

**I. Notice to Bidders**

**Poplarville School District**  
302 South Julia Street  
Poplarville, MS 39470

**Request for Proposals**  
**Web-Based Reading and Mathematics**  
**Assessment and Instructional Program**



**Statement of Need**

The Poplarville School District is seeking an integrated supplemental assessment and instruction solution specifically designed and developed to address the MS College and Career Readiness Standards in reading and mathematics. The blended-learning solution should include a web-based, adaptive diagnostic assessment and comprehensive reporting suite for grades K–8, plus interim growth monitoring, assessment of standards and their mastery, differentiated online instruction, and downloadable lesson plans to guide teacher-led instruction for students performing below grade level 9.

The contract start date is August 1, 2025. Implementation is expected to serve 1400 students across 4 sites for the 2025-2026 school year, with professional development, if needed, beginning in August 2025. Specific school/grade sizes are described within this document.

The Poplarville School District Board of Trustees is soliciting sealed competitive bid proposals at the Office of the Superintendent, subject to the attached conditions, until April 17, 2025 at 1:00 PM Central Standard Time for the acquisition of the products and/or services described within this document.

# **Web-Based Reading and Mathematics Assessment and Instructional Program**

**The Company/Vendor must submit bid proposals to:**  
Poplarville School District, Office of the Superintendent  
Attention: Jenny Story, Director of Federal Programs and Curriculum  
302 South Julia Street  
Poplarville, MS 39470

This RFP contains all necessary information to submit a proposal to the District. Please review it carefully, and if specific questions arise, forward them to the email address listed herein:

To prevent opening by unauthorized individuals, all copies of the proposal must be sealed in the package. The following must be clearly typed on the label affixed to the package in a clearly visible location:

**WEB-BASED READING AND MATHEMATICS  
ASSESSMENT AND INSTRUCTIONAL PROGRAM  
April 17, 2025 at 1:00 PM  
Attention: Jenny Story**

The Poplarville School District Board of Trustees reserves the right to accept or reject any part of a bid, any and/or all bids and waive formalities

For Poplarville School District Use Only	
Date Received	Time Received
Received By (Print)	Received By (Signature)

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## II. Instructions to Bidders

1. **General-** The following instructions by the Poplarville School District are intended to afford bidders and equal opportunity to participate in the proposal process.

1.1. Before submitting an offer to this solicitation, Bidders shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.

1.2. The fact that an offer (bid/proposal) is submitted will be construed by the PSD Board of Trustees to indicate that the bidders agree to carry out the furnishing of services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets' conditions.

1.3 Any explanation desired by any bidders regarding the meaning or interpretation of these instructions or any other RFP documents must be requested in writing to PSD, Director of Federal Programs and Curriculum , 302 South Julia Street Poplarville, Mississippi 39470 with sufficient time allowed for a reply to reach Bidders before the submission of their bids. Oral explanations or instructions will not be binding. Any information given to a prospective bidder will be furnished to all prospective bidders as an amendment to the RFP if such information is necessary to Bidders in submitting proposals or if the lack of such information would be prejudicial to uninformed Bidders.

1.4. A functional area expert or a day-to-day contract administrator or manager for PSD may be identified elsewhere in this document. Functional area experts, day-to-day contract administrators/managers, teachers, principals, and/or other district employees are not authorized to substantially amend this solicitation document or to substantially modify the subsequent contract. Substantially includes, but is not limited to, changes to delivery dates, place of delivery, and/or specifications that significantly alter the form, fit, and function of the scope of work of a service. Amendments to solicitation documents will be made by the Director of Federal Programs or Chief Financial Officer. Modifications to contracts/agreements will be made by the Chief Financial Officer, and/or the Superintendent in accordance with the PSD Board's guidance, policies, and/or procedures. If a vendor acts on the guidance of a district employee that is not authorized to make changes, the vendor does so at his or her own risk or peril. Also, if a vendor attempts, or gains, a modification/amendment from a district employee that is not authorized to make changes, the vendor does this at his or her own risk or peril and risks the termination of his or her contract/agreement.

1.5. PSDs procurement official for this contract is the Federal Programs Bookkeeper. Questions regarding specifications may be directed to Maegen Hay at [Maegen.Hay@poplarvilleschools.org](mailto:Maegen.Hay@poplarvilleschools.org).

1.6. PSD's technical/functional experts for this contact Jenny Story. This individual, or her designees, will be responsible for providing answers to questions related to the technical aspects of this RFP, while Mrs. Hay will provide answers related to contractual and procedural issues. ALL questions are to be directed to Mrs. Hay who will forward them to the functional experts for response.

1.7. The terms bidders, contractor, proposer, vendor, and/or bidder refer to the person/firm that submits the offer to this solicitation document. The terms PSD, owner, district, and/or government entity refer to Poplarville School District.

**2.0. SPECIFICATIONS:** Bidders are expected to examine the specifications, standard provisions and all instructions. Failure to do so will be at the bidder's risk. Bidders submitted on other than authorized forms or with different terms or provisions may be considered to be non-responsive.

**3.0. INFORMATION REQUIRED:** Each bidder shall furnish the information required by the RFP documents. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to PSD.

**4.0. SUBMISSION OF PROPOSALS:** The bidders should propose his/her lowest and best price, F.O.B. destination, on each item. Sealed proposals shall be submitted in an envelope marked on the outside with the bidder's name and address and the RFP name. Proposals must be submitted in sufficient time to be received and date/time stamped at PSD's Office of Superintendent on or before the published deadline date and time shown on the RFP. Proposals received after the published time and date cannot be considered and will be returned unopened. Faxed proposals will not be accepted. Proposals may be delivered in person or addressed to:

Poplarville School District  
Ms. Jenny Story, Director of Federal Programs and Curriculum  
302 South Julia Street  
Poplarville, Mississippi 39470

4.1. All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink.

4.2. Proposed price should be firm (fixed). If the bidders, however, believe it necessary to include in his/her price an economic price adjustment, such a proposal may be considered, but only as an alternate proposal. The economic price adjustment should give the maximum price increase (either % or \$) and the date and/or event at which the increase would be effective.

4.3. PSD is exempt from federal excise taxes, state and local sales and use taxes.

4.4. Failure to manually sign the offer will disqualify it.

**5.0. DISCUSSIONS/NEGOTIATIONS:** Discussions/negotiations may be conducted with Bidders who are deemed to be within the final competitive range; however, PSD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined and will include only those initial bidders determined to have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, Bidders will be required to submit a best and final offer. The best and final bidders may be required as early as 24 hours after completion of negotiations/discussions.

**6.0. BEST AND FINAL BIDDERS:** If discussions/negotiations are conducted, Bidders will be required to submit a best and final offer if price/delivery is changed from the originally submitted proposal. Best and final bidders must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and award recommendation.

**7.0. MODIFICATION OR WITHDRAWAL OF PROPOSALS:** Proposals may be modified or withdrawn by written or telegraphic notice received by PSD prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by any Bidders or his/her authorized representative prior to the opening date/time, provided the bidder's identity is made known and he or she signs a receipt for the proposal.

**8.0. OPENING PROPOSALS:** All proposals shall be opened at the published opening bid time. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but PSDs records are a matter of public record.

### **III. GENERAL CONDITIONS**

#### **1.0. SCOPE OF PROPOSAL.**

1.1. The Poplarville School District is seeking an integrated supplemental assessment and instruction solution specifically designed and developed to address the MS College and Career Readiness Standards in reading and mathematics. The blended-learning solution should include a web-based, adaptive diagnostic assessment and comprehensive reporting suite for grades K–8, plus interim growth monitoring, assessment of standards and their mastery, differentiated online instruction, and downloadable lesson plans to guide teacher-led instruction for students performing below grade level 9.

1.2. The district will award this RFP to respondents, based upon the evaluation of all proposals received. A contract for instructional supplies and online services will be executed with the successful vendors as a result of this process. More details are included in the Specifications selection of this Request for Proposals.

1.3. This proposal should include all strategies, solutions, and services which will result in the development of instructional supplies and online services as detailed in the Scope of Work located in Section V of this solicitation document.

1.4. This RFP is in six (7) parts/sections:

- I. Notice to Bidders;
- II. Instructions to Bidders;
- III. General Conditions;
- IV. Responsibilities of Bidders;
- V. Contract Scope of Work; and
- VI. Bid Proposal Response Checklist and Format
- VII. Signature Sheet

These parts are applicable and form a part of all contract documents and a part of the terms/conditions of all purchase orders for services included in the specifications and offer forms.

