

REQUEST FOR APPLICATIONS



School Improvement Coaches

**Mississippi Department of Education
Office of School Improvement
359 North West Street, 213
Jackson, Mississippi 39201
Contact: Dr. Sonja J. Robertson
Phone: 601-359-1003
Fax: 601-576-2180
Date: May 24, 2018
Time: 5:00 p.m.**

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REQUEST FOR APPLICATION – Mississippi Department of Education
School Improvement Coaches

The Mississippi Department of Education (MDE) through the Office of School Improvement is soliciting competitive sealed applications from qualified applicants for a School Improvement Coaches.

A. REQUEST FOR INFORMATION

Questions concerning the RFA should be sent to: OSI-RFAQuestions@mdek12.org.

The deadline for submitting written questions by email is Monday, June 11, 2018 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to MDE's website www.mdek12.org under the Public Notices section and will be available to the general public on Wednesday, June 13, 2018.

B. DUE DATES FOR APPLICATIONS

One original copy of the application. The sealed application packet must be received by 5:00 p.m. Central Time (CT) on Tuesday, July 10, 2018 at the following address based upon the delivery method used:

Hand Deliver Applications to:

Monique Corley
Office of Procurement
Mississippi Department of Education
School Improvement Coaches
Central High School, Suite 307
359 North West Street
Jackson, MS
(DO NOT OPEN)

Mail Applications to:

Monique Corley
Office of Procurement
Mississippi Department of Education
School Improvement Coaches
Post Office Box 771
Jackson, MS 39205-0771
(DO NOT OPEN)

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

Monique Corley
Office of Procurement
Mississippi Department of Education
School Improvement Coaches
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

C. RESPONSIBILITY OF THE APPLICANT

- Ensure that the competitive applications are delivered by the deadline and assumes all risks of delivery.
- At the time of receipt of the application, the application will be date stamped and recorded in Suite 307 of Central High School Building.
- Applications and modifications received in the room after the time designated in the RFA will be considered **late** and will not be considered for award.
- Incomplete applications will not be evaluated and will not be returned for revisions. No faxed or emailed copies 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.
- Complete the Acknowledgment of Amendments Form (Attachment D)

D. SCOPE OF WORK AND RESPONSIBILITIES

The Mississippi Department of Education is seeking applications for a contract worker to perform the following services:

School Improvement Coaches will work with the Mississippi Department of Education to provide intensive, ongoing support to schools and districts identified under the Office of School Improvement. The support will include coordinating and providing appropriate services to school and district leadership teams in implementing a coherent improvement plan that is directly aligned to the district and school's comprehensive needs assessment results. School Improvement Coaches will facilitate an open, professional, and collaborative work relationship between the MDE and the school district(s) and schools. They will be required to effectively identify the needs of assigned districts in order to prioritize, schedule, organize, and provide technical assistance to support the systemic improvement of the district's improvement efforts.

SPECIAL CONDITIONS

The contract worker hereby affirms and represents no conflict of interest exists in regards to their duties and responsibilities under this contract. The contract worker agrees not to directly or indirectly engage, contract with and /or assign their rights of obligations under this contract to any entity(ies), individual(s), LEAs or schools that are receiving School Improvement support from the Mississippi Department of Education's Office of School Improvement during the agreed upon contractual period.

E. MINIMUM QUALIFICATIONS

The minimum qualifications for a School Improvement Coach will be a Master's Degree from an accredited four year college or university in education, school administration, or a closely related field, and three (3) years of employment as a principal, assistant principal, or an instructional central office administrator with a 486 Certification or comparable endorsement.

F. CONTRACTOR REQUIREMENTS

The contractor will be responsible for all tasks required to complete the work as described in the Scope of Work. It is anticipated that this shall include but not be limited to:

- Serve as Leadership Coach to OSI identified schools
- Establish and follow a routine schedule for conducting site visits
- Prepare and submit well written reports to MDE and schools on a regular basis
- Travel as required based on school assignments
- Submit all required documentation associated with preparing for school site visits

G. MISSISSIPPI DEPARTMENT OF EDUCATION

The specific responsibilities of the MDE are as stated below:

- Provide a contact person for the contract worker,
- Review and approve work plans and invoices
- Provide available information to assist the contractor.
- Provide Statement of Work
- Provide Calendar of Events

H. MEMORANDUM OF UNDERSTANDING

The execution of a Memorandum of Understanding (MOU) will be required prior to the release of any student level data by the Mississippi Department of Education. Failure to adhere to the provisions of the MOU may result in termination of the contract and/or may result in denial of subsequent renewal requests.

