**Legal Notice**

The Harrison County School District Board of Education will accept bid proposals for a **Credit Recovery Online Program.**  All proposals must be submitted to the Office of the Superintendent of Education, at 11072 Highway 49, Gulfport, MS 39503 no later than **10:00 A.M. on Wednesday, June 7, 2023**. Please mark “Bid – 2324- Credit Recovery Online Program” on the exterior of the sealed envelope.

Official bid documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com) or through the district’s website at <https://www.harrison.k12.ms.us/departments/federal_programs> . Bid Packets with complete specifications may also be obtained at the Office of the Superintendent, 11072 Highway 49, Gulfport, MS 39503. Telephone inquiries may be made to Melissa Garrison, Director of Federal Programs, (228) 539-6500, or mgarrison@harrison.k12.ms.us .

Electronic bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the Central Bidding platform, please call Central Bidding at 225-810-4814. Hardcopy bids will also be accepted; however, you MUST mark the outside of the envelope/box with “Bid – 2324 Credit Recovery Program” and address them to the Office of the Superintendent of Education, at 11072 Highway 49, Gulfport, MS.

The Harrison County School District Board of Education reserves the right to accept/reject all bids and waive any irregularities.

All bids are subject to federal/state appropriation and the ability of the district’s Comprehensive Federal Program Application to accommodate this expense.

**ADVERTISED BID NO.: 2324 Credit Recovery Online Program**

**PROPOSAL FORM**

1. **Delivery of Bids**:

The Harrison County School District Board of Education will accept bid proposals for **Credit Recovery Online Program**. All proposals must be submitted to the Office of the Superintendent of Education, at 11072 Highway 49, Gulfport, MS 39503 no later than **10:00 A.M. on Wednesday, June 7, 2023**. Please mark “2324 Credit Recovery Online Program” on the exterior of the sealed envelope.

1. **Bid Withdrawal**:

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date.

1. **Right to Reject Bids**:

The Harrison County School District Board of Education reserves the right to reject any/or all bids of any groups thereof and waive irregularities.

**Subject to Appropriation**:

1. Funds for bid are subject to federal/state appropriation and ability of the district’s

Comprehensive Federal Programs Application to accommodate this expense.

**Code of Conduct for Consultants:**

1. All consultants that work through this bid are expected to conduct themselves

professionally always. In addition, they are required to submit written documentation

of each consulting visit and submit to the district and school.

1. **Terms of Contract:**

Term of contract will be for one year with two one-year renewal options. If the district and vendor(s) mutually agree the contract may be extended.

1. **Online Bidding:**

Online bidding is available through the Central Bidding website found at <https://www.centralauctionhouse.com/main.php> .

1. **Acceptable Formats for Submission of Proposal:**

Bidders can drop off their proposals in person, through US Mail or through the Central Bidding platform mentioned above. Please make sure the bid is appropriately marked on the outside of the envelope/box.

**ADVERTISED BID NO.: 2324 Credit Recovery Online Program**

**SPECIFICATIONS**

**Purpose**

The purpose of this Request for Proposal (RFP) is to obtain quotations a credit recovery program, a means to accrue credit (including first time course attempt), a suite of resources and other services.

**Scope of Services** *(Please list proposals in the following order)*

* Offers Mississippi Online Credit Accrual (MOCA) approved courses for credit recovery and credit accrual for grades 7th – High School as listed by the Mississippi Department of Education;
* Extended course library for grades 3rd – High School including ACT Prep and Workkeys Prep;
* Provide an online suite of tools for the teachers and schools to analyze student data/progress in the course;
* Must address teacher shortage situations by offering to provide a certified teacher (Mississippi licensed) to oversee courses as an optional purchase;
* Must offer as an optional purchase to provide online speech/language services;
* Professional development should be an optional purchase;
* Online technical support system (e.g., webinars, chat, etc.);
* Reports available for student, class, school and district;
* Must describe how personally identifiable information is protected and appropriate for school district use;
* All Bid Documents:Fully complete all bid document forms in this RFP and provide a narrative for the following items:
	+ Ordering**:** Bidders should provide information on the ordering process that will be used by the Harrison County School District (HCSD). Bidder should detail any online ordering system that reflects “current” pricing/discounts offered to HCSD. Bidders should provide ample details on how their company’s online ordering system works and be willing to provide a “real time” walkthrough of this process if selected. Online ordering system preferred;
	+ Complaints/Issues:Proposer should outline how complaints are resolved and how the resolution of complaints or similar issues is communicated;
	+ Legal Compliance:Contracted vendor must comply with all local ordinances, and all state and federal laws/regulations, including but not limited to – permits, licenses, health/sanitary and tax issues.

