter into a contract with the District after the Board of Director's approval which would conclude this process.
5. The District shall select the Bidder which, in its opinion, has made the best proposal, (not necessarily the lowest cost provider) and shall award the contract to that Bidder, which is deemed in the best interest of the District.
6. Indemnification: The successful Bidder shall assume the entire responsibility and liability to indemnify the DeSoto County School District, its elected and appointed officials, employees, volunteers, and others working on behalf of the District. To the fullest extent permitted by law, the successful Bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the District against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith, including but not limited to attorney's fees and court costs, that may be asserted or claimed against, recovered from or suffered by the District by reason of injury or loss, including but not limited to, personal injury, including bodily injury or death, property damage, including loss of use thereof, and economic damages arising out of or in any way connected or associated with any work and/or activities performed by the successful Bidder pursuant to the provisions of this Agreement. The successful Bidder obligation to indemnify the District contained in this Agreement is not limited by the amount or type of damages, compensation or benefits payable under any worker's compensation acts, disability benefit acts, or other employee benefit acts.

The District shall not be liable or in any way responsible for any injury, damage, liability, claim, loss, or expense incurred by the successful Bidder, its officers, employees, subcontractors, and other affiliated with the successful Bidder, arising out of or in any way connected or associated with any work and/or activities performed by the Bidder pursuant to the provisions of this Agreement, except for and only to the extent caused by the negligence of the District. The successful Bidder expressly assumes full responsibility for any and all damages to the District Property arising out of or in any way connected or associated with any work and/or activities performed by the successful Bidder pursuant to the provisions of this proposal including, but not limited to, the activities of the Bidder, its officers, employees, subcontractors, and others affiliated with the Bidder. The successful Bidder shall ensure that its activities on the District Premises will be performed and supervised by adequately trained and qualified personnel and the Bidder will observe, and cause its officers, employees, subcontractors, and other affiliated with the Bidder to observe all applicable safety rules.

7. Award Requirements
 - a. Successful Bidder shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract which may include but is not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap, or sex or be subjected to discrimination under any contractual award administered by the District.
 - b. The Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company, or corporation without prior written consent of the District.
 - c. All employees of the Bidder shall be considered to be, at all times, employees of the Bidder under its sole direction and not an employee or agent of the District. The successful Bidder shall supply competent and physically capable employees in a number that is consistent with the service requirements. Where required, employees shall be licensed and accredited. The District may require the successful Bidder to remove an employee it deems careless, incompetent,

insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District.

8. Payment

- a. To be eligible for payment, all supplies and services covered under successful Bidder's invoice must be completed and accepted by the District. The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder agrees to receiving payment within forty-five (45) days from date of receipt of a properly submitted invoice, or within forty-five (45) days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.
- b. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between the District and successful Bidder regarding quantity, quality, time of delivery, or other noncompliance with the contract requirements for any product or service or the accuracy or correctness of any invoice.

J. Termination or Cancellation

1. In order to protect the vested interests of the District, and to ensure the efficient utilization of funds, the successful Bidder shall comply with all obligations contained in the General Terms and Conditions and the Scope of Services. With respect to these obligations, the District will report any non-compliance issues to the successful Bidder for corrective action. Continued non-compliance by the successful Bidder shall be the District's justification for placing the Bidder's contract on probation status or termination.
2. If the District, in whole or in part, is not satisfied with the performance of services or products supplied and agreed to with this RFP, it may terminate the contract/agreement after giving specific reason(s) by written notice to successful Bidder and offering opportunity for successful Bidder to correct specific reason(s) for dissatisfaction within a thirty (30) day period, date to be specified by the District.
3. In the event that the successful Bidder defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to enter into contract for the services and products with the next lowest and best Bidder associated with this RFP for the remaining term of the terminated/defaulted contract.
4. The contract/agreement entered into on behalf of this RFP shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for resolution of any dispute shall be DeSoto County, Mississippi. The successful Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees, or the cost associated with any legal action initiated by the successful Bidder.
5. The District reserves the right to retract any part of these services without any obligation or penalty based upon availability of funds.