**2.0 CONDITIONS OF AGREEMENT:** The conditions of agreement consist of the following and in the event of conflicting provisions, the order of importance is:

- Contract Scope of Work (Section V.)
- Responsibilities of Bidders (Section IV.)
- Instructions to Bidders (Section II.)
- General Conditions (Section III.)
- Notice to Bidders (Section I.)
- Bid Proposal Response Checklist and Format (Section VI.)
- Signature Sheet (Section VII.)

**3.0 PROPOSAL SUBMITTAL:** A signed, submitted proposal constitutes an offer to perform the work specified in the solicitation.

**4.0 SPECIFICATIONS:** The bidders shall note in writing any deviations from the specifications and shall submit those changed specifications as alternates.

**5.0 GENERAL EVALUATION:** PSD will generally award contracts based upon the lowest, responsive, responsible offer, price and other factors considered. It is not the practice of the district to purchase on the basis of low price alone. In determining the "lowest responsible" offer, PSD may consider, in addition to

price, other factors such as compliance with the RFP documents, delivery requirements, suitability of services, past performance of the vendor, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with PSD's policies and goals.

5.1. The district may award a contract to the responsive, responsible bidders with the lowest aggregate offer. If unable to award as a package, the district will evaluate proposals and may award alternate awards.

5.2. Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price shall prevail.

5.3. In the event identical proposals are submitted which are determined by PSD to be the lowest responsible bidders, usually one offer will be selected as the successful vendor.

5.4. In determining how to award a contract or contracts in conjunction with the RFP, the District shall consider the following:

- a. The purchase price;
- b. The reputation of the vendor and of the vendor's goods or services;
- c. The quality of the vendor's services;
- d. The extent to which the services meet the district's needs;
- e. The vendor's past relationship with the district;
- f. The total long-term cost to the district to acquire the vendor's services; and
- g. Any other relevant factor specifically listed in the request for bids or proposals.

## **6.0. SELECTION PROCESS:**

6.1. Selection Process - The Evaluation Committee will be composed of members from the Poplarville School District. The Evaluation Committee will consist of no less than two (2) and no more than five (5) members. The Poplarville School District reserves the right to add, delete, or substitute members of the Evaluation Committee as it deems necessary.

6.2. Pricing - All fees and charges should be included in the prices section. However, if the proposer anticipates any extraordinary charges, they must be detailed in the proposal.

6.3. Comprehensive service solution which has the most compatibility with the environment and which best meets the complete needs of the Poplarville School District.

6.4. Proposals will be evaluated and scored independently by each member and the scores will be compiled to generate a combined score. The proposals will be ranked in order, beginning with one, then two, three, and so on, until all proposals have been ranked. The proposal receiving the highest combined point total will be ranked number one and the remaining proposals will be ranked following that method.

6.5. The Evaluation Committee will narrow the submitted proposals to the few that best meet the requirements of the Request For Proposal (RFP) and which best meets the complete needs of the Poplarville School District. At that point interviews may be scheduled for oral presentations and interviews. Should a contract not be agreed upon, the committee will begin negotiations with the second best proposer. This will continue until an acceptable agreement can be developed. The resulting contracts will be sent to the Board for approval along with the award recommendation.

**7.0. RESERVATION OF RIGHTS:** PSD expressly reserves the right to:

- a. Reject or cancel any and/or all proposals;
- b. Waive any defect, irregularity or informality in any proposal or RFP procedure;
- c. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is not impaired;
- d. Reissue an RFP;
- e. Consider and accept an alternate proposal as provided herein when most advantageous to PSD;
- f. PSD has the right to cancel the contract with a thirty day written notice, without prejudice, for factors including, but not limited to, non-availability or non-appropriation of funds; and/or
- g. Procure any item or services by other means to meet time-sensitive requirements.

**8.0. ACCEPTANCE:** Notification of award will be by a letter of acceptance and/or purchase order. The letter of acceptance citing the RFP consummates the contract which consists of the RFP, the vendor's offer, and the signed letter of acceptance. Subsequent purchase orders may be issued as appropriate.

**9.0. INVOICES AND PAYMENTS:** Bidders shall submit separate invoices, in duplicate, on each purchase order after each delivery and/or project is completed. Invoices shall indicate the purchase order number. Invoices shall be itemized. Payment shall not be due until all items on the purchase order have been received by PSD (unless specified in the specifications) or the project has been completed and the above instruments are submitted and the invoice has been accepted by PSD. Funds for completed purchase orders concerning this contract will be available within forty five (45) days of completion and acceptance by the district.

**10.0. WARRANTY-PRICE:** The price to be paid shall be that contained in bidder's proposal which bidder's warrants be no higher than the bidder's current prices on specification covered by this RFP for similar quantities under similar or like conditions and methods of purchase. In the event bidders breach this warranty, the prices of the services shall be reduced to the bidder's current prices on orders by others, or in the alternative, PSD may cancel this RFP without liability to bidders for breach.

**11.0. TERMINATION:** PSD shall have the right to terminate for default all or any part of this contract if bidders breaches any of the terms hereof or if the bidders becomes insolvent or files any petition in

bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which PSD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance.

11.1. PSD has the right to terminate this contract for convenience, without penalty, for non- appropriation or nonavailability of funds by delivery to the bidders of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

11.2. PSD may terminate the contract and debar the vendor from future “bidding” for violations of the federal requirements including, but not limited to, “Contract Work Hours and Safety Standards Act”, and “Equal Employment Opportunity Act”

**12.0. ASSIGNMENT-DELEGATION:** No right or interest in this contract shall be assigned or any obligation delegated by bidders without the written permission of PSD.

**13.0. INTERPRETATION:** This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this RFP shall not be relevant to determine the meaning of this RFP even though the accepting party has knowledge of the performance and opportunity for objection.

**14.0. APPLICABLE LAW:** This RFP, and its resulting contract, shall be governed first by the laws of the State of Mississippi and venue for any disputes arising thereunder shall be in Pearl River County, Mississippi.

**15.0. NOTIFICATION OF CRIMINAL RECORD:** The person or entity submitting an offer must give notice to the district, at the time of offer submission, if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

**16.0. INDEMNIFICATION AND HOLD HARMLESS:** Except as otherwise expressly provided, bidders shall defend, indemnify, and hold PSD harmless from and against all claims, liability, loss and expenses, including reasonable costs, collection expenses, and attorneys’ fees incurred, which arise by reason of the acts or omissions of bidders, its agents or employees in the performance of its obligations under this contract. This clause shall survive termination of this contract.

16.1. CONFIDENTIALITY AGREEMENT: The person or entity submitting an offer must sign an agreement acknowledging that all data and information provided for use under any agreement will be held in the strictest confidence.

**17.0. DISTRIBUTION:** The Poplarville School District owns the exclusive right to distribute this and any procurement document to vendors requesting to be included in the procurement process or to vendors that have been identified as vendors qualified to provide the goods and/or services required in this document.

**18.0. DISCUSSIONS/NEGOTIATIONS:** Discussions/negotiations may be conducted with Bidders who are deemed to be within the competitive range; however, PSD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined and will include only those initial bidders determined to have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, Bidders will be required to submit a best and final offer. The best and final bidders may be required as early as 24 hours after completion of negotiations/discussions.

#### **IV. RESPONSIBILITIES OF BIDDERS**

1.0. The responsibility for compliance with this solicitation and the subsequent contract shall be with the bidder/bidders.

2.0. Bidders are expected to provide prompt service that is due under this contract including warranties and identified deliverables. Past performance of Bidders may be a factor in awarding future contracts.

3.0. Bidders are expected to deliver service(s) per specifications.

4.0. Submit one (1) original and three (3) copies of your offer.

5.0. The proposer declares that in the event of the award of a contract to the undersigned to this offer will comply with all federal, state and local laws.

6.0. Evaluation and Award Process: Proposals received as a result of this solicitation will be evaluated according to details included in above Section III, Paragraph 7.0 of this document.

**7.0. Additional Information:** The following additional information is included to enable prospective vendors to familiarize themselves about PSD;

7.1. About PSD: The Poplarville School District is a school district based in Poplarville, Mississippi. PSD operates schools in Pearl River County.

7.2. Location and Area: PSD covers the city of Poplarville, Mississippi and the northern area of Pearl River County.

7.3. District Profile: Estimated counts are provided for teacher and student enrollment are listed in detail below:

Poplarville Lower Elementary		
Grade	#Teachers	#Students
K	8	160
1	8	160
2	8	160

Poplarville Upper Elementary		
Grade	#Teachers	#Students
3	7	155
4	7	130
5	7	140

Middle School of Poplarville		
Grade	#Teachers	#Students
6	7	150
7	7	150
8	7	160

Poplarville High School		
Grade	#Teachers	#Students
IEP Students	2	75

7.4. Additional information about Poplarville School District can be obtained from the District’s website at [www.poplarvilleschools.org](http://www.poplarvilleschools.org).

