

# REQUEST FOR PROPOSAL



## DEAF/HARD OF HEARING EDUCATION AND STRATEGIC PLANNING SUPPORT SERVICES

MISSISSIPPI SCHOOLS FOR THE DEAF AND THE BLIND  
1403 EASTOVER DRIVE  
JACKSON, MISSISSIPPI 39211

**Contact: Dr. Jeremy Stinson**  
**RFP Submission Due Date: September 18, 2023**

## **1. District Background**

The Mississippi Schools for the Deaf and the Blind (MSDB) are two special purpose schools combined into one school district. Each school serves the unique purpose of providing educational and residential services to qualifying students across the State of Mississippi.

The Mississippi School for the Blind (MSB) was established on March 2, 1848, by the State Legislature (Article 9, Chapter 43 – Laws of Mississippi) and currently operates under Mississippi Code 1972 Annotated, Title 43, Chapter 5. MSB serves students who are blind, visually impaired, or deaf-blind.

The Mississippi School for the Deaf (MSD) was established in 1854 and is currently governed under Mississippi Code 1972 Annotated, Title 43, Chapter 5. MSD serves students who are deaf, hard of hearing, or deaf-blind.

The two schools were combined onto one campus in 1999. Over the years, certain services were combined to serve both schools including Facilities and Maintenance, Grounds and Transportation, Custodial Services, Health Services, Food Services, and the Business Office. In 2018, the two schools were combined into one district and Administration was restructured to serve over both schools.

On June 25, 2020, during the 2020 Regular Legislative Session, Governor Tate Reeves signed into law HB 667 amending MSDB provisions related to personnel, purchasing, and procurement for MSD, MSB, and MSDB. In implementing HB 667, new policies, procedures, and handbooks were developed and approved by the State Board of Education (SBE). MSDB registered with all required agencies and entities authorizing and allowing MSDB to conduct business as a school and as a district in educating students who are deaf, hard of hearing, blind, visually impaired, and deaf-blind across the State of Mississippi.

## **2. Scope of Services Requested**

Mississippi School for the Deaf (MSD) is seeking educational support in two specific areas: (1) Individualized Deaf/hard of hearing (DHH) educational support of staff in their continued improvement of providing bilingual instruction; (2) District support for strategic planning using the Cognia model or a similar model of equal or higher quality. The vendor must have a flexible schedule as needed to support the staff at MSD as they build their knowledge of DHH education and strengthen the overall school programming. The vendor must be able to meet in person to support the staff in one-on-one or small group meetings, professional development, classroom observations, annual and long-range planning, and in any other supportive role needed. The vendor should also have knowledge of the Cognia strategic planning process or equivalent. The vendor will work with the superintendent and academic leadership team to determine the most effective process for updating the strategic plan.

The Vendor is expected to provide the following:

- Support the staff to increase DHH education knowledge and expedite the continued development of a true bilingual PK-12 program at MSD for up to 20 days.
- Support the MSDB Academic Leadership Team in all phases of the strategic planning process for the 2023-2024 school year for up to 20 days.

## VENDOR DELIVERABLES

MSDB will expect the applicant to have a flexible schedule and work in-person with the staff on an as-needed basis according to needs. The scope of services will vary regarding dates and times on an as needed basis. The strategic planning work will be more hybrid with on-campus meetings and work sessions, but there also may be opportunities for the applicant to work from home if writing reports and summaries. The applicant must complete a weekly in-person timesheet and a virtual timesheet (if applicable), which will include submission of work produced. Only the superintendent can approve virtual work.

## COST DATA

Due to the specific scope of services requested by MSDB, please provide us with your cost of services as we know it is possible that different vendors will arrive at vastly different costs for deliverables due to resources required to complete the scope of services.

## 3. Minimum Qualifications

The vendor must provide the following minimum information in their proposal:

- The name, telephone number, and email address of the vendor, the location of the vendor's principal place of business and, if different, the place of performance of the proposed contract;
- Proof of the minimum requirements below:
  - a. Licensed in deaf education with a Mississippi endorsement 208 Hearing Disability (K-12) or equivalent from another state
  - b. Licensed as a MS School Administrator (486) or equivalent from another state
  - c. Detailed summary of experience with school strategic planning with emphasis on Cognia strategic planning if applicable.
- A resume listing the abilities, qualifications, and experience of all persons who would be assigned to provide the required services; and
- A plan giving as much detail as practical explaining how the services shall be performed.

