

CONTRACT WORKER REQUEST FOR APPLICATIONS



MSA Residence Life Staff Member

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: July 6, 2018

INTRODUCTION

The Mississippi Department of Education (MDE) is currently seeking competitive sealed applications for a Residence Life Staff Member 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 1590 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.

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

Candidates with less than a 50 cut score will not be considered for hire.

INSTRUCTIONS FOR APPLYING

- Complete and **sign** the application at the top of the bid notices page entitled Request for Application (*fillable form*).
- Complete and **sign** the attached Attachment A amendment form
- 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: Suzanne Hirsch at shirsch@mdek12.org.

The deadline for submitting written questions by email is July 13, 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 July 17, 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 sealed application packet is **July 27, 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 Staff Member
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 Staff Member
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 Staff Member
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 may not be considered.
- No faxed copies or electronic submissions will be accepted.
- The application must be signed and all documents placed in a sealed envelope.
- 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 MSA Resident Life Staff Member Worker

July 6, 2018	Release RFA
July 6, 2018	Mail, email and post to MDE website
July 13, 2018	Deadline for RFA questions
July 17, 2018	Deadline for program office response to questions and posting to website
July 27, 2018	RFA due by 5:00 p.m. Central Time (CT) to Procurement
July 30, 2018	RFA opening
July 31, 2018	Evaluation of RFA and/or presentations
August 1 , 2018	Notice of Intent to Award
August 6, 2018	Contract Start Date
When all parties sign – June 30, 2019	Term of Initial Contract (renew up to three years)

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.

Applicant Signature

Date

Title of Request