**Migration of Data**

Bidders technology system shall allow for full migration of the following data components currently available to the district:

**Student Data**:

* Student Birthdate
* Student First Name
* Student Gender
* Student Grade
* Student ID
* Student Language
* Student Last Name

**Personnel Data:**

* Personnel First Name
* Personnel Gender
* Personnel ID
* Personnel Last Name
* Personnel Position
* Personnel State ID

**Class Data:**

* Course Name

**Technology**

* The system shall be accessible using a variety of devices, including iPads, Chromebooks, laptop and tablet computers.
* The system shall be compatible with all major web browsers (Internet Explorer, Chrome, Safari, etc.)
* The system shall be hosted by the vendor. District and school shall not have to install software on local workstations or servers in order to use the system.
* The vendor’s platform shall automatically load student demographic data, class rosters, and other student and staff information from the local student information system.
* The vendor’s platform shall provide a secure, automated process for exporting student assessment data.
* Parameters for reporting options shall include, but not be limited to certain dates, ethnicity, gender, language, characteristics, grade.
* Report headers shall be used to identify the data in each column with respect to selected parameters for reporting purposes.

**Security and User Roles**

* The vendor shall have physical and network security procedures and protocols in place to help ensure the security of student data.
* The vendor shall be compliant with FERPA and other regulations governing data privacy; vendor shall not sell or profit from any of Harrison County School District’s personally identifiably information.
* Student data shall be backed up on a regular basis with assurance of redundancy. Backups shall be stored at a secure, offsite location for disaster recovery purposes.
* The system shall support multiple user roles that control each user’s access to specific program features, data, and reports.
* The system shall support single sign on capabilities for both students and teachers.

**Technical Support**

* The vendor’s call center shall provide ongoing technical support during District business hours.
* Technical support shall be available via toll-free telephone, live chat and email.
* The vendor’s technical support organization shall have a clear escalation path for unresolved issues.
* The vendor shall provide users with 24/7 access to support materials.

**Minimum Qualifications**

* Be a vendor in good standing with local, state, and federal governments;
* Be a vendor that has a reputable history of providing quality products;
* Provide a product that is aligned with the Mississippi College and Career Readiness standards for grades K-12;

**Selection Process**

Contracts will be evaluated based on specification criteria, experience, favorable references, services available, and familiarity with the Harrison County School District. The evaluation process will continue until a recommendation of award is accepted by Harrison County School Board.

**Special Terms and Conditions**

In the event the firm/company is unable to provide the afore mentioned products and mutually acceptable alternative cannot be arranged, the contract can be terminated with written notification by either party.

**Certification of Acceptance of Bid Conditions**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepts the conditions of this official

 (Name of Firm)

bid process in submitting our sealed, competitive bid for the items outlined under the

specifications section of this proposal.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2324 Credit Recovery Program**

**Proposal**

Board of Education

Harrison County School District

11072 Highway 49

Gulfport, MS 39503

School Board Members:

We proposed to furnish and deliver the services/commodities as listed in the proposal form according to your specifications. These prices are guaranteed until June 30, 2026.

We further agree not to request permission to withdraw our bid after bids have been publicly opened.

This proposal consists of Proposal Forms, Conditions and Specifications. We understand that each form is to be signed as required and unless this has been done, our bids may be considered incomplete and rejected, therefore.

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print name above)

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2324 Credit Recovery Online Program**

**BID FORM**

Cost per student for online platform $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or

Cost per campus for online platform $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other costs associated with product $ \_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional) Cost for any additional services $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional) Professional Development $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(\*Costs are requested a certain way to be able to compare against other vendor’s products – if you choose to list prices in a different way that must be in addition to the requested prices listed here.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Superintendent’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 School Board President’s Signature Date

**ANTI-LOBBYING CERTIFICATION**Disclosure Regarding Payments to Influence Certain Federal Transactions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

The undersigned certifies, to the best of his or her knowledge and belief, that:

 (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making Of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award

documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print name above)

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEDERAL DEBARRED LIST CERTIFICATION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared

ineligible, or voluntarily excluded from covered transactions by any Federal department

or agency.