7.5. In the response to this Request for proposal, vendor(s) are expected to qualify themselves for the types of instructional supplies and online services. For example, a vendor may demonstrate capability by including synopses of successful past engagements of the usage of Instructional Supplies and Online Services in other districts. Of particular interest would be engagements with school districts approximating the demographic makeup of PSD.

7.6. Vendor(s) are required to cite at least three reference accounts preferably a school district within the State of Mississippi with which they have worked within the past three years.

7.7. Respondents are encouraged to include a matrix of costs in their proposal to show the PSD’s expected costs for this project.

## **8.0. Projected Dates of Award and Implementation:**

8.1. Questions related to this Request for Proposal will be received only in writing via e-mail. Questions may be emailed to Ms. Jenny Story at [Jenny.Story@poplarvilleschools.org](mailto:Jenny.Story@poplarvilleschools.org) or to Ms. Maegen Hay at [Maegen.Hay@poplarvilleschools.org](mailto:Maegen.Hay@poplarvilleschools.org).

8.2. The deadline for sending questions related to this RFP is 1:00 PM. on April 17, 2025.

- PSD's technical/functional experts for this contract is Jenny Story, Director of Federal Programs and Curriculum. This individual, or her designees, will be responsible for providing answers to questions related to the technical aspects of this RFP, while Ms. Maegen Hay, Purchasing Agent will provide answers related to contractual and procedural issues.

8.3. Responses to the RFP are due to the Poplarville School District Office of the Superintendent by 1:00 PM on April 17, 2025.

8.4. A district Evaluation and Selection Committee will review the responses and select the top vendor(s) by April 25, 2025.

8.5. If required, the top vendors will be invited to demonstrate their solution and/or system and interviews, based on a District pre-defined script. Selected vendors will be notified by e-mail if the district determines that such interviews are needed.

8.6. The successful vendor(s) will be required to execute a Professional Services Contract in conjunction with this process and submitted in time to be presented to the Board of Trustees for action. Vendor(s) will be selected and recommended to the school board no later than the May 12, 2025 board meeting unless further information is necessary.

8.7. The successful vendor(s) will work with the District to develop an implementation plan, which will include a deadline to become fully operational.

8.8. Proposal Schedule: The PSD desires to contract with multiple vendors to provide Instructional Supplies and Software under this solicitation according to the following schedule:

First Advertisement:	April 2, 2025
Second Advertisement:	April 9, 2025
Bid Proposals Opened:	April 17, 2025 at 1:00 PM
Notification of Award by:	April 25, 2025

## V. CONTRACT SCOPE OF WORK

**1.0 Introduction:** The Poplarville School District is seeking an integrated supplemental assessment and instruction solution specifically designed and developed to address the Common Core State Standards in reading and mathematics. For the 2025-2026 award for Instructional Supplies and Online Services, Poplarville School District (“the District”) intention is to award vendors for Instructional Supplies and Online Services for the PSD May 2025 board meeting.

1.1. The district will award this RFP to qualified respondent(s), based upon the evaluation of all proposals received. A master contract for professional services will be executed with the successful vendor(s) as a result of this process.

1.2. Vendors are requested to submit a one year proposal with the option of annual 4 year extension for up to a total of five years.

1.3. The selected proposal will be amended annually for the term of the agreement.

**Scope of Work:** The Poplarville School District is seeking an integrated supplemental assessment and instruction solution specifically designed and developed to address the Common Core State Standards in reading and mathematics. The blended-learning solution should include a web-based, adaptive diagnostic assessment and comprehensive reporting suite for grades K–8, plus interim growth monitoring, assessment of standards and their mastery, differentiated online instruction, and downloadable lesson plans to guide teacher-led instruction for students performing below grade level 9.

2.1 These Instructional Supplies and Software may include textbooks, novels, leveled-readers, workbooks, and technology enhanced intervention sites and pathways with a focus on improving student achievement and integration of resources, materials, and technology to align to the MS College and Career Readiness Standards.

