



**MERIDIAN**  
PUBLIC SCHOOL DISTRICT

## **REQUEST FOR PROPOSAL**

**ELA and Math Consultant Services (High  
Dosage Tutoring/Professional  
Development): K-12**

**Meridian Public School District**

**Meridian Public School District**

**Dr. Amy Carter, Superintendent**



# MERIDIAN PUBLIC SCHOOL DISTRICT

The Meridian Public School District operates **11 schools** serving grades K–12 - 5 elementary schools, 2 middle schools, 1 high school, including 1 CTE school and 2 alternative schools (one elementary and one secondary). Through this RFP, the District seeks a qualified vendor to provide **comprehensive academic consulting** services with oversight and guidance from the MPSD Office of Curriculum and Instruction that include:

## High-Dosage Tutoring Services

- Provide targeted, small-group or individualized ELA, Math, and Science tutoring to students in grades K–12.
- Tutoring should occur **on campus**, aligned to the school-day schedule or after-school programs, as determined by school administration.
- Instructional support should align with the **Mississippi College- and Career-Readiness Standards (MCCRS)**.
- The vendor will be expected to monitor student progress and provide **data-driven reports** that reflect academic growth.

## Teacher Professional Development and Instructional Coaching

- Deliver customized, standards-aligned professional development sessions in **ELA, Math, and Science** differentiated by grade level bands (K–2, 3–5, 6–8, and 9–12).
- Provide training on evidence-based instructional strategies, curriculum resources, formative assessments, and strategies to improve student outcomes.
- Offer on-site **instructional coaching**, modeling, and follow-up supports for teachers during visits.
- Ensure that all services are aligned with current research and best practices and tailored to the needs of the District’s instructional staff.

## Curriculum and Assessment Support

- Develop and provide **pacing guides**, lesson templates, and grade-level assessments that reflect current MCCRS standards.
- Offer digital and print resources aligned with adopted curricula and district goals.

## Test Preparation Boot Camp

- Facilitate a **5-day “Bootcamp” program** for students prior to state ELA, Math, and Science assessments.



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- The bootcamp must emphasize strategic test-taking skills, content review, and confidence-building activities.
- Materials and instructional support should be provided by the vendor in coordination with district and building administrators.

## Service Delivery Requirements

The selected vendor must be able to meet the following service delivery and documentation requirements:

- Provide **on-campus consulting services**, including tutoring and coaching.
- Submit a **detailed consulting report** following each site visit, outlining:
  - Services rendered
  - Participants supported
  - Instructional goals addressed
  - Outcomes or next steps
- Maintain communication with school administrators and designated district liaisons.
- Ensure all personnel working with students have completed background checks in compliance with **Mississippi Code § 37-9-17**.

## Evaluation Criteria

Vendor proposals will be evaluated based on:

- Demonstrated experience improving ELA and Math outcomes in K–12 settings
- Alignment of services to MCCRS and Mississippi Accountability Standards
- Cost-effectiveness and clear pricing
- Qualifications and experience of staff
- Ability to provide data-driven, student- and teacher-focused supports
- References from public school districts (preferably in Mississippi or the Southeast)

## Timeline

- **RFP Issue Date:** December 3, 2025
- **Proposal Submission Deadline:** December 10, 2025 - 2:30
- **Vendor Selection and Notification:** January 5, 2026
- **Contract Start Date:** To be determined based on selected vendor's proposed implementation schedule



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- **Contract End Date:** To be determined based on selected vendor's proposed implementation schedule
- **Completion of All Training:** To be determined based on selected vendor's proposed implementation schedule but no later than June 30, 2025

## Proposal Requirements

Vendors must submit a complete proposal, including:

1. **Cover Letter:**
  - A statement of understanding of the project
  - Vendor's experience in job-embedded professional development
2. **Company Background and Qualifications:**
  - Description of the vendor's experience with K-12 professional development
  - References from at least three school districts where similar services were provided
3. **Detailed Scope of Work & Implementation Plan:**
  - Timeline for execution
  - Training methodologies and resources used
  - Description of job-embedded strategies
4. **Budget and Pricing**
5. **Key Personnel & Resumes:**
  - List of trainers and their qualifications
6. **Legal & Compliance Documents:**
  - Proof of liability insurance
  - Certification of compliance with **Mississippi Code of 1972, §31-7-13** procurement requirements

## Management Responsibilities

The Meridian Public School District will designate two representatives who will act as the primary contact for these offices. The representatives will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. If there are **questions**, contact:

