

# **REQUEST FOR QUALIFICATIONS**



**MISSISSIPPI  
DEPARTMENT OF  
EDUCATION**

**English Language Arts and Mathematics**

**Academic Interventions**

**Pre-Approved Vendor List**

**Submission Deadline Date: September 26, 2025**



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## **SECTION 1. INTRODUCTION AND OVERVIEW**

### **1.1 Purpose and Goals**

The Mississippi Department of Education (MDE), Office of Office of Curriculum and Instruction, issues this Request for Qualifications to solicit qualified, experienced, responsible, and financially sound Offerors to provide services. Offerors must have the proven ability to perform all core services requested in this solicitation. A more detailed listing of services is contained in the **Scope of Services (2.1)**.

The Mississippi Department of Education (MDE) Office of Curriculum and Instruction issues this Request for Qualifications to solicit offers from qualified, experienced, responsible and financially sound vendors to provide Reading AND Mathematic Interventions for Kindergarten to Grade 12. The purpose of this list is to provide districts with state-approved, evidence-based reading interventions that can be used to improve students' reading ability and overall academic success.

The Reading Interventions must be aligned to the [Science of Reading](#), that addresses the academic needs of struggling readers in Tier II and Tier III of the [multi-level prevention system of support – RTI](#). Proposing vendors must have the proven ability to perform all core services requested in this solicitation. A more detailed listing of services is contained in the **Scope of Services (2.1)**.

In accordance with the Mississippi Code 27-103-159, evidence-based intervention will be used to improve the student's specific academic deficiency as identified by a valid and reliable diagnostic assessment. [State Board Policy 41.1](#) outlines a multi-tiered system of supports (MTSS) that provides a proactive and preventative framework that integrates data and instruction to maximize student achievement and support students social, emotional, and behavior needs from a strengths-based perspective.

The [Literacy-Based Promotion Act \(LBPA\)](#) establishes that each public-school student who exhibits a substantial deficiency in reading at any time must be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. The intensive reading instruction and intervention must be documented for each student in an individual reading plan.

The MDE will select Offerors who meet the qualifications to support LEAs, non-public, and state special schools with core educational services. From the selection process, a Pre-Approved Vendor List (PVL) will be established and serve as the MDE PVL for use by schools throughout the state. The PVL will be made available on the **Office of Curriculum and Instruction website**.

Approval of all selected Vendors is at the discretion of the MDE and must be approved by the State Board of Education (SBE). The PVL will be awarded for a project period of up to number (5) years. Each year of the contract, will require a review and evaluation of services to determine whether or not the vendor will be continue providing services. This solicitation and any resulting list shall be governed by the applicable provisions of the *State Board of Education Policies*.

## **SECTION 2. THE SCOPE OF SERVICES**

This section contains the information required to accomplish and achieve the services. The description of the services are not all-inclusive but is provided to assist the Offeror with the

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requirements needed for planning or programming purposes. A detailed plan should describe how the Offeror will implement and achieve the services solicited.

In accordance with Mississippi Code 27-103-159, the evidence-based academic intervention will be used to improve the student's specific academic deficiency as identified by a valid and reliable diagnostic assessment and will be utilized across the state. Federal law requires that MDE select and implement evidence-based programs when using federal funds (Every Student Succeeds Act). MDE State Board of Education established the expectation that it is to create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce. To obtain this vision, MDE uses evidence-based practices/programs with a proven track record of success.

The evidence-based academic intervention must include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming successful. The program should provide explicit and systematic instruction. This shall be comprised of content areas to include to English Language Arts and Mathematics. This will not be an all-inclusive or exhaustive list. Districts may choose from this list or choose their own evidence-based academic intervention. The purpose of this list is to provide districts with state-approved, evidence-based academic interventions that can be used to improve students' deficit areas with adaptability to a traditional, hybrid, or virtual school model.

The MDE defines explicit instruction as a systematic instructional approach that includes a set of delivery and design procedures derived from effective schools' research merged with behavior analysis; essential components of well-designed explicit instruction include a) visible delivery features of group instruction with a high level of teacher and student interactions in both a traditional or virtual school setting and b) the less observable, instructional design principles and assumptions that make up the content and strategies to be taught.

