**Poplarville Special Municipal**

**Separate School District**

302 SOUTH JULIA STREET

POPLARVILLE, MISSISSIPPI 39470

TELEPHONE 601-795-8477

FAX 601-795-0712

**REQUEST FOR BIDS**

Suppliers of equipment, supplies and services are invited to submit sealed and marked bids on the attached list of items for consideration by the Board of Trustees of the Poplarville School District.

The Board of Trustees of the Poplarville School District will accept bid proposals for **Psychological Services**. All proposals must be submitted to the Office of the Superintendent of Education of Poplarville School District located at 302 South Julia Street, Poplarville, Mississippi 39470 on or before **1:00 P.M. on Wednesday, April 5, 2017**. Please mark “**Bid on Psychological Services**” on the exterior of the sealed envelope including date and time of bid opening written in the lower left hand corner. The Poplarville School District does not discriminate on the basis of sex, race, religion, color, national origin, age or handicap.

Having examined the specifications outlined on the attached sheets, my firm agrees to sell at the price quoted through June 30, 2018. Bid prices are to be net, including all discounts, and are to be based on delivery F.O.B. to the Poplarville School District, Poplarville, Mississippi, as shall be directed on the purchase order.

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 Name of Firm Authorized Signature / Date

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 Mailing Address Print Authorized Signature & Title

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 City/State/Zip Code Discount (if Applicable)

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 Telephone Number E-Mail Address

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 Fax Number Web Page Address

**Poplarville Special Municipal Separate School District**

**Psychological Services**

**Bid Terms, Conditions, and Instructions**

**Proposal Form**

The Board of Trustees of the Poplarville School District will receive sealed bids at the Office of the Superintendent of Education, 302 South Julia Street; Poplarville, Mississippi 39470 on or before **1:00 P.M. on Wednesday, April 5, 2017 ,** at which time bids will be opened. The Board of Trustees reserves the right to accept the lowest and best bid that meets specifications. The Board reserves the right to reject any and/or all bids on any and/or all items and to waive any informalities or irregularities. The Board also reserves the right to void any awarded contract with vendors that provide items that fail to meet specifications and/or do not provide items in a reasonable time. In the event contracts are voided, the next lowest and best bid that complies with specifications may be awarded the bid.

**Term**

Items purchased will be ordered by purchase order and are to be invoiced to the Poplarville School District, Accounts Payable, 302 South Julia Street; Poplarville, MS 39470. Invoice dates are to be determined by the date of delivery, installation, and training. Payment will be made by the school district to the vendor based on receipt, billing of goods or services, installation, training, and acceptance within 45 days.

**General**

All bids shall be firm. Failure to exam any specifications and instructions will be at the bidder’s risk. No bid may be withdrawn after the scheduled closing time for the receipt of bids through June 30, 2018.

Bidders must furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications upon the request of the Poplarville School District. In addition, the Poplarville School District reserves the right to make the final determination as to the bidder’s ability.

**Delivery**

All bid prices are to be net, including all discounts, and are to be based on delivery F.O.B. to the Poplarville School District, Poplarville, Mississippi, as shall be directed on the purchase order.

**Bid Instructions**

Bidders must use our proposal form without alterations. Bid prices must be specified on bid sheets. Bids must be signed and sealed with bidder’s name and address on outside of envelope, including date and time of bid opening written in the lower-left corner of envelope. The envelope must be marked on outside “**Bid on Psychological Services – April 5, 2017, 1:00 pm”.**

**Bid Opening**

A bid opening meeting will be conducted open to the public; however, it will serve only to open the bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications. No award will be made either stated or implied at the bid opening meeting; the bids will be considered to be in the evaluation process and will not be available for review by bidders.

**Evaluation**

Evaluation of bids will be based on the required specifications. All items must equal or exceed the specifications listed. Brand name and item number must be listed if bidding other than specifications itemized on bid form.

Cash discounts, if offered, will be taken into consideration in determining the low bidder. Beginning date for discount period shall be determined by date of invoice or date of services provided, whichever occurs later.

It is the intent of the specifications to invite bids on high quality services and/or merchandise. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

The Board of Trustees reserves the right to select a higher priced item where, in the judgment of the Board, such item is of superior quality or design or would be more suitable for the purpose intended. The Board of Trustees further reserves the right to adjust the quantities by increasing or decreasing and to reject any and all bids.

**Questions**

Questions can be addressed to Shannon Anderson, Special Services Director at (601) 795-8477, ext. 1808, fax at (601) 795-1352, 302 South Julia Street, Poplarville, MS or e-mail at shannon.anderson@poplarvilleschools.org .

**Estimated RFP Calendar for Psychological Services**

Request submitted to School Board of Trustees to approve the advertising for bids on March 13, 2017.

Bids will be accepted until 1:00 p.m. on April 5, 2017.

Bids will be opened by school district personnel immediately subsequent to the 1:00 p.m. deadline of submission of bids on April 5, 2017.

The best bid will be recommended to the Poplarville School District Board of Trustees on April 17, 2017.

Vendor awarded contract will be notified on approximately April 18, 2017.

**SUBMISSION**

Please submit the following information on Psychological Services in a sealed envelope marked “Bid on Psychological Services” on or before the bid date and time:

1. Request for Bids (page 1)
2. Bid Sheets (page 4)
3. Five (5) References including one (1) school district reference
4. List of employees with years experience
5. List number of years providing this service
6. List types of existing clients and the number in each category, i.e. School districts, Colleges, Corporations, etc.
7. Any additional information

Mr. Carl Merritt, Superintendent

 Poplarville Special Municipal Separate School District

Psychological Specifications

Poplarville School District, Office of Special Services

Provide each identified student with an appropriate psychological evaluation as planned by the Multidisciplinary Evaluation Team (MET).

Provide the Poplarville School District a written summary of the evaluation with a recommendation for special education eligibility.

Price $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per student evaluation or

Price $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour.