

Issue Date: January 27, 2021

Title: RFP# 2021-1 - Social and Emotional (SEL) Services

Issuing Agency: North Mississippi Education Consortium

Initial Period of Contract: July 1, 2021 – June 30, 2022

Sealed proposals will be received in the North Mississippi Education (NMEC) office until 4 p.m., February 18, 2021, Central Time Zone, for furnishing the products and/or services described herein. Late, facsimile and/or e-mailed proposals will not be accepted.

All inquiries for information regarding proposal submission requirements or procedures shall be directed to Susan Scott via email by 1p.m., February 10, 2021, Central Time Zone.

**Susan Scott - Project Coordinator**

**Email: [sscott@olemiss.edu](mailto:sscott@olemiss.edu)**

The North Mississippi Education Consortium does not discriminate against faith-based organizations or against any vendor because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment. In compliance with this Request for Proposal and all the conditions imposed herein, including the General Terms and Conditions, and Attachments, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

**Cover Page**

To be attached as the top page of submittal

**Name of Firm:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

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

**Signature in Ink:** \_\_\_\_\_

**Printed or Typed:** \_\_\_\_\_

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

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### *Section 1: Introduction*

The North Mississippi Education Consortium, hereafter referred to as NMEC, is requesting proposals for Social and Emotional Learning (SEL) Programs (Tier 1 -3) to be administered in school districts across the state of Mississippi. Service is expected to support ALL secondary school sites. The new services may commence upon execution of this Agreement by an authorized NMEC representative and will continue until June 30, 2022, one (1) year with an option to renew from July 1, 2022 to June 30, 2023 (each period hereinafter referred to as “Subsequent Agreement Period”), subject to modifications as provided in the agreement documents. The vendor understands and agrees that continuity of this award is subject to availability of funding by NMEC and satisfactory performance by the vendor.

### *Section 2: Service Requests*

NMEC is requesting proposals for a service option to choose when seeking a bundled solution of SEL services. See *Section 3* for solution requirements.

### *Section 3: Specifications*

Data clearly shows that evidenced-based SEL programs significantly increase academic achievement and improve behavior; therefore, NMEC would like to implement an evidence-based SEL program during the 2021-2022 school year.

Secondary students need to learn these skills as well, in addition to focusing on leadership skills and workplace readiness skills. Participating students are expected to learn the five core competencies of SEL, as defined by CASEL: self-awareness, self-management, responsible decision-making, relationship skills, and social awareness.

- a. Self-awareness: Students will be able to identify their emotions, recognize their strengths and limitations, and demonstrate a growth mindset.
- b. Self-management: Students will be able to regulate their emotions, thoughts, and behaviors, and they will be able to set and work towards goals.
- c. Responsible decision-making: Students will be able to identify a problem, analyze potential solutions, and solve the problem in an ethical manner.
- d. Relationship skills: Students will be able to develop healthy relationships, and they will be able to communicate and cooperate with others.
- e. Social awareness: Students will be able to take the perspective of others and be able to empathize with others.

The SEL program will be taught at Tier 1, meaning all students will participate in the curriculum. There must be opportunities to use the program in a Tier 2 small group format for approximately 20% of students, as well as at Tier 3 for 5% of the student population.

## Social-Emotional Learning (SEL) Online Curriculum Specifications:

- K-12 content must be aligned to all five Collaborative for Academic, Social, and Emotional Learning (CASEL) core competences: self-management, self-awareness, social awareness, relationship skills, and responsible decision making.
- Content for older learners (grades 6-12) should also address leadership skills and workplace readiness.
- SEL curriculum should be accessible online with additional offline components and/or printable resources.
- Curriculum should be based on current research and proven effective in meeting the needs of students (i.e., improving grades and behavior, increasing attendance, reducing discipline issues and reports of anxiety and stress, etc.).
- Secondary (6-12) content should address high-priority issues including bullying prevention, equity, inclusion and diversity, substance abuse (including vaping), teen pregnancy, and more.
- A variety of instructional elements should be included to engage students: videos, discussion questions, reflection activities, checks-for-understanding, activities to promote communication and collaboration, opportunities to engage with family and/or community.
- The content should be able to be assigned and completed by students independently OR via small group / whole group instruction.
- Educators should have access to instructional support resources to include content outlines / syllabi, automated grading rubrics, facilitators guide, lesson plans, and more.
- Training and support should be provided to include guidance for educators on how to incorporate sensitive topics into classroom discussion.