## **2.1 Requirements**

The vendor shall be responsible for all tasks required under the Scope of Services. It is anticipated that this shall include but not be limited to:

- The evidence-based diagnostic assessments and reading interventions must include effective instructional strategies aligned to the science of reading, to improve students' reading ability.
- An evidence-based reading intervention with data from scientific, rigorous research design that demonstrates or empirically validates the efficacy of the intervention.
- All schools must receive description of the intervention components to include but are not limited to a highly targeted intervention that provides an appropriate level of challenge, explicitly teaches a specific skill, allows many opportunities to respond, and provides immediate corrective feedback for individual students
- All schools must receive a narrative that provides an overview of the intervention, required time for instruction, and guidance for the intervention implementation process (two-page limit, double spaced, 12-point Arial font).
- The interventions should provide explicit and systematic instruction in word recognition and/or language comprehension based on the embedded diagnostic assessments and students' instructional needs.
- The program should successfully address the academic needs of those students receiving secondary reading intervention (Tier II) or tertiary reading intervention (Tier III)

- The interventions program must be well-defined in terms of duration, frequency, and length of sessions, and the vendor should indicate if the intervention includes face-to-face, hybrid, or virtual components that may help to improve students' reading ability.
- The program should include progress monitoring that assess students' performance over time, quantifies students' rate of improvement or responsiveness to instruction, and evaluates instructional effectiveness.
- The program should also include a placement or diagnostic assessment that identifies students' areas of deficiency and determines the entry point of the intervention program.
- All schools must receive a description of evidence-based research that demonstrates the effectiveness of the intervention. The research should include the effectiveness within subgroups. (English learner, Special Education, and other special populations). This description may be embedded within the narrative, or it may be a separate document.
- All schools must receive description of effective intervention practices to be included in the evidence-based intervention shall include explicit and systematic instruction, small group instruction (3 to 5 students), focus on underlying skills (foundational skills when appropriate) and structures, and closely monitored progress.

### **SECTION 3. REFERENCES**

The Program Office staff must be able to contact two (2) trade references, if required, within five (5) business days of qualification opening to ensure the Offeror is responsible, if the MDE requires additional information. (See Appendix D)

1. List up to a minimum of three (3) clients, including government clients, for whom your company has performed services similar to those requested in this solicitation. Please provide sufficient client detail to demonstrate it has significant experience in working with programs similar to scope of this solicitation.

For each client, the list must specify:

- a. Client name, include contact person, title (director or administrator etc.), location address, e-mail address, and phone number;
- b. The type of work your company provided to the client; and
- c. Contract dates (beginning and end dates) your company provided services to the client.

### **SECTION 4. MINIMUM QUALIFICATIONS**

1. The following minimum qualifications are mandatory. If, in the opinion of the MDE, the Offeror fails to prove that the proposing company meets any of these **minimum qualifications**, the response submitted will be disqualified from further evaluation. It is the responsibility of the Offeror to submit a complete response on or before the submission deadline.
2. **The Offeror must provide:**
  - a. Evidence and proof that the Offeror is in good standing with Mississippi Code Annotated § 79-4-15.01 regarding authorization to [transact business](#) in Mississippi.
  - b. The age of the Offeror's business and average number of employees for the past **(3) years.**

- c. Offerors must list their principals, parent organizations, and subsidiary organizations in their proposal or qualification. Principals shall include founder, investors, owner, co-owners, CEO, Chief, etc.
  - d. The Offeror must provide a detailed plan describing how the scope of services will be planned, implemented, achieved, and the reports provided that will give the MDE the support and results required to verify services were accomplished and complete.
  - e. The required references as noted in Section 3 – References, and
- 3. Include in your responses the total number of years in business and the company's experience related to the scope of work.
  - 4. If federal funds are allocated for payment, Offeror must verify its business is not debarred.