I. ETHICS

In compliance with State law, Contractor who is employed by a public entity agrees to make arrangements with his/her employer to take the appropriate leave (annual, professional, compensatory, etc.) during the period of service covered by this contract. Contractor also agrees not to utilize resources of the public employer to perform the services pursuant to this contract. Prior to execution of this contract, Contractor must submit to the MDE a Certification (on a MDE form) executed from his/her employer whereby the public employer acknowledges that it is aware of its employee working for MDE.

J. COMPENSATION AND HOURS WORKED

Each contract worker will be compensated at a rate of \$52.50 per hour. The total number of hours worked by each contract worker will not exceed 640 hours during each year of the three-year contractual period of September 2018 – June 30, 2019 with an option to renew annually for two (2) subsequent years [July 1, 2019 – June 30, 2020 (640 hrs.) and July 1, 2020 – June 30, 2021(640 hrs)]. MDE will withhold FICA/Medicare, and federal and state withholding taxes. MDE will pay the required employer contribution for FICA/Medicare.

K. FORMAT AND PROCEDURE FOR DELIVERY OF APPLICATION

The application will consist of six parts: Part I – Application Form; Part II – Resume; Part III – Certifications/Licenses; Part IV – References; Part V – Acceptance of Standard Terms and Conditions; Part VI – Prospective Contractor’s Representation Regarding Contingent Fees Form (ATTACHMENT B); Proprietary Information Form (ATTACHMENT C) and – Acknowledgement of RFA Amendments Form (ATTACHMENT D).

- **Part I** is the **Application**, (Attachment A) which shall serve as the cover page. The applicant must complete the application in response to the RFA.
- **Part II** is a **Resume** that shall provide detailed background information describing relevant job experiences and education.
- **Part III** attach **Certifications and Licenses** which shall provide satisfactory evidence of the applicant’s professional authority.
- **Part IV** is the **References** to include the name, profession, and the telephone number of at least three (3) responsible contacts.
- **Part V** is the **Acceptance of Conditions** for the applicant to indicate agreement with the terms and conditions as set forth beginning on page number 7 of the RFA. If the applicant objects to any of the terms and conditions, the applicant shall so state and shall indicate any revisions desired by the applicant. Please note that any revisions may be considered adequate cause for rejection of the application.
- **Part VI** is the Prospective Contractor’s Representation Regarding Contingent Fees Form (ATTACHMENT B); Proprietary Information Form (ATTACHMENT C) and– Acknowledgement of RFA Amendments Form (ATTACHMENT D).

L. ACCEPTANCE OF APPLICATIONS

The Mississippi Department of Education reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation of the RFA, which does not affect the application, or give one party an advantage or benefit not enjoyed by other parties, or adversely impacts the interest of the Department. Waivers, when granted, shall in no way modify the RFA requirements or excuse the party from full compliance with the RFA specifications and other contract requirements if the party is awarded the contract.

M. CRITERIA FOR EVALUATION OF APPLICATIONS

The MDE reserves the right to accept, reject, or negotiate any or all applications on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with the MDE.

Applications submitted by the specified time and containing the six parts described in the Format and Procedure for Delivery of Application section shall be evaluated by an Evaluation Committee selected by the MDE. The specific criteria that will be used in evaluating the merits of the application are listed below. Selection criteria will be performed using an application cut score of 75 from a standard, 100-point scoring scale as follows:

Experience - 100

- I. Specialized Experience (25 points)
 - a. Served as a Superintendent or Principal in a high performing district or school within the last 4 years
 - b. Engaged in transformation work and successfully improved outcomes for schools or districts to a level of C or higher
 - c. Served as a district level administrator
 - d. Experience in working with diversified stakeholder groups

- II. General Experience (20 points)
 - a. Experienced Communicator (Written, Verbal, Non-Verbal)
 - b. Organization Skills
 - c. Problem-Solving
 - d. Collaborative
 - e. Demonstrates Initiative
 - f. Relational

- III. Education, Certifications and Licenses – (15 Points)
 - a. Master’s Degree in Educational Leadership
 - b. Specialist or Doctorate in Educational Leadership
 - c. Licensed as a Principal, Assistant Principal or Superintendent (486 Certification)

- IV. Interviews – Interview Instrument will be utilized – (40 Points)

Interviews will be conducted with applicants who submit applications determined to be reasonably susceptible of being selected for award.