Per CASEL, SEL programs are most effective when the curriculum is sequenced, active, focused, and explicit. The program needs to have lesson plans with explicit instructional strategies. There should be approximately 30 to 50 lesson plans that focus on the core social and emotional skills. The program can use traditional instructional techniques with face-to-face teaching methods, or through a blended learning model. All teachers in the district will need training, and NMEC would prefer a Train-the-Trainer model for sustainability purposes.

The chosen SEL program must be research and evidence based and have a proven track record; pre- and post- tests should be given to measure progress. NMEC may select different vendors to provide the SEL curriculum for different grade levels. Preference will be given to programs that can serve PK-12 in a cohesive fashion. The chosen vendor(s) will provide the materials and program support for the curriculum prior to fiscal year July1, 2021 to June 30, 2022.

*Section 4: General Terms for All Proposals*

1. Failure to include any requested information noted as required by the vendor is grounds for disqualification.
2. Description of Proposal
  - a. Vendor will provide a description of their proposal for all services and solutions.
  - b. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, budget, assumptions made, and other detail NMEC may find useful or necessary (or could differentiate the solution from a competing proposal).
3. Timeline
  - a. For each response, the vendor must include a timeline for setting up services.
4. References
  - a. For each response, the vendor must provide 3 references from current or recent customers (preferably K-12) with projects equivalent to the size of the state of Mississippi.
5. Required Notice to Proceed and Funding Availability
  - a. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to Proceed.
  - b. NMEC will have the right to allow the contract to expire without implementation if appropriate funding does not come available.
6. NMEC reserves the right to accept or reject any or all offers, to waive any informalities or irregularities, and to accept a proposal, which is deemed in its best interest.

*Section 5: Location*

**VENDOR NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**ZIP:** \_\_\_\_\_

*Section 6: Additional Information/Questions*

1. All questions or comments concerning this Request for Proposals must be submitted in writing to – Susan Scott at [sscott@olemiss.edu](mailto:sscott@olemiss.edu).
2. All questions or comments must be submitted by 1 p.m., February 10, 2021, Central Time Zone. Questions and answers will be put on the NMEC website by February 12, 2021.
3. No site visits are offered for this RFP.

*Section 7: Proposal Procedures*

1. Sealed proposals will be received until 4p.m., February 18, 2021, Central Time Zone.
2. The proposal name and RFP# - 2021-1 must be clearly shown on the face of the envelope.
3. Vendors shall mail or hand deliver proposals. Emailed files will not be accepted. Proposals delivered by USPS FedEx, UPS, or in person must be sent to:

**Attn: Susan Scott – Project Director**  
**North Mississippi Education Consortium**  
**850 Insight Park Avenue**  
**Suite 253C**  
**PO Box 1848**  
**University, MS 38677**

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4. Proposals must be received by NMEC by the date/time noted above. NMEC will not accept proposals after that date and time. Proposals received after the date and time prescribed will not be considered for evaluation.
5. It shall be the vendor’s responsibility to ensure his/her proposal has been received on or before the deadline published above.
6. NMEC is not responsible for delays in the United States Postal Service or other methods of delivery.

*Section 8: Evaluation Criteria*

<b>100% Weight</b>	<b>Criteria</b>
20%	Value Added Services Description, Products and/or Services
20%	Pricing
20%	Ability to support requirements of this RFP
10%	Complete bid submission
30%	Previous experience/Provider references

*Section 9: Award of Contract*

1. Selection shall be made of one or more vendors deemed to be fully qualified and best suited among those submitted proposals, on the basis of the factors involved in the Request for Proposal.
2. Price of services shall be the primary consideration.
3. Negotiations shall be conducted with each of the vendors so selected.
4. After negotiations have been conducted with each vendor so selected, NMEC shall select the vendor which, in its opinion, has presented the most cost-effective solution, and shall award the contract to that vendor.

5. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one vendor. Should NMEC determine in writing and in its sole discretion that only one vendor is the most cost-effective and/or comprehensive, a contract may be negotiated and awarded to that vendor.
6. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation, and the vendor's proposal as negotiated. Similarly, any materials provided by the vendor for the purpose of NMEC to evaluate the proposal might be referenced to become part of the purchase agreement between NMEC and the vendor.

#### *Section 10: Cancellation of Contract*

NMEC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the vendor for just cause or as provided in the contract. Any contract cancellation notice shall not relieve the vendor of the obligation to provide services until the effective date of cancellation.

#### *Section 11: Default*

In case of failure to deliver the proposed services in accordance with the terms and conditions, NMEC, after due oral or written notice, may procure them from other sources and hold the vendor responsible for any resulting additional purchase and administrative costs.

#### *Section 12: Taxes*

NMEC is exempt from federal, state, and excise taxes. The vendor shall not include such taxes on any invoices under this agreement. Exemption certificates, if required, will be provided upon request. The vendor shall pay all sales, consumer, use and other similar taxes for the work or portions thereof provided by the vendor which are legally enacted at the time proposals are received, whether or not yet effective. All taxes are the responsibility of the vendor. NMEC assumes no tax liability under the RFP and any resulting contract.

#### *Section 13: Payments*

1. Billing will be directed to:

**North Mississippi Education Consortium  
850 Insight Park Avenue  
Suite 253C  
PO Box 1848  
University, MS 38677**

Payment will be made after successful completion/installation and the receipt of a proper invoice.

2. Payment shall not preclude NMEC from making a claim for adjustments on any item later found not to have been in accordance with the general specifications.



#### *Section 14: No Contact Policy*

Any contact with any NMEC representative, other than that outlined in *Section 7* concerning this RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

#### *Section 15: Hold Harmless – Indemnification*

It is understood and agreed that vendor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the vendor, or its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by the contract. Vendor agrees to indemnify and hold harmless NMEC and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this contract, and (c) the performance of the work by vendor or those for whom vendor is legally liable. Upon written demand by NMEC, vendor shall assume and defend at vendor's sole expense any and all such suits or defense of claims made against NMEC, or its agents, volunteers, servants, employees or officials.

#### *Section 16: Insurance*

By signing and submitting a proposal under this solicitation, the vendor certifies that if awarded the contract, the following insurance coverage will be in effect at the time the contract is awarded. The vendor further certifies that the vendor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in the state of Mississippi.

#### Insurance Coverages and Limits Required.

1. Worker's Compensation – Statutory requirements and benefits.
2. Employer's Liability – \$100,000.
3. Commercial General Liability - \$500,000 – Combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability. NMEC must be named as an additional insured when requiring a contractor to obtain Commercial General Liability coverage.
4. Automobile Liability - \$500,000 – Combined single limit. (Only if motor vehicle is to be used in the contract.)

*Section 17: Audits*

NMEC shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to any resulting contract or agreement (including any and all documents and other materials, which support or underlie those books and records), kept by or under the control of the vendor, including, but not limited to those kept by the vendor, its employees, agents, assigns, successors and subcontractors. The vendor shall maintain such books, and records, together with such supporting or underlying documents and materials, for the duration of this contract or agreement and for at least five (5) years following the completion of this contract or agreement, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to NMEC, through its employees, agents, representatives, contractors or other designees. This paragraph shall not be construed to limit, revoke or abridge any other rights, powers or obligations relating to audit, which NMEC may have by state or federal statute, ordinance, regulation or agreement, whether those rights, powers or obligations are expressed or implied.

*Section 18: Authorized to Transact Business*

- A. \_\_\_\_\_ Vendor is a \_\_\_\_\_ (state) business entity organized and authorized to transact business in \_\_\_\_\_ (state) and such vendor's SCC Identification Number is \_\_\_\_\_.
  
- B. \_\_\_\_\_ Vendor is an out-of-state (foreign) business entity authorized to transact business in \_\_\_\_\_ (state) and such vendor's SCC Identification Number is \_\_\_\_\_.
  
- C. \_\_\_\_\_ Vendor does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in \_\_\_\_\_ (state) by the SCC for the following reason(s):  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Please attach additional sheets of paper if you need more space to explain why such vendor is not required to be authorized to transact business in the state of Mississippi.