## **SECTION 5.     ACKNOWLEDGEMENTS**

### **5.1   Questions and Answers**

Questions must be submitted to the Office of Curriculum and Instruction portal [academicintervention@mdek12.org](mailto:academicintervention@mdek12.org) and must be received no later than **Tuesday, September 9, 2025 by 5:00 PM CST**, to ensure a response by the MDE. Responses to questions will be posted to the MDE website at [No-Cost Contract Bid Opportunities – Compliance](#) as an amendment to the solicitation on **Friday, September 12, 2025**. Questions received **after the deadline** shall not be considered. It is the Offeror's sole responsibility to regularly monitor the website for amendments and/or announcements concerning this solicitation.

### **5.2   Acknowledgment of Amendments**

The MDE reserves the right to amend this solicitation at any time. Should an amendment to the solicitation be issued, it will be posted to the MDE at [No-Cost Contract Bid Opportunities – Compliance](#). Offerors must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment acknowledgment form. Please monitor the website for amendments to the solicitation. **The MDE responses to questions will be treated as amendments to the solicitation and will require acknowledgment.** It is the Offeror's sole responsibility to monitor MDE website or emails for amendments to this solicitation.

### **5.3   Cost of Qualification Preparation**

All costs incurred by the Offeror in preparing and delivering its qualifications, making presentations, and any subsequent time and travel to meet with the MDE regarding its qualification shall be borne exclusively at the Offeror's expense.

### **5.4   Right to Reject, Cancel and/or Issue Another Solicitation**

The MDE specifically reserves the right to reject in whole or in part for qualifications received in response to the solicitation, cancel the solicitation in its entirety, or issue another solicitation when in the best interest of the MDE.



## 5.5 Registration with Mississippi Secretary of State

By submitting a response, the Offeror must provide the *MS Secretary of State's Certificate of Good Standing* as evidence and proof to certify that the Offeror is registered to do business in the State of Mississippi as prescribed by Mississippi law. The name under which the response is submitted must exactly match the legal business name or registered fictitious name (DBA) as listed with the Mississippi Secretary of State's Office, including associated business details such as address and status.

## 5.6 Debarment

By submitting a qualification, the Offeror certifies that it is not currently debarred from submitting qualifications for a PVL issued by any political subdivision or agency of the State of Mississippi or Federal Government and that it is not an agent of a person or entity that is currently debarred from submitting qualifications for a PVL issued by any political subdivision or agency of the State of Mississippi.

## 5.7 State Approval

It is understood that this PVL must be approved by the SBE. If this PVL is not approved, it is void and no district payment shall be made hereunder. Every effort shall be made by the MDE to facilitate rapid approval and a start date consistent with the proposed schedule; however please note the schedule is tentative.

# SECTION 6. PROCUREMENT OF THE PVL

## 6.1 Restrictions on Communications with the MDE Staff

At no time shall any Offeror or its personnel contact or attempt to contact any MDE staff regarding this solicitation except the contact specified in the Questions and Answers Section. Should it be determined that any Offeror has attempted to communicate or has communicated with any MDE employee outside of the Office of Curriculum and Instruction regarding this solicitation, the MDE, at its discretion, may disqualify the Offeror from submitting a qualification in response to this solicitation.

## 6.2 Submission Requirements

For qualifications that are **shipped/mailed**, the qualification shall be submitted in one (1) original notebook binder using the Required Format in the section below. For qualifications that are submitted in the [academicintervention@mdek12.org](mailto:academicintervention@mdek12.org) portal the qualification shall be electronically submitted using the Required Format in the specified section below. **The complete qualification including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF) only.** “Links” received to obtain a response via the [academicintervention@mdek12.org](mailto:academicintervention@mdek12.org) will not be opened and the email will be rejected without further consideration for an award.

For a qualification submitted via electronic or mail more than once, the LAST timely qualification submitted will be the qualification considered for an evaluation and award. All other submissions received will be rejected and not considered for an award.

**Each page of the qualification must be numbered.** Multiple page attachments and samples should be numbered internally within each document and not necessarily numbered in the overall RFP # for (ELA and Mathematics Academic Intervention List)

page number sequence of the entire qualification. The intent of this requirement is for the Offeror to submit all information in a manner that is clearly referenced and easy to locate.