IV. SCOPE OF SERVICES

A. Contract Period

The contract period will begin the date it is signed by all parties and will have an expiration date of July 31, 2023. The District and successful Bidder may agree to up to two (2) additional one-year terms; however, either party has the right to cancel services upon not less than thirty (30) days of a written notice to the other party. Both the District and the successful Bidder must agree to an extension prior to the expiration of contract. The successful Bidder will provide the District with a detailed pricing chart for all services and products.

B. Objectives

The desired outcome is to provide up-to-date, research-based, relevant, and appropriate materials that will effectively support teaching and learning practices in our EL classrooms. We are looking for a program to facilitate the process of ensuring we are in compliance with federal and state guidelines providing the reporting and letters required. Data analysis and organization is crucial to the enhancement of our EL program so this program must be able to provide detailed reporting specific to enhancing language proficiency. We are hoping to use this program to facilitate professional development regarding language acquisition, instructing newcomers and SIFE students.

C. Scope of Services

The following list of requirements, although extensive, is not exhaustive and is intended to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential information.

1. Key Criteria for instructional resources/supports

- ❖ Instructional materials align with the state adopted ELP standards
- ❖ Curriculum materials must have a clear and documented research base
- ❖ Materials must be appropriate to grade levels and proficiency levels
- ❖ Materials/resources specific to newcomers and immigrant students
- ❖ Guidance for scaffolding and differentiating instruction specific to ELs

2. Key Criteria for Data Organization and Reporting

- ❖ ELPT storage and analysis availability
- ❖ EL Designation by status- For example, EL Current, Parent Refusal, FLEP
- ❖ Storage of necessary documents within the platform
- ❖ Multilingual resources available for required parent letters
- ❖ User friendly reporting function for EL designations, ELPT results, language domains, etc.
- ❖ Customizable reporting function for parent letters and program requirements

3. Training and Professional Development Requirements

- ❖ Agency must provide ongoing professional development and coaching for teachers
- ❖ Agency has knowledgeable and capable curriculum specialists who will guide our district employees through the implementation process via onsite trainings
- ❖ Agency's customer support is available via phone, email, or an online support portal with a guaranteed response of one business day after receiving notice of issue
- ❖ Agency offers on-site and online training options and refresher trainings as necessary
- ❖ Agency has knowledgeable client support staff who are available to personally take calls and provide immediate assistance

4. Evidence of Performance

- ❖ Agency has a broad client base of districts of various sizes, with different requirements and unique needs
- ❖ Agency exhibits a strong, steady client retention rate within K-12 public school market that proves its success in providing high levels of value and service to its clients
- ❖ Service provider can present references from districts of similar size and requirements as the DeSoto County School District

D. Confidentiality

The successful Bidder could have access to confidential information. Confidential information includes all information of the District relating to the District's existing or potential non-public business strategies and existing or proposed bids. In addition, confidential information includes all personal identification and information of District management, employees, and students. At no time will any confidential information be disclosed to any one person including but not limited to legal or financial advisors and or immediate family. The successful Bidder agrees that all such information is confidential and that the agency will not use or disclose such information to any outside person or entity for any reason whatsoever, without the District's express written consent.

V. PROPOSAL RESPONSE

Each respondent should set forth its most compelling case as to its ability to provide an English Learner Data/Instructional Platform Grades K-12 based on the scope of services required.

All proposals must be organized and tabbed to comply with the following sections:

1. Transmittal Letter:

The letter of transmittal should include:

- ❖ An introduction of the agency, completed Vendor Information & Agreement Form (see Exhibit B) and list of any others authorized to deal with this proposal response
- ❖ A general statement of interest and what sets your company apart from other potential respondents

2. Executive Summary:

The executive summary should briefly describe the agency's philosophical approach to a English Learner Data/Instructional Platform Grades K-12 in public education classrooms and its summarized approach to completing the scope of services outlined. Clearly indicate any options or alternatives being proposed and clearly disclose any major requirements included in the scope of services the agency cannot address.

