

Legal Notice

The Covington County School District Board of Education will accept proposals for **English Language Arts Textbooks** for the 2021-2022 school year. All proposals must be submitted to the Office of the Federal Programs, at 1211 S. Dogwood Ave./P.O. Box 1269 Collins, MS 39428 no later than **10:00 A.M. on Wednesday, August 4, 2021**. Please mark “Bid – 21-22 English Language Arts Textbook” on the exterior of the sealed envelope.

Official proposal documents can be downloaded from the Covington County School District website at www.covingtoncountyschools.org. Proposal packets with complete specifications may also be obtained at the Office of Federal Programs at 1211 S. Dogwood Ave. Collins, MS 39428. Telephone inquiries may be made to Missy Rogers, Director of Federal Programs, (601) 765-8247 Ex. 116, or mrogers@covingtoncountyschools.org.

The Covington County School District Board of Education reserves the right to accept/reject all proposals and waive any irregularities.

All proposals are subject to federal/state appropriation and the ability of the district's Comprehensive Federal Program Application to accommodate this expense.

2021-2022 English Language Arts Textbooks

PROPOSAL FORM

Delivery of Bids:

The Covington County School District Board of Education will accept bid proposals for **English Language Arts Textbooks** for the 2021-2022 school year. All proposals must be submitted to the Office of the Federal Programs, at 1211 S. Dogwood Ave./P.O. Box 1269 Collins, MS 39428 no later than **10:00 A.M. on Wednesday, August 4, 2021.**

Bid Withdrawal:

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date.

Right to Reject Bids:

The Covington County School District Board of Education reserves the right to reject any/or all bids of any groups thereof and waive irregularities.

Subject to Appropriation:

Funds for bid are subject to federal/state appropriation and ability of the district's Comprehensive Federal Programs Application to accommodate this expense.

Terms of Contract:

Term of contract will be for one year with a minimum of two one-year renewal options. If the district and vendor(s) mutually agree the contract may be extended.

Acceptable Formats for Submission of Proposal:

Proposals can be dropped off in person or through US Mail.

2021-2022 English Language Arts Textbooks

SPECIFICATIONS

Purpose

The purpose of this Request for Proposal (RFP) is to obtain quotations for English Language textbooks for grades Kindergarten through 12th grade.

Scope of Services – Proposal responses should be in the following order:

1. Lessons and activities designed for the Mississippi College- and Career-Readiness Standards (MCCRS) for English Language Arts for grades Kindergarten – 12th grade;
2. Must provide diagnostic tools and progress monitoring instruments to address learning gaps and to accelerate student learning;
3. Must provide teachers with explicit and systematic instruction that addresses all learners (i.e. English Language learners, special education, and gifted students).
4. Digital platform must be available;
5. Textbooks must be available in a consumable and digital version;
6. Program must contain language options;
7. Resources must include home communication tools and resources for parents and students;
8. Product should offer teachers a variety of resources;
9. Must have enough data (i.e. effect size) to prove efficacy;
10. Must have evidence-based research to comply with the Every Student Succeeds Act (ESSA);
11. Product should offer professional development;
 - a. Provide administration with reports of professional development consultant's actions, observations, and suggestions;
 - b. Deliver professional development reports in an electronic and cumulative format with mid-year and end-of-year evaluation of services provided.
12. All Bid Documents: Fully complete all bid document forms in this RFP and provide a narrative for the following items:
 - a. Shipping Charges: In addition to the price quotations requested each bidder is requested to provide detailed information about the shipping charges (or any other costs) we would be required to pay;
 - b. Product Selection: Bidders are expected to provide a complete list of all items provided BY GRADE LEVEL;
 - c. Ordering: Bidders should provide information on the ordering process that will be used by the Covington County County School District (CCSD). Bidder should detail any online ordering system that reflects "current" pricing/discounts offered to CCSD. Bidders should provide ample details on how their company's online ordering system works and be willing to provide a "real time" walkthrough of this process if selected. Online ordering system preferred;
 - d. Returns: Bidders should outline process for return, giving details of how credits are made and what restrictions are placed on returns;