Melanie Jackson, Director  
Office of Curriculum and Instruction  
P. O. Box 31  
Meridian, MS 39302  
Phone: (601) 484-4960  
Email: [mjackson@mpsdk12.net](mailto:mjackson@mpsdk12.net)

Christine Beeker, Director  
Office of Federal Programs  
P.O. Box 31  
Meridian, MS 39302  
Phone: (601) 484-4960  
Email: [cbeeker@mpsdk12.net](mailto:cbeeker@mpsdk12.net)



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## **Procedures for Delivery of Proposal**

### **Procedures for the Delivery of the Proposal**

One (1) original and two (2) copies of the proposal must be received on or before January 5, 2026 at 2:30 p.m. at the following address:

Meridian Public School District  
ATTN: Ms. Cassandra Hall, Purchasing  
1019 25<sup>th</sup> Ave,  
P.O. Box 31  
Meridian, MS 39302

**Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed copies will be accepted. The proposal must be signed by an authorized official to bind the offeror to the proposal provisions.**

### **Acceptance of Proposals**

The Meridian Public School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.

### **Rejection of Proposals**

Proposals may be rejected for reasons that include, but are not limited to, the following:

1. The proposal contains unauthorized amendments to requirements as outlined herein.
2. The proposal is conditional.
3. The proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
4. The proposal is not signed by an authorized representative of the applicant.
5. The proposal contains false or misleading statements or references.
6. The proposal price is clearly unreasonable.
7. The proposal is not responsive (i.e., does not conform in all material respects to the RFP).



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8. The supply or service item offered in the proposal is unacceptable by reason of its failure to meet the requirements of the specifications or permissible alternates or other acceptability criteria set forth in the RFP.

## **Disposition of Proposals**

All proposals become the property of the Meridian Public School District

## **Conditions of Solicitation**

The release of the RFP does not constitute an acceptance of any offer. Meridian Public School District reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document.

The offeror shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the RFP shall be in writing.
2. The Meridian Public School District will not be liable for any costs associated with the preparation of proposals or negotiations of contract incurred by any party.
3. Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, but proposals may be accepted without such discussions.
4. Any proposal received after the time and date set for receipt of proposals is late. Any withdrawal or modification of a proposal received after the time and date set for receipt of proposals at the place designated for receipt is late. No late proposal or late modification will be considered unless receipt would have been timely but for the action or inaction of school district personnel directly serving the procurement activity.
5. The offeror represents that it has not retained a person to solicit or secure this agreement for a commission, percentage, brokerage, or contingent fee.
6. The offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without (for the purpose of restricting competition) any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate the price proposal.

## **Standard Terms and Conditions**



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Certain terms and conditions are required. Therefore, the offeror shall assure agreement and compliance with the following Standard Terms and Conditions:

1. **INDEPENDENT CONTRACTOR** The offeror shall perform all services as an independent contractor and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the contractor with respect to third parties shall be binding on Meridian Public School District.
2. **ACCESS TO RECORDS** The offeror agrees that the Meridian Public School District, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit/examine any pertinent documents, paper, and records, related to change and performance under this agreement. Such records shall be kept for a period of three years after final payment under this agreement, unless the Meridian Public School District authorizes earlier disposition. Offeror agrees to refund to the district any overpayments disclosed by any such audit. However, if litigation, claim, negotiation, audit or other action involving the records had been started before the expiration of the 3-year period, the records shall be retained until completion of the action and resolution of all issues, which arise from it.
3. **APPLICABLE LAW** The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law provisions, and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. The offeror shall comply with applicable federal, state, and local laws and regulations. In compliance with state law, the offeror, if employed by a public entity, must make arrangements with her/his employer to take the appropriate leave (annual, professional, compensation, etc.) during the period of service covered by the contract.
4. **AUTHORITY TO CONTRACT** Offeror warrants (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or



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otherwise, which may adversely affect its ability to perform its obligations under this agreement.

5. **COMPLIANCE WITH LAWS** The offeror understands that the school district in an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the offeror agrees during the term of the agreement that the offeror will strictly adhere to this policy in its employment practices and provision of services. The offeror shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.
6. **PERSONNEL** Offeror agrees that, at all times, the employees of offeror furnishing or performing any of the services specified under this agreement shall do so in a professional manner.
7. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION** The offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competition relating to those prices, the intention to submit a bid or the methods or factors used to calculate the prices bid.
8. **AVAILABILITY OF FUNDS** It is expressly understood and agreed that the obligations of the district to proceed are conditioned upon the appropriation of funds by the Mississippi State Department of Education and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at anytime, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the State, the district shall have the right upon ten (10) working days written notice to the offeror, to terminate or modify the agreement without damage, penalty, cost of expenses to the state or district of any kind whatsoever.