***Required Format:***

*Programs shall develop this section in accordance with the scope of services and requirements*

The Offeror shall provide the following:

- a. one (1) original signed copy of the complete qualification including all attachments.

***Section components must be clearly distinguished as follow:***

**1. COVER PAGE - Qualification Cover Sheet (Appendix A)**

**2. COMPONENT 1 – PLAN OF ACTION**

- a. **Tab 1 – Production/Detailed Service Plan** shall provide clear and concise plan of action to encompass the minimum qualifications, implementation, deliverables, and expected outcomes/results to achieve the scope of work. Any required information that is omitted and not addressed in the minimum qualifications section will disqualify submission and will not be considered for an award.

**3. COMPONENT 2 - ADMINISTRATION**

- a. **Tab 2 – Resume(s) for Key Personnel** must include qualifications and experiences for all key personnel assigned to this project.
- b. **Tab 3 – References** must meet the requirements as set forth in the References section. (See Section 3)

**4. COMPONENT 4 – OTHER**

- a. **Tab 5** – Any additional relevant information (not to exceed five (5) pages).
- b. **Tab 6** – Signed Contingent Fee/MS Secretary of State Registration Verification/Acknowledgement of Amendments, if applicable.

If the Offeror has additional information to provide, include it as the Component Section of your qualification. Failure to provide all requested information and in the required format may result in disqualification of the Qualification. All requested information is considered important. The MDE has no obligation to locate or acknowledge any information in the qualification that is not presented under the appropriate outline and in the proper location according to the instructions herein.

Unsolicited modifications or additions to any portion of the procurement document may be a cause for rejection of the Qualification. The MDE reserves the right to decide, on a case-by-case basis, whether to reject a qualification with unsolicited modifications or additions as non-responsive. As a precondition to qualification acceptance, the MDE may request the Offeror to withdraw or modify those portions of the qualification deemed non-responsive that do not affect quality, quantity, or delivery of the service. The solicitation issued by the MDE is the official version and will supersede any conflicting solicitation language subsequently submitted in qualifications.

### 6.3 Confidential or Trade Secret

If the qualification contains **confidential or trade secret, commercial, and financial information**, one (1) additional *confidential or trade electronic copy* of the complete qualification including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF).

**The one (1) additional electronic copy shall be labeled “Redacted” CONFIDENTIAL Qualification and must be submitted with the response by the deadline date for submission.** The Offeror shall identify and redact trade secret, commercial, and financial information which shall remain confidential throughout the original qualification or the **MDE shall consider the entire Qualification to be public record.** Per Mississippi Code Annotated §25-61-9(7), the type of service to be provided, the price to be paid and the term of the PVL cannot be deemed confidential.

The **“Redacted” CONFIDENTIAL Qualification** shall be considered public record and immediately released, without notification to Offeror, pursuant to any request under the Mississippi Public Records Act, Miss. Code Ann. §25-61-1 *et seq.* and Miss. Code Ann. §79-23-1. **If a “Redacted” CONFIDENTIAL Qualification is not received, the original copy shall be used and released for any reason deemed necessary by the MDE, including but not limited to, posting to the Transparency website, releasing due to a Public Records Request, etc.**

The Offeror may be subject to exclusion if the MDE determines that redactions made by the Offeror were made in bad faith in order to prohibit public access to the portions of the qualification which are not subject to Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1.

All documentation submitted in response to this solicitation and any subsequent requests for information pertaining to this solicitation shall become the property of the MDE and will not be returned to the Offeror.

### 6.4 Qualification Submission Period

A signed qualification packet shall be electronically submitted via academicintervention@mdek12.org no later than Friday, September 26, 2025, by 2:00 PM Central Standard Time (CST). Offeror shall allow at least **72 hours** in advance of the due date to consider unforeseen technical issues. Qualifications received after the time designated in the solicitation shall be considered late and shall not be considered for an award.