N. ACKNOWLEDGMENT OF ADMENDMENTS

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the application, by identifying the amendment number and date in the space provided for this purpose on the application form, or by letter. The acknowledgement must be received by the MDE by the time and at the place specified for receipt of applications.

O. STANDARD TERMS AND CONDITIONS

Certain terms and conditions are required for contracting. Therefore, the applicant shall assure agreement and compliance with the following standard terms and conditions.

1. ACCESS TO RECORDS

Contractor agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of Contractor related to Contractor's charges and performance under this agreement. Such records shall be kept by Contractor for a period of three (3) years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Contractor agrees to refund to the MDE any overpayment disclosed by any such audit. However, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of 3-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it.

2. APPLICABLE LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.

3. AUTHORITY TO CONTRACT

Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

4. COMPLIANCE WITH LAWS

Contractor understands that the MDE is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

5. CONTRACT WORKER

Based upon the Internal Revenue Code, Contractor has been classified as a contract worker. Contractor shall perform all services as a contract worker and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by Contractor with respect to third parties shall be binding on the MDE.

6. COPYRIGHTS

Contractor agrees that all new materials or processes developed, all inventions, new instructional concepts, techniques, scripts and/or work products created, devised, or produced under, or in the performance of, this Contract shall be and are the exclusive property of MDE, in perpetuity.

7. DISCLOSURE OF CONFIDENTIAL INFORMATION

Contractor shall agree to assure the confidentiality of any records obtained from the MDE as required by state and federal privacy laws. No information, documents or other material provided to or prepared by Contractor deemed confidential by MDE pursuant to state and federal privacy laws, shall be made available to any person or organization without the prior approval of the MDE. Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor shall rest with Contractor.

8. PERFORMANCE OF CONTRACT BY CONTRACTOR

Contractor hereby agrees to perform the Specified Services herein described in Paragraph 1 above in a proper, workmanlike, and dignified manner; warrants that he/she is able to and will perform such Specified Services in a manner acceptable to MDE; and agrees to make all additions, deletions and/or changes that may be required by MDE, as a condition precedent to the acceptance of such Specified Services by MDE.

9. MODIFICATION OR RENEGOTIATION

This agreement may be modified, altered or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.

10. PROCUREMENT REGULATIONS

The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.DFA.ms.gov>.

11. REPRESENTATION REGARDING CONTINGENT FEES

Contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in agreement.

12. REPRESENTATION REGARDING GRATUITIES

The bidder, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

13. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of the MDE to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the MDE, the MDE shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the MDE of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

14. RIGHTS TO MATERIALS

Contractor retains the right to materials used in the performance of the Contract, which was developed by Contractor with non-MDE funds. The MDE is granted non-exclusive license to copy the materials for use within the State of Mississippi.

15. TERMINATION

The MDE, by written notice, may terminate this contract, in whole or in part, if funds supporting this contract are reduced or withdrawn. To the extent that this contract is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of this contract for services rendered prior to the effective date of termination. The MDE, in whole or in part, may terminate this contract for cause by written notification. Furthermore, the MDE and Contractor may terminate this contract, in whole or in part, upon mutual agreement. The MDE or Contractor may terminate this agreement for any reason after giving thirty (30) days' written notice specifying the effective date thereof to the other party. Contract will be terminated immediately if Contractor becomes an employee of MDE and is only subject to payment of services prior to effective date of employment at MDE.

16. BACKGROUND CHECKS

Contractor represents that it has never been convicted or pled guilty or entered a plea of nolo contendere to a felony in any court of the state of Mississippi, another state, or in federal court in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of any office or employment or money coming into its hands by virtue of any office or employment. Contractor agrees to an initial criminal background check to be performed as well as subsequent criminal background checks that may be necessary and all charges associated with these criminal background checks will be the responsibility of Contractor. Information obtained from the criminal background check will be used only

to determine employment eligibility. Any disqualifying information received from the criminal background check will render this agreement null and void.

17. RELEASE FROM LIABILITY

Contractor hereby expressly releases MDE, its assigns, agents, licensees, affiliates, clients and principals, representatives, heirs and successors from any liability from any and all privacy, defamation of other claims, demands, injuries, damages and losses of whatsoever nature and character alleged to be caused by or arising out of, directly or indirectly, the matters, acts, circumstances and participation covered by this Contract.