2.2 The intent of this (Sealed) Request for Proposal is to solicit: Instructional Supplies and Online Services.

## Web-Based Reading and Mathematics Assessment and Instructional Program

The following specifications are intended to define the minimum requirements of an acceptable reading and mathematics diagnostic intervention supplemental program. The vendor is responsible for providing documentation that the web-based program meets the requirements at the time the bid proposal is opened. Compliance must exist at the time of the bid opening. Lack of documentation will constitute non-compliance with the requirements, will be considered incomplete, and will be rejected.

Bidders should complete the table below and also respond point-by-point with a narrative explanation for all mandatory program requirements:

Mandatory Requirement	Comply? (Yes or No)
<b>Overall Solution</b>	
1. Specifically developed to meet the rigor and demands of the Common Core State Standards in reading and mathematics.	
2. Online assessment for students in grades K-8 (with items at grades 9-12 to assess students performing above grade level), with online instruction for students performing at grade levels K-8, plus downloadable lesson plans to guide teacher-led instruction with small or large groups.	
3. Online reports should prescribe a comprehensive plan of instruction or intervention (as appropriate) for each student, based on individual results on the diagnostic assessment. These reports should include detailed next steps for instruction, recommend point-of-use lesson plans for teacher-led instruction, and automatically queue online instructional modules.	
4. Must be a vendor-hosted, Software-as-a-Service application that does not require local installation or maintenance. All program maintenance, updates, and upgrades must be included at no additional cost for the license term.	
5. Is an approved Mississippi Department of Education Reading Screener for k-3?	
<b>Online Adaptive Diagnostic Assessment and Growth Monitoring</b>	

6. Must include a computer-adaptive diagnostic assessment in reading and mathematics that pinpoints strengths and needs to the sub-skill level.	
7. Software must provide a pre-assessment/diagnostic to place the student in the correct level of the program, and a post-assessment to show how a student progresses through the program.	
8. Assessment items must be field-tested, bias free, and proven valid and reliable.	
9. The adaptive assessment must include technology-enhanced items.	
10. The diagnostic assessment must offer a range of administration times, may be broken into multiple sessions, be untimed, and be designed for administration three times per year.	
11. The diagnostic assessment must quantitatively measure student performance across a common, vertically aligned scaled score spectrum that is independent of student grade level.	
12. The solution must provide computer-adaptive growth monitoring assessments for students in grades K-8. These interim assessments should be administered monthly and come from the same item bank as the diagnostic for comparability.	
13. The solution must provide an integrated measure of standards that bidders user-controlled assessments to evaluate student proficiency on specific standards.	
<b>Reporting Functionality</b>	
14. Reports must be available online at the individual/instructional group, class, school, and district levels. At a minimum, the solution must include individual student reports, a report that groups students with like needs for remediation, a report showing student response to instruction, and district level reports used to monitor student growth.	
15. At a minimum, reports should provide normed data, a Lexile® score, and a Quantile® score for each student in grades K–8.	
<b>Automated Online Instruction and Intervention for Students Performing at Grade Levels K–8</b>	
16. The solution must include interactive, differentiated online instruction in reading and mathematics.	

17. Reading instruction must support foundational skill building, emphasize complex text and use of authentic literature, and include interdisciplinary passages that feature academic vocabulary.	
18. Math instruction must focus on conceptual math understanding and procedural fluency, must embed support for the Common Core's Standards of Mathematical Practice, and must include animated instruction that appropriately leverages technology to engage students in learning.	
19. Instruction must be effective with a wide range of students. It must provide immediate corrective feedback and remediation for students struggling with specific concepts; built-in supports for English language learners, students with disabilities, and other students with special needs or considerations; and the ability to challenge high ability students.	
20. Must be targeted to build individual learner's skills and include high-interest instructional materials that focus on building reading/math fluency while scaffolding conceptual understanding. It should embed implicit and explicit motivational strategies to foster and maintain student engagement.	
21. Must provide the ability for teachers/administrators to manipulate the sequence of instruction or to add lessons.	
22. Instruction should include embedded progress monitoring via a graded quiz at the end of every online instructional module. Results from these quizzes must be reported out to track student response to instruction.	
<b>Downloadable, Point-of-Use Teacher Resources for Grade Levels K-8</b>	
23. Must provide step-by-step guidance and supports for teacher-led instruction with individuals, small groups, and large groups. A downloadable library of lesson plans and/or other resources should be available to help teachers differentiate instruction for students based on their assessment results.	
<b>Professional Development</b>	
24. Vendor must provide onsite professional development to support implementation with fidelity.	