*The email subject line and electronic document shall identify the name of the solicitation and the name of the entity/individual submitting the response. Any deviation from these instructions may result in disqualification of the response qualification and shall not be considered for an award.*

**Example Format for Subject Line: Education Teacher Training by Joe Blow Inc (DO NOT UNDERSCORE or INSERT SYMBOLS)**

**OR**

**Shipping instructions** are provided below:

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An original signed qualification packet with number (2) copies shall be shipped/mailed and received in a sealed envelope at the MDE no later than **Friday, September 26, 2025, by 2:00 PM Central Standard Time (CST).**

*The return address label must be visible on the outside of the sealed shipping envelope and shall include the name of the individual/entity submitting the response. Any deviation from these instructions may result in disqualification of the response qualification and shall not be considered for an award.*

**Ship To:**

**Mathis Sheriff  
Office of Curriculum and Instruction  
The Mississippi Department of Education  
Academic Intervention List  
359 North West Street  
Jackson, Mississippi 39201**

Timely submission of the qualification package is the sole responsibility of the Offeror. It is suggested that if the qualification packet is shipped to the MDE, it should be tracked to require an MDE mailroom staff signature and request a return receipt/notice with signature. *Any qualification shipped or mailed **MUST** be verified, date and time stamped, and recorded by an **MDE mailroom staff**.* The time and date of the receipt will be indicated on the sealed qualification envelope or package by the MDE mailroom staff. The only acceptable evidence to establish the time of receipt at the MDE will be identified by the time and date stamp of the MDE mailroom staff on the qualification wrapper or other documentary evidence of receipt used by the mailroom.

**Packages that are delivered in person by the Offeror or a representative will NOT be accepted or opened. Packages received by shipping/mail without the appropriate acceptance by the MDE mailroom staff or is received and recorded AFTER the submission deadline will NOT be considered for an award.**

The MDE will not be responsible for delivery delays or lost packets. All risk of late arrival due to unanticipated delays – whether delivered by shipping or electronic method – is entirely on the Offeror. All Offerors are urged to take the possibility of delay into account when submitting the qualification and submit the packet electronically via [academicintervention@mdek12.org](mailto:academicintervention@mdek12.org) The Offeror shall be notified as soon as practicable if their qualification was rejected and the reason for such rejection.

## **6.5 Qualification Exclusion**

Any Offeror submitting a qualification in, which has contracted with the MDE, failed to satisfactorily perform services required under any contract shall exclude the Offeror from this and future PVL award. The MDE shall use written documentation and/or the annual performance evaluation to support disqualifying the Offeror as non-responsible.

## **6.6 Important Tentative Dates**

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<b>August 21, 2025</b> <b>August 28, 2025</b>	Request for Qualification advertise dates
<b>September 9, 2025</b>	Deadline to submit questions and request for clarification
<b>September 12, 2025</b>	Responses to questions and request for clarification posted
<b>September 26, 2025</b>	Qualification submission deadline by 2:00 PM CST
<b>Upon selection</b>	Anticipated Date of the Notice of Intent to Award
<b>November 20, 2025</b>	State Board of Education (SBE) Meeting
<b>After SBE Date</b>	PVL effective date

***NOTE: Adjustments to the schedule may be made as deemed necessary by the MDE.***

## **6.7 Acceptance of Qualifications**

After receipt of the qualification, the MDE reserves the right to select Offeror(s) based on the terms, conditions, premises of the solicitation, and the qualification of the selected company without negotiation.

All properly submitted qualifications shall be accepted by the MDE. After the compliance review or evaluation of qualifications, the MDE may request necessary amendments from all Offerors, reject any or all qualifications received, or cancel this solicitation, according to the best interest of the MDE and the State of Mississippi.

The MDE also reserves the right to waive minor irregularities in qualifications providing such action is in the best interest of the MDE and the State of Mississippi. A minor irregularity is defined as a variation of the solicitation which does not affect the price of the qualification or give one party an advantage or benefit not enjoyed by other parties, or adversely impacts the interest of the MDE. Where the MDE may waive minor irregularities as determined by the MDE, such waiver shall in no way modify the solicitation requirements or excuse the Offeror from full compliance with the solicitation specifications and other requirements should the Offeror be awarded the PVL.