3. Detailed Discussion:

This section constitutes the major portion of the proposal and must contain at least the following information:

- ❖ Provide a brief narrative of the English Learner Data/Instructional Platform Grades K-12. Describe the agency organization and provide a list of the agency's personnel available to the District
- ❖ Briefly summarize your agency experience and overall qualifications involved in your agency's ELL Data Management Program
- ❖ Provide three (3) references (please see Exhibit C) of existing clients using same program as described in your RFP response, preferably from Mississippi
- ❖ Provide summary resumes and credentials for the professionals anticipated to be assigned to work with the District
- ❖ Provide documentation of alignments to the Mississippi College and Career Readiness Standards

- ❖ Provide a statement and timeline regarding your agency's ability to provide the scope of services and materials requested

4. Samples of Instructional Materials:

The Bidder may choose to send the District product samples based on written proposals at the time the RFP is due, on or before January 12, 2024, at 12pm, CST. This is not mandatory.

- ❖ Material should be marked or stamped as "sample"
- ❖ Items shall be sent to the attention of Grant Roberts
- ❖ Items shall be provided to the District free of charge
- ❖ Items can be returned to the agency with shipping at the agency's expense

5. Protected/Proprietary Information:

Protected information should be clearly identifiable and included in the Detailed Discussion section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

6. Fee Proposal:

The District is interested in a fee for services and products arrangement under this agreement. All respondents must include a fee for services and products in their proposal.

- ❖ Fee proposals should enumerate any costs the District can expect to be charged and specify the types of materials and services that would generate any additional charges including ongoing costs, maintenance fees, technical support costs, implementation costs, and the number of and cost for recommended days of professional development costs

Exhibit A – SCORING CRITERIA	Weighting Factor
1 – <u>Company Details and References:</u> Consider the Proposer’s rationales, experience, and product overview. Proposer provided a reference list of three (3) school districts that exhibits experience with districts similar in size to DeSoto County Schools.	5%
2 – <u>Curricula/Design Review:</u> Consider the Proposer’s resource specifically evaluating its alignment to MS College and Career Readiness Standards, English Language Development Standards and systematic/explicit instructional practices, and flexibility in meeting needs of a wide range of students, teachers and staff.	35%
3 – <u>Appropriateness of Content:</u> Consider the Proposer’s resource specifically evaluating the appropriateness and quality.	5%
4 – <u>Additional Components:</u> Consider the Proposer’s ability to provide benchmarking and progress monitoring, print and digital materials for teachers and students, supports/scaffolds for students, grouping suggestions, assessment opportunities, and suggested strategies for teachers. The ability to provide translated parent letters in multiple languages, document storage and customizable programmatic reporting.	15%
5 – <u>Professional Service and Support:</u> Consider the Proposer’s plan for teacher training and implementation support for program – both initial and on-going.	10%
6 – <u>Financial Proposal:</u> Cost of program proposed will have beneficial impact on district’s operating budget. Compare Proposer among other Proposers.	30%



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

Exhibit B

Vendor Information & Agreement Form

English Learner Data/Instructional Platform Grades K-12

January 12, 2023, 12:00 pm CST

Bid #214-ELL-DCS24

I/We propose to furnish and deliver the items for this Request for Proposal according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Request for Proposal was requested by the DeSoto County School District.

Company Name

Authorized Representative Name (Print)

Address

Signature

Federal Tax I.D. Number

Title

Telephone

Date

Fax

Email

If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632

662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

Exhibit C

List of References

Provide a list of at least three (3) references for which the agency has provided a similar program as requested in this RFP and whose complexities are similar to those presented in this proposal:

Reference #1

Customer Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Contact Title: _____

Telephone Number: _____

Email Address: _____

Reference #2

Customer Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Contact Title: _____

Telephone Number: _____

Email Address: _____

Reference #3

Customer Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Contact Title: _____

Telephone Number: _____

Email Address: _____