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The effective date of termination or modification shall be as specified in the notice of termination or modification.

## Criteria for Evaluation of Proposals

Each proposal will be evaluated using the selection criteria indicated below

Maximum points for each criterion are as follows:

Criteria	Description	Points
1. Cover Letter & Project Understanding	Clearly articulates the vendor's understanding of MPSD's Strategic Goals and scope. Addresses the dual focus on <b>high-dosage tutoring and teacher professional development</b> , aligned to the MCCRS.	10
2. Demonstrated Experience in Job-Embedded PD	Vendor has a strong record of delivering job-embedded PD. Experience includes <b>on-site coaching, modeling instructional strategies</b> , and <b>standards-aligned training</b> in both ELA and Math.	10
3. Company Background & K–12 Qualifications	Provides a thorough overview of the company's history and mission. Demonstrates successful work with <b>K–12 school districts</b> in ELA/Math and understands state-specific challenges.	10
4. High-Dosage Tutoring Approach	Clearly outlines plan for <b>small-group or individualized tutoring</b> delivered <b>on campus</b> during	15



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	or after the school day. Plan includes: Alignment to MCCRS, Use of qualified personnel, Progress monitoring tools, Data-driven student growth reports	
5. PD & Instructional Coaching Strategy	Provides detailed explanation of <b>teacher PD</b> aligned to MCCRS. Includes: Grade-band differentiation (K–2, 3–5, 6–8, 9–12), Evidence-based instructional strategies, Assessment and curriculum support, On-site coaching and follow-up	15
6. Scope of Work & Implementation Plan	Outlines a <b>clear timeline and implementation strategy</b> for tutoring, PD, bootcamp, and deliverables. Plan should reflect real-world feasibility for 11 campuses..	10
7. Budget & Pricing	Budget is <b>transparent, complete, and reasonable</b> for the services provided. Reflects fair market pricing and aligns with scope and scale.	10
8. Key Personnel & Staff Qualifications	Includes resumes and bios for trainers and tutors. Personnel have relevant ELA/Math/Science experience and qualifications to work in school settings.	10
9. References from School Districts	Includes <b>three or more references</b> from districts where similar tutoring and PD work was conducted,	5



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	preferably in Mississippi or the Southeast.	
10. Software Licensure and Compliance	Includes: Proof of general liability insurance, Signed certification of compliance with Mississippi Code § 31-7-13 (public purchasing)	5

**Total Possible Points: 100**



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## Attachment A Proposal Cover Page

### VENDOR INFORMATION

- **Company Name:** \_\_\_\_\_
- **Authorized Representative Name & Title:** \_\_\_\_\_
- **Company Address:** \_\_\_\_\_
- **City, State, ZIP:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

### SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby certify that I am authorized to submit this proposal and that the vendor agrees to perform the services as described in the **Request for Proposals (RFP)** in compliance with all outlined provisions.

Furthermore, the vendor fully understands and agrees to abide by the **Conditions of Solicitation and Standard Terms and Conditions** contained in the RFP.

The vendor also certifies that all information provided is **true and accurate** and that the company is an **authorized provider** in good standing.

- **Authorized Representative Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

## Attachment B



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## Assurances & Signature Form

By submitting this proposal, the vendor **agrees** to the following assurances:

1. The organization will comply with all **federal, state, and local policies and regulations** governing this project.
2. The vendor will **maintain professionalism and confidentiality** in all interactions.
3. The organization is **financially stable** and capable of completing the services described.
4. The program will align with the **Mississippi College and Career Readiness Standards (MCCRS)** and follow **evidence-based instructional practices**.
5. All provided services will be **secular, neutral, and non-ideological**.
6. The vendor understands that **funding is contingent on state and federal allocations**, and the district reserves the right to **modify or terminate** the contract if funding is not available.
7. The vendor **will not disclose** student data or personally identifiable information without **written parental consent**, in compliance with **FERPA (Family Educational Rights and Privacy Act)**.

### AUTHORIZED SIGNATURE

I certify that all information in this proposal is **true and accurate**. Any misrepresentation may result in the rejection of this proposal.

- **Company Name:** \_\_\_\_\_
- **Authorized Representative Name & Title:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Instructions for Submission:**



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📌 **Due Date:** January 5, 2026

📌 **Mail/Deliver Proposals to:**

**Meridian Public School District  
ATTN: Ms. Cassandra Hall, Purchasing  
1019 25th Avenue  
P.O. Box 31, Meridian, MS 39302**

📌 **Late submissions will NOT be accepted.**