<b>Technology and Support</b>	
25. The vendor must have signed and be in compliance with the Student Privacy Pledge ( <a href="http://studentprivacypledge.org/?page_id=45">http://studentprivacypledge.org/?page_id=45</a> ).	
26. The solution must provide a fully integrated assessment, instruction, and reporting platform.	
27. The program platform/interface must provide multi-level security and permissions for system administrators, teaching staff, and students.	
28. The vendor must provide unlimited customer service and technology support at no additional cost.	
29. The vendor must provide a dedicated account manager at no additional cost.	
30. Provide both the recommended configuration and the minimum supported configuration for client workstation hardware.	
31. Provide the recommended software configuration for client workstations to use the proposed software. If a web browser is required, what additional plug-ins and/or controls are required?	

## VI. Bid Proposal Response Checklist and Format

Bidders must organize their response as follows. Pertinent product information (e.g., access credentials for online demonstration accounts, product samples, and sample reports) may be included as an appendix.

These items should be included in your response to Bid Advertisement.

√	#	Response
	1	Cover Letter <ol style="list-style-type: none"> <li>a. Stipulate an exceptions to terms or deviations from the scope of work</li> <li>b. Stipulate that your proposal is valid for 90 days from the bid opening date</li> <li>c. Signed and dated</li> </ol>
	2	Signature Sheet (See page 21) <ol style="list-style-type: none"> <li>a. Provide name, title, phone, and email information for contact person authorized to negotiate a contract on your organization’s behalf.</li> <li>b. Signed and dates</li> </ol>
	3	Table of Contents of Proposal
	4	Executive Summary <ol style="list-style-type: none"> <li>a. Provide a two-page summary of the proposed solution, alignment with scope of work specifications, benefits and differentiators</li> </ol>
	5	Scope of Work <ol style="list-style-type: none"> <li>a. Completed Mandatory Requirements table (begins on page 15 of this document)</li> <li>b. Point-by-point response to each numbered Mandatory Requirement (use the same numbering scheme employed in the table beginning on page 15 of this document)</li> </ol>
	6	Corporate Capabilities and Experience <ol style="list-style-type: none"> <li>a. Description of firm, including date of founding, scope of services/expertise, # of personnel, and financial summary</li> <li>b. Ability to perform proposed scope of service</li> <li>c. Customer references—at least three, include contact name/phone/email plus brief description of program</li> </ol>
	7	Implementation and Professional Plan <ol style="list-style-type: none"> <li>a. Primary point of contact for all contract deliverables and questions</li> <li>b. Biographies for key project personnel</li> <li>c. Draft implementation and professional development plan</li> <li>d. Customer service and technical support—hours, staff qualifications and location, escalation process, modes of contact</li> </ol>

	8	<p>Cost Proposal</p> <ul style="list-style-type: none"> <li>a. Per student or site license pricing <ul style="list-style-type: none"> <li>● Include one and three year pricing options</li> </ul> </li> <li>b. Hosting fee, if applicable</li> <li>c. Cost of consumable materials, if applicable</li> <li>d. Program update/upgrade fee, if applicable</li> <li>e. Customer service/technical support fee, if applicable</li> <li>f. Professional development pricing <ul style="list-style-type: none"> <li>● Onsite session/day price</li> </ul> </li> </ul>
	9	<p>Agency-Required Forms</p> <ul style="list-style-type: none"> <li>a. Complete all required forms (W-9, Non-Collusion, etc.)</li> </ul>
	10	<p>Supporting Collateral/Appendices</p> <ul style="list-style-type: none"> <li>a. Access to online demonstration account</li> <li>b. Research studies</li> <li>c. Sample reports</li> <li>d. System technical requirements</li> </ul>
	11	1 original and 3 copies of proposal

**VII. Signature Sheet**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the Web-Based Reading and Mathematics Request for Proposal.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes and can result in fines, prison sentences, and civil damage awards.

My signatures also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Poplarville School District, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Poplarville School District, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Poplarville School District.

To receive consideration for award, this signature sheet must be returned as it shall be a part of your response.

**I hereby certify that I am authorized to sign as a Representative for the Firm:**

**Complete Legal Name of Firm:** \_\_\_\_\_

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

**Federal Tax ID Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Please provide the primary contact person for questions and concerns relative to this project:**

**Contact Name and Title:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_

**Fax:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_