## 4. RFP Question(s), Response and Tentative Timelines

Questions concerning the RFP should be sent to: [procurement@msdbk12.org](mailto:procurement@msdbk12.org)

All answers to questions submitted by vendors will be sent as one document via mass email and/or posted to our website at [msdbk12.org](http://msdbk12.org) by **Friday, September 8, 2023, 5:00 p.m.**

First date of advertisement	Sunday, September 3, 2023
Deadline for Responders to Submit Questions	Wednesday, September 6, 2023, 5:00 p.m.
MSDB Deadline for Response to RFP Questions	Friday, September 8, 2023, 5:00 p.m.
RFP Deadline	Monday, September 18, 2023, 5:00 p.m.
RFP Opening	Wednesday, September 20, 2023
Recommendation to State Board of Education	Only if Applicable

## 5. Proposal Submission Requirements

Vendor must organize their response by submitting in a 3-ring binder all sections stated below:

1. Cover Letter
2. Resume
3. Description of the company that includes a general overview and names and credentials of involved team members
4. Detailed Scope of Services to be provided pursuant to the RFP
5. Cost Proposal based on Scope of Services
6. School District Required Forms (W9 and Mississippi Secretary of State Registration Page)
7. Vendor References Form of work performed from past clients (See Form Below)

## 6. RFP Submission Deadline

Vendor must submit their sealed proposal and attachments by **5:00 p.m. Central Time (CT) Monday, September 18, 2023**, addressed as follows, or the proposal will be considered late and will be rejected:

**Keshia Sanders, Business Operations Specialist  
Mississippi Schools for the Deaf and the Blind  
(Request for Proposal – Deaf/Hard of Hearing  
Education & Accreditation Support Services)  
1403 Eastover Drive  
Jackson, Mississippi 39211**

In-person delivery of proposals will be accepted and considered for an award provided that proposals are **delivered directly** to the Business Operations Specialist by the specified time stated above. The Business Operations Specialist shall mark the outside of the sealed package with the Date & Time the package was received. MSDB will not be responsible for delivery delays or lost packets, and MSDB reserves the right to reject any and/or all proposals or groups thereof.

## 7. Restrictions on Communications with MSDB Business Operations

Vendors and/or their representatives are prohibited to communicate with MSDB Business Operations regarding this procurement from the issue date of this RFP solicitation until a Vendor is selected. The only exception is if the vendor emails a question to [procurement@msdbk12.org](mailto:procurement@msdbk12.org) before **Wednesday, September 6, 2023, 5:00 p.m.** and it is answered by MSDB via mass email and/or the district website by **Friday, September 8, 2023, 5:00 p.m.**

Emails submitted for questions should reference the title of this RFP in the subject line. MSDB will submit answered questions to all interested vendors by **Friday, September 8, 2023, 5:00 p.m.** via mass email and/or posting to the district website.

## 8. Acceptance of RFP/Reserved Rights

The Mississippi Schools for the Deaf and the Blind reserve the right to determine the lowest and/or best bid, reject any and/or all bids, to waive any informality in bids and unless otherwise specified by the bidders, to accept any items on the bid. MSDB reserves the right to modify or cancel in whole or in part its RFP.

## **9. Award**

Award shall be based on the following factors: (A) adherence to all conditions and requirements of the bid specifications; (B) qualifications of the bidders, including past performance, financial responsibility, general reputation, experience, and service capabilities; (C) delivery or completion date; (D) workmanship, finish, and overall quality; and (E) any bid that does not meet the requirements set out in the specifications shall not be considered for the award.

## **10. Budget**

Vendors must provide in their cost the price for each item as the service costs, and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the response.

## VENDOR REFERENCES FORM

Vendor (company name): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Number of years in business: \_\_\_\_\_

**NOTE:**

Provide a minimum of two (2) references.

### REFERENCES:

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Description: \_\_\_\_\_ Fax: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Description: \_\_\_\_\_ Fax: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Description: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
**VENDOR SIGNATURE**

\_\_\_\_\_  
**DATE**