18. ASSIGNMENT

Contractor shall not assign or subcontract in whole or in part, its rights or obligations under this agreement without prior written consent of the MDE. Any attempted assignment without said consent shall be void and of no effect.

19. TRANSPARENCY

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

20. BOARD APPROVAL

It is understood that this contract is void and no payment shall be made in the event that the Mississippi Board of Education and/or the Public Procurement Review Board does not approve this contract.

21. PERSONNEL

Contractor agrees that, at all times, the employees of contractor furnishing or performing any of the services specified under this agreement shall do so in a proper, workmanlike, and dignified manner.

22. HEALTH INSURANCE MARKETPLACE

Contractor is not eligible for health insurance coverage through the state of Mississippi. Contractor may be able to obtain health coverage for self and family through the Health Insurance Marketplace. The Marketplace offers "one-stop shopping" to find and compare

private health insurance options. Contractor may be eligible for a new kind of tax credit that lowers monthly premiums and for assistance with out-of-pocket costs. Contractor may contact <https://www.healthcare.gov/> for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in the area.

23. DEBARMENT AND SUSPENSION

Contractor certifies to the best of its knowledge and belief, that it:

(1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi;

(2) has not, within a three year period preceding this agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;

(3) has not, within a three year period preceding this agreement, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and,

(5) has not, within a three year period preceding this agreement, had one or more public transactions (federal, state, or local) terminated for cause or default.

24. STOP WORK ORDER

(1) **Order to Stop Work:** The Chief Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement Officer shall either:

(a) cancel the stop work order; or,

(b) terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.

(2) **Cancellation or Expiration of the Order:** If a stop work order issued under this

clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:

(a) the stop work order results in an increase in the time required for, or in Contractor's properly allocable to, the performance of any part of this contract; and,

(b) Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Chief Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

(3) **Termination of Stopped Work:** If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

(4) **Adjustments of Price:** Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

25. E-PAYMENT

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 *et seq.*

26. PRICE ADJUSTMENT

(1) **Price Adjustment Methods.** Any adjustments in contract price, pursuant to a clause in this contract, shall be made in one or more of the following ways:

(a) by agreement on a fixed price adjustment before commencement of the additional performance;

(b) by unit prices specified in the contract;

(c) by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,

(d) by the price escalation clause.

(2) **Submission of Cost or Pricing Data.** Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-403 (Cost or Pricing Data) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

27. APPROVAL CLAUSE

It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

28. ANTI-ASSIGNMENT/SUBCONTRACTING

Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

Tentative Timeline School Improvement Coaches

Thursday, May 24, 2018	Release RFA
Thursday, May 24, 2018 Thursday, May 31, 2018	Advertisement dates in The Clarion Ledger
Thursday, May 24, 2018	Mail, email, and post to MDE website
Monday, June 11, 2018	Deadline for RFA questions
Wednesday, June 13, 2018	Deadline for program office response to questions and posting to website
Tuesday, July 10, 2018	Application due by 5:00 p.m. Central Time (CT) to Procurement
Wednesday, July 11, 2018	Application opening
Wednesday, July 11, 2018- Monday, July 16, 2018	Evaluation of applications and/or interviews
Monday, July 16, 2018	Notice of intent to Award
Thursday, July 19, 2018	Contract Submitted to Procurement
Thursday, August 16, 2018	Contract to Mississippi Board of Education
When all signatures received ...	Contract start date
When all signatures received - June 30, 2019	Term of Initial contract

ATTACHMENT A

APPLICATIONS

[http://www.mdek12.org/PN/requests-for-proposals-\(rfp\)](http://www.mdek12.org/PN/requests-for-proposals-(rfp))

ATTACHMENT B

CONTINGENT FEES FORM

The prospective contractor represents as a part of such application that such contractor has () or has not () retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Applicant Signature

Date

Title of Request for Applications

*Please check appropriate response

ATTACHMENT C

PROPRIETARY INFORMATION

The enclosed application does () or does not () contain trade secrets or other proprietary data which the applicant wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code.

If the enclosed application does include pages that the contractor wishes to designate as proprietary, please list page numbers below.

Applicant Signature

Date

Title of Request for Applications

*Please check appropriate response

ATTACHMENT D

ACKNOWLEDGEMENT OF RFA AMENDMENTS

I acknowledge all amendments, if any, to this RFA.

Responses to questions will be treated as amendments to the RFA and will require acknowledgment.

Applicant Signature

Date

Title of Request for Applications