The MDE reserves the right to exclude any and all non-responsive qualifications from any consideration for the selection process. The MDE shall select the Offeror whose qualification is responsive to the solicitation and is most advantageous to the MDE, the SBE, and the State of Mississippi in quality and other factors considered.

## **6.8 Disposition of Qualification**

The qualification submitted by the successful Offeror shall be incorporated into and become part of the selection process. All qualifications received by the MDE shall upon receipt become and remain the property of the MDE. The MDE shall have the right to use all concepts contained in any qualification and this right shall not affect the solicitation or rejection of the qualification.

## **6.9 Modification or Withdrawal of a Qualification**

Prior to the qualification submission deadline, a submitted qualification may be withdrawn by submitting a written request for its withdrawal to the MDE, signed by the Offeror.

A qualification may submit an amended qualification before the qualification submission deadline. Such amended qualifications shall be a complete replacement for a previously submitted qualification and shall be clearly identified as such. The MDE shall not merge, collate, or assemble qualification materials.

Unless requested by the MDE, no other amendments, revisions, or alterations to qualifications shall be accepted after the qualification submission deadline. Any submitted qualification shall remain a valid qualification for one hundred eighty (180) calendar days from the qualification submission deadline.

### **6.10 Rejection of Qualifications**

A qualification response that includes terms and conditions that do not conform to the terms and conditions specified within this solicitation is subject to rejection as non-responsive. Further, submission of a qualification that is not complete and/or unsigned is subject to rejection as non-responsive. The MDE reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its qualification response prior to a determination by the MDE of non-responsiveness based on the submission of nonconforming terms and conditions. Additional reasons for rejecting a qualification include:

1. The qualification contains unauthorized amendments to the requirements of the solicitation;
2. The qualification is conditional;
3. The qualification is incomplete or contains irregularities, which make the qualification indefinite or ambiguous;
4. The qualification did not follow submission requirement;
5. The qualification cover sheet does not have an original or electronic authentication signature by the authorized representative;
6. The qualification contains false or misleading statements or references;
7. The Offeror is determined to be non-responsive;
8. The products or service item offered in the qualification is unacceptable by reason of its failure to meet the requirements of the specifications or permissible alternates or other acceptable criteria set forth in the solicitation;
9. The qualification is received late. Late qualifications shall be maintained unopen in the procurement file;
10. The Offeror or representative emails the qualification response packet to an MDE staff;
11. The Offeror has filed business bankruptcy, been implicated in fraud and/or been debarred within the past seven (7) years;
12. The Offeror did not perform prior MDE services in an honorable and/or proper like manner;
13. The Offeror currently indebted to the State;
14. Objection with the Standard Terms and Conditions; or
15. In person delivery of qualification.

### **6.11 Corrections and Clarifications**

The MDE reserves the right to request clarifications or corrections to qualifications after the response has met the submission requirements and the response is deemed responsible for an award. Any qualification received which does not meet the requirements of this solicitation will be considered non-responsive and eliminated from further consideration.

### **6.12 Qualification Evaluation**

All qualifications received in response to this solicitation by the stated deadline will receive a comprehensive, fair, and impartial evaluation. An evaluation committee will evaluate the qualifications using a two -phase process, consisting of Compliance, and Analysis, and Finalist phases. A **100-point scoring scale** will be used in the evaluation process for qualifications determined to be in compliance and responsive to the solicitation. For qualifications ultimately RFP # for (ELA and Mathematics Academic Intervention List)



determined to be finalists, Offerors must meet a minimum score of 85%. The evaluation of any qualification may be suspended and/or terminated at the MDE's discretion at any point during the evaluation process at which the MDE determines that said qualification and/or Offeror fails to meet any of the mandatory requirements as stated in this solicitation.

The evaluation process, including evaluation factors and weights are described below:

**Compliance Phase** - In this pass or fail phase of the evaluation process, all qualifications received will be reviewed by the procurement officer and/or designee to determine if the following mandatory requirements of this solicitation have been satisfied:

1. Qualification received by submission deadline;
2. Required qualification submission format followed;
3. Minimum Qualifications met;
4. Qualification Cover Sheet (Appendix A);
5. Production/Detailed Service Plan;
6. Resumes for Key Personnel;
7. References;
8. All Required Signed Forms (if applicable).