- e. **Delivery:** Proposer should outline delivery information, including any associated charges or restrictions. The district requires deliveries to be made to individual schools or offices – deliveries for schools will not be accepted by the district office;
- f. **Complaints/Issues:** Proposer should outline how complaints are resolved and how the resolution of complaints or similar issues is communicated;
- g. **Legal Compliance:** Contracted vendor must comply with all local ordinances, and all state and federal laws/regulations, including but not limited to – permits, licenses, health/sanitary and tax issues.

Minimum Qualifications

- Be a vendor in good standing with local, state, and federal governments;
- Be a vendor that has a reputable history of providing quality products;
- Provide a product that is aligned with the Mississippi College and Career Readiness standards for grades K-12;
- Provide a product that has already been approved by the Mississippi Department of Education AND listed with the Textbook Supply Company of Mississippi;
- Preferably compatible with the district's Learning Management System – Schoology.

Selection Process

Contracts will be evaluated based on the specifications mentioned above, as well as, the evidence-based research to support the product's efficacy, optional professional development and the products ability to work with other systems already in place in the district. The evaluation process will continue until a recommendation of award is accepted by the Covington County School Board.

Special Terms and Conditions

In the event the firm/company is unable to provide the aforementioned services/goods and mutually acceptable alternative cannot be arranged, the contract can be terminated with written notification by either party.

More than one vendor may be chosen to supply items to our school district.

2021-2022 ENGLISH LANGUAGE ARTS TEXTBOOKS

BID DOCUMENTS

BID FORM

Certification of Acceptance of Bid Conditions

This is to certify that _____ accepts the conditions of this official
(Name of Firm)
bid process in submitting our sealed, competitive bid for the items outlined under the
specifications section of this proposal.

Signed: _____

Title: _____

Firm: _____

Date: _____

2021-2022 English Language Arts Textbooks

PRICE LIST FORM

Professional Development (cost per day) \$ _____
(District will determine number of PD days.)

Cost per teacher manual/kit \$ _____
(if prices vary, list the lowest price to the highest price to provide a range)

Cost per class for reproducible items and/or consumables – *please distinguish between the two* (assuming 25-30 students per class) \$ _____

Cost for extra fluency booklets (per small group set) \$ _____

Itemize any other cost associated with this product \$ _____

*(*Costs are requested a certain way to be able to compare against other vendor's products – if you choose to list prices in a different way that must be in addition to the requested prices listed here.)*

Name of Company

Name (printed)

Signature

Date

Superintendent's Signature

Date

School Board President's Signature

Date

2021-2022 English Language Arts Textbooks

Proposal

Board of Education
Covington County School District
1211 S. Dogwood Ave./P.O. Box 1269
Collins, MS 39428

School Board Members:

We proposed to furnish and deliver the services/commodities as listed in the proposal form according to your specifications.

These prices are guaranteed until June 30, 2024.

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

This proposal consists of Proposal Forms, Conditions and Specifications. We understand that each form is to be signed as required and unless this has been done, our bids may be considered incomplete and rejected.

Firm: _____

Address: _____

State _____ Zip Code _____

Telephone _____

Signature _____

(Please print name above)

Title _____

Conflict of Interest Questionnaire

Name of the vendor: _____

1. Please list any individuals employed by Covington County Schools that are relatives of employees that work for your company:

2. Are any of the employees mentioned above receiving or likely to receive taxable income or other donations, incentives, or gifts from the vendor?

3. Is the vendor receiving or likely to receive taxable income or other donations, incentives, or gifts from the school district?

DUNS Number

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Available at <https://sam.gov/SAM/##1> .

Please list the:

Vendor’s DUN’S #: _____

Vendor’s Name (as listed on sams.gov): _____