

# CONTRACT WORKER REQUEST FOR APPLICATIONS



## **MSA Residence Life Parent**

Mississippi Department of Education  
Mississippi School of the Arts  
Central High School Building  
359 North West Street  
Jackson, MS 39205

Contact: Suzanne Hirsch  
Phone: 601-823-1300  
Date: April 17, 2018

## **INTRODUCTION**

The Mississippi Department of Education (MDE) is currently seeking a part-time Residence Life Parent for the Mississippi School of the Arts.

## **SCOPE OF WORK/JOB DUTIES**

- Work no more than 39 hours weekly;
- May spend the night in the dorm, while campus police is on duty in the office;
- Perform recreational and educational programming for students that address relevant and current issues;
- Live in the dormitory and serve as a Residential Counselor on one of the floors;
- Assist in supervising specific areas, such as, but not limited to, fitness center, library cafeteria and courtyard;
- Monitor student study session and time as needed;
- Check rooms and perform head count each night at assigned times;
- Be available and willing to communicate with students in developing a cohesive community environment in Residential Life and academic programming;
- Initiate and supervise activities as designated and approved by Director of Residential Life;
- Maintain records, prepares reports, and perform other general office duties as assigned;
- Obtain licensure to operate MSA bus and drive/supervise trips as needed;
- Be fingerprinted and have a criminal background check conducted, understanding that any disqualifying information received by MSA will terminate the contract immediately;
- Be responsible for paying any fees assessed for fingerprinting and criminal records background checks and;
- Perform all duties as assigned to make MSA successful.

## **MINIMUM QUALIFICATIONS**

Graduation from a standard four year high school or equivalent or GED

## **COMPENSATION AND HOURS WORKED**

The position will pay \$ 10.00 per hour for a maximum number of hours of 1560 for the time period when the contract is signed by all parties to June 30, 2019, with an option to renew for three (3) years [July 1, 2019 – June 30, 2020; July 1, 2020 – June 30, 2021; July 1, 2021 – June 30, 2022]. MDE will withhold FICA/Medicare, and federal and state withholding taxes. MDE will pay the required employer contribution for FICA/Medicare.

## **SELECTION PROCESS**

A selection committee will review acceptable applications which are completed, timely submitted, and meet the minimum qualifications. The most qualified candidates may be interviewed.

Selection criteria will be performed using a standard, 100-point scoring scale as follows:

- Special experience 20 points
- General experience 20 points
- Education 20 points
- Certification/Licensure 20 points
- Interview 20 points

## **INSTRUCTIONS FOR APPLYING**

- Complete and **sign** the attached Application.
- Attach a list of at least three references (name and current contact information).
- Attach resume describing your education and prior work history, including relevant work experience.

## **REQUEST FOR INFORMATION**

Questions concerning the RFA should be sent to: [jammie.garrett@msabrookhaven.org](mailto:jammie.garrett@msabrookhaven.org) or [shirsch@mdek12.org](mailto:shirsch@mdek12.org) .

The deadline for submitting written questions by email is Tuesday, April 24, 2018 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to MDE's website [www.mde.k12.ms.us](http://www.mde.k12.ms.us) under the Public Notices section and will be available to the general public on Thursday, April 26, 2018.

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the application, the acknowledgment must be received by the Mississippi Department of Education by the time and at the place specified for receipt of applications.

## **DUE DATES**

The **deadline** for receiving the application packet is **Tuesday, May 8, 2018 at 5:00 p.m. Central Standard Time.**

Your application packet (all of the above) should be submitted to the following address based upon the delivery method used:

**Hand Deliver Applications to:** Monique Corley, Director  
Office of Procurement  
Mississippi Department of Education  
MSA Residence Life Parent  
359 North West Street, Suite 307

Jackson, MS 39205  
**(DO NOT OPEN)**

**Mail Applications to:**

Monique Corley, Director  
Office of Procurement  
Mississippi Department of Education  
MSA Residence Life Parent  
Post Office Box 771  
Jackson, MS 39205-0771  
**(DO NOT OPEN)**

**Ship Applications to:  
(FedEx UPS, etc.)**

Monique Corley, Director  
Office of Procurement  
Mississippi Department of Education  
MSA Residence Life Parent  
359 North West Street  
Jackson, MS 39201  
**(DO NOT OPEN)**

**RESPONSIBILITY OF THE APPLICANT**

- At the time of receipt of the application, it will be date-stamped and recorded in the Office of Procurement
- The applicant is responsible for ensuring that the application is delivered by the required time and assumes all risk of delivery
- An incomplete application will be accepted and will not be considered.
- No faxed copies or electronic submissions will be accepted.
- The application must be signed.
- We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances.
- Applications will be accepted after the deadline but not considered.
- Complete the Acknowledgement of Amendments Form (Attachment A).

## Tentative Timeline Residence Life Parent

4/17/2018	Release RFA
4/17/2018	Mail, email and post to MDE website
4/24/2018	Deadline for RFA questions
4/26/2018	Deadline for program office response to questions and posting to website
5/8/2018	RFA due by 5:00 p.m. Central Time (CT) to Procurement
5/9/2018	RFA opening
5/15/2018	Evaluation of RFA and/or presentations
5/17/2018	Notice of Intent to Award
7/1/2018	Contract Start Date
7/1/2018-6/30/2019	Term of Initial Contract

# ATTACHMENT A

## ACKNOWLEDGEMENT OF RFA AMENDMENTS

I acknowledge all amendments to this RFA. The responses to questions will be treated as amendments to the RFA and will require acknowledgment.

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Applicant Signature

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Date

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Title of Request