Failure to comply with these requirements may result in the qualification being eliminated from further consideration. Offerors passing the Compliance Phase will be evaluated further.

**Weight –The Compliance Phase is a pass or fail phase of the evaluation.**

**Analysis Phase** – In this phase of the evaluation process, the evaluation committee will score qualifications to determine a numerical score for each qualified Offeror. Numerical scores will be calculated based on the following criteria. Evaluation factors are listed below in order of their relative importance and weight:

1. **Plan of Action** (Weight/Value – 50 %) – The quality and completeness of the Offeror's solutions and action plans for providing the core services identified in the solicitation, demonstrating responsiveness, understanding, effectiveness, efficiency, and value to the proposed approach; provide a documented record of past performance of providing similar services.
2. **Management** (Weight/Value – 50 %) – Possess personnel, equipment, and facilities to provide timely services; the ability to technically implement all services listed in this solicitation with qualified and experienced staff; references align with the services required.

Upon completion of the Analysis Phase, the evaluation committee's average score will determine if an Offeror will move to the Finalist Phase (presentations). If presentations are not included within this solicitation, the finalist with the highest or highest to lowest ranking average score will be the Awarded Offeror(s) after completion of the Analysis Phase.

Upon completion of the evaluation of qualifications, the evaluation committee's average score will determine the top scoring qualification(s) and the Program Office will make a recommendation to the SBE as to the qualification deemed most advantageous to the State and to authorize the issuance of an Intent to Award notification to the selected Offeror. Subsequent to authorization by the SBE, all participating Offerors will be notified in writing of the PVL award.

## **SECTION 7. PUBLIC RECORDS**

### **7.1 Deadlines for Production of Public Records Tolled**

When the MDE is preparing or conducting a procurement, the time limitations for producing public records regarding the procurement **shall be tolled until the MDE determines it will not issue the procurement, cancels the procurement, or issues a notice naming its intended awardee. Mississippi Code Annotated § 25-61-5(4).**

### **7.2 Delay of Procurement Process Not Required**

There is no requirement the MDE must delay any aspect of the procurement process due to an outstanding request for public records.

### **7.3 Efficient Administration of Agency Obligations**

The MDE has the discretion under the PPRB rules and regulations to require Offerors responding to an MDE solicitation to take any action necessary for the efficient and effective administration of the MDE's procurement and obligations under the *Mississippi Public Records Act*, unless such action directly violates the *Mississippi Public Records Act*.

## **SECTION 8. PVL AWARD**

Offerors selected and approved for the list provide Academic Intervention List for district use. Districts will be responsible for payment of all purchases procured under this award not to exceed a 5-year period.

The RFQ, its amendments, and the Offeror's qualification shall be incorporated into the successful Offeror(s) procurement file.

### **8.1 The Mississippi Department of Education**

The specific responsibilities of the MDE are stated below.

- Provide a contact person to ensure quality control
- Review and approve timeframes and work plans
- Provide available information to assist the vendor

### **8.2 Management Responsibilities of Personnel and Administration**

Except where expressly provided otherwise herein, each party shall bear its own cost incurred in performing its responsibilities hereunder. The Vendor shall provide one person who shall be responsible for all activities required to fulfill said PVL. This individual shall be invested with the authority to make decisions and commitments on behalf of the PVL party during the performance of the solicitation.

The MDE shall also designate one representative who shall act as the primary contact for this office. This representative shall be responsible for conferring all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the solicitation.



### **8.3 Memorandum of Understanding**

The execution of a Memorandum of Understanding (MOU) shall 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 vendor and/or may result in denial of subsequent renewal requests.

### **8.4 Ethics**

In compliance with State law, a Vendor 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 PVL. Vendor also agrees not to utilize resources of the public employer to perform the services pursuant to this PVL. Vendor must submit to the MDE a Certification (on the MDE form) executed from his/her employer whereby the public employer acknowledges that it is aware of its employee working for the MDE.