(b) Have not within a three-year period preceding this application been convicted of or

had a civil judgment rendered against them for commission of fraud or a criminal

offense in connection with obtaining, attempting to obtain, or performing a public

(Federal, State, or local) transaction or contract under a public transaction; violation of

Federal or State antitrust statutes or commission of embezzlement, theft, forgery,

bribery, falsification, or destruction of records, making false statements, or receiving

stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a

Governmental entity (Federal, State, or local) with commission of any of the offenses

enumerated in paragraph (l)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more

public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UEI Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print name above)

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONFLICT OF INTEREST CERTIFICATION**

\_\_\_\_\_\_\_\_\_\_\_(Date)

The undersigned certifies that to the best of his/her knowledge: (check only one):

\_\_\_\_ There is no officer or employee of the Harrison County School Board who has, or whose

relative has, a substantial interest in any contract resulting from this request.

OR

\_\_\_\_ The names of any and all public officers or employees of the Harrison County School Board who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print name above)

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Code of Conduct for All Professional Development Consultant/Trainers/Presenters/Speakers**

**Ethical Conduct**

HCSD believes that the “behavior that is regarded as ethical is described as beneficial to everyone involved, truthful and accurate and based on a commitment to doing one’s duty, keeping promises and not causing harm.” To this end, our code of conduct is the concrete expression of these beliefs in day-to-day interchanges between professional development providers, district/school leaders and teachers/staff being trained.

* Do no harm. Providers shall only enhance the professional development program already in place.
* Report any abuse of students, staff, resources to the building supervisor immediately.

 Even if the abuse is suspected it is incumbent upon any presenter to make sure the abuse

 is reported.

* Providers may not suggest (advertise or sell) any new name brand program to

 teachers/schools but may work in conjunction with the programs already in place in the

 school system during any training sessions. If they are in the district to train how to use a

 product that has been purchased, they are not allowed to sell or push any other

 product during requested training sessions. Suggestions to purchase other products can

 ONLY be made to the central office staff to prevent any miscommunication about

 products currently being used.

* Providers must describe to their clients the content and methods required to achieve

 agreed upon program goals, including the school and classroom follow-up processes

 needed to improve teachers' content knowledge and instructional skills verbally and in

 writing. Entrance conferences need to be scheduled with the administrative parties

 involved with the trainings, as well as exit conferences. In addition, written reports of

 what the goals of the visit were, how those goals were achieved, and the outcomes of the

 training need to be transmitted through reports emailed to the administrators within ten

 business days of the training.

* Staff development providers do not offer any compensation, gratuities or favors to staff

 development leaders that may directly or indirectly affect staff development leaders'

 judgments about contracting for services with providers.

* All information shared or gathered by a presenter about Harrison County School District

 is confidential and cannot be shared with outside parties without express written consent

 of the school district.

* All consultants/trainers/presenters/speakers are expected to follow the Mississippi

 Department of Education’s Code of Ethics as is applicable to their role. All interactions

 with students, staff and parents are expected to be wholesome and appropriate for the

 situation. Consultants/trainers/presenters/speakers can never be left alone with any

 students because they are not employed to supervise students; their primary role is to

 present information to further develop students, teachers, administrators, or parent’s

 knowledge of pedagogy and curriculum (unless a MOU or contract specifies otherwise).

* All service providers are asked to declare the way in which their company ensures that

 consultants/trainers/presenters/speakers are fit to work with teachers, staff, students and

 parents (i.e. Background checks, training programs, etc.)

* Coarse language, inappropriate dress, or expression of personal political or religious

 beliefs will not be permitted.

* Before presenting in any capacity with Harrison County School District, all

 consultant/trainers/presenters/speakers are expected to have a signed Code of Conduct on

 file with the district.

By signing, I am certifying that I have read and understand Harrison County School District’s Code of Conduct for consultants/presenters/trainers/speakers. I will comply with the Code of Conduct when I present with Harrison County School District.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Presenter’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenter’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date