### **8.5 Termination in Event of Employment**

The Vendor's list shall be terminated immediately if Vendor becomes an employee of the MDE and is only subject to payment of services prior to effective date of employment at the MDE.

**End of this page**

Please review each Appendix to ensure forms are on a separate page

**Appendix A – Qualification Cover Sheet**

Company/Name: \_\_\_\_\_

Qualifications must be submitted as directed in the ***Qualification Submission Requirements*** on or before the submission deadline specified in the solicitation.

Company Representative and Title	
Mailing Address	
City, State, Zip	
Telephone:	
E-Mail Address:	

***Please identify the Office/Branch which will provide services for the MDE if different from above:***

Contact Person and Title	
Telephone Number	
Email Address	
Physical Address	
City, State, Zip	
Mailing Address	
City, State, Zip	

**By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies the statements below on behalf of the company:**

- That the company is licensed or authorized to provide the proposed services in the State of Mississippi.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B - References

Client Name	
Contact Name and Title	
Contact Address	
Contact Telephone Number	
Email Address	
Type of work provided to the client	
Effective contract dates for the time frame services were/are being provided to client	

Client Name	
Contact Name and Title	
Contact Address	
Contact Telephone Number	
Email Address	
Type of work provided to the client	
Effective contract dates for the time frame services were/are being provided to client	

Client Name	
Contact Name and Title	
Contact Address	
Contact Telephone Number	
Email Address	
Type of work provided to the client	
Effective contract dates for the time frame services were/are being provided to client	

## Appendix C - REFERENCE SCORE SHEET

**Applicant Name:**

**Reference Name:**

**Person Contacted, Title/Position:**

**Date/Time Contacted:**

**Service From/To Dates:**

Able to provide services when you called?	Yes	No
Satisfied with the services provided? If no, please explain.	Yes	No
Applicant easy to work with in scheduling services?	Yes	No
Was the service completed on time and within budget?	Yes	No
Applicant listened when issues were presented to resolve conflict? (If never had an issue, please check here ____.)	Yes	No
Would you hire them again?	Yes	No
Would you recommend them?	Yes	No

Offeror must have a minimum of 6 “yes” answers to the questions above from two references (total of 12 “yes” answers) to be considered responsible and to be considered.

**Score:** Pass/Fail

Do you have any business, professional or personal interest with the applicant? If yes, please explain.	Yes	No
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A “yes” to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

**Notes:**

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Program Director:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Appendix D – ACKNOWLEDGEMENT OF AMENDMENT**

The Question-and-Answer and any other amendment shall be signed, if issued. The Question-and-Answer amendment will be posted on the MDE [website](#) under “RFA/RFQ/RFP/Invitation to Bid” section. It is the sole responsibility of all interested Offerors to monitor the MDE website for updates regarding any amendment to the solicitations.

**Note:** *If questions are not received by the MDE an amendment will not be posted and the Acknowledgement of Amendment process shall be waived.*

## Appendix E – RELEASE OF QUALIFICATION AS PUBLIC RECORD

Offerors **shall acknowledge** which of the following statements is applicable regarding release of its qualification as a public record. *An Offeror may be deemed non-responsive if the Offeror does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged.*

Choose one:

\_\_\_\_ Along with a complete copy of its qualification, Offeror has submitted a second copy of the qualification in which all information Offeror deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Offeror acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the *PPRB OPSCR Rules and Regulations* if the MDE or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the qualification which are not subject to Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Offeror acknowledges and agrees that the MDE may release the redacted copy of the qualification at any time as a public record without further notice to Offeror. An Offeror who selects this option but fails to submit a redacted copy of its qualification may be deemed non-responsive.

\_\_\_\_ Offeror hereby certifies that the complete unredacted copy of its qualification may be released as a public record by the MDE at any time without notice to Offeror. The qualification contains no information Offeror deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated §§ 25-61- 9, 75-26-1 through 75-26-19, and/or 79-23-1. Offeror explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Mississippi Code Annotated § 25-61-9(1)(a). An Offeror who selects this option but submits a redacted copy of its qualification may be deemed non-responsive.