

REQUEST FOR PROPOSAL
#2027-01

PROFESSIONAL DEVELOPMENT
SUPPORT SERVICES

Leake County School District
Federal Programs

Leake County School District
P.O. Drawer 478
Carthage, MS 39051

Date: June 22, 2026

**Leake County School District
PROPOSAL TRANSMITTAL FORM
*Professional Development Support Services***

Name of Offeror: _____

Contact Person: _____

Title: _____

Location of Offeror's Principal Place of Business:

Location of Place of Performance (if different from above):

Phone Number: _____ **Fax Number:** _____

Mailing Address: _____

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.

Authorized Signature

Date

**Proposal Due Date: June 22, 2026, 5:00 p.m., Central Standard Time (CST)
Leake County School District
ATTENTION: Patricia Leflore, Purchasing Clerk
Delivery address enclosed.**

REQUEST FOR PROPOSALS – Leake County School District Instructional Support Services

Leake County School District (“the District”) through its Federal and State Programs is publishing a Sealed Request for Proposal (“RFP”) soliciting vendor proposals and qualifications for contracted educational services in the area of Professional Development Support Services. These Professional Development Support Services may include consultation, advisement and facilitation or presentation of professional development sessions with a focus on relevant teaching and learning, culturally relevant pedagogy, content and conceptual development, in and out of classroom coaching, observation and debriefing, coherent integration of resources, materials, and technology, vertical and horizontal alignment of curriculum and in-depth of training to the level of rigor and complexity of all educational standards, classroom management and positive behavior support, Professional Learning Communities, instructional support services for administrators, teachers and all other relevant staff.

The Leake County School District (LCSD) is soliciting sealed competitive proposals (hereafter called proposal) for the services per the specifications stated elsewhere in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the offeror’s name and address and proposal number **(RFP #2027-01 – Professional Development Support Services)** to:

Leake County School District
Attn: Patricia Leflore
P.O. Drawer 478
Carthage, MS 39051

A. REQUEST FOR INFORMATION

Written questions concerning the RFP should be emailed to:

Dr. Florence Cocroft, Federal Programs Director
Email: fcocroft@leakesd.org

The deadline for submitting written questions by email is Thursday, June 4, 2026 at 5:00 p.m.

B. DUE DATES FOR PROPOSAL

One (1) original and four (3) copies must be received by 5:00 p.m. Central Standard Time (CST) on Monday, June 22, 2026 at the following address based upon the delivery method used:

Mail Proposals to: Leake County School District
RFP #2027-01 Professional Development Support Services
P.O. Drawer 478
Carthage, MS 39051

Ship Proposals to: Leake County School District
RFP #2027-01 Professional Development Support
Services
P.O. Drawer 478
Carthage, MS 39051

(FedEx UPS, etc.)

C. RESPONSIBILITY OF THE OFFEROR

- Ensure that the competitive proposals are delivered by the deadline and assumes all risks of delivery.
- At the time of receipt of the proposals, the proposals will be dated, and stamped by the Leake County School District.
- Proposals and modifications received in the room designated in the RFP after the time set in the proposal will be considered **late** and will not be accepted or considered for award.
- Incomplete proposals will not be evaluated and will not be returned for revisions. No late, faxed or emailed copies will be accepted.
- Proposals that do not include the required number of copies will not be evaluated.
- The proposal must be signed by an authorized official to bind the Offeror to the proposal provisions.

D. SCOPE OF WORK

For the 2026-2027 award for Instructional Support Services, Leake County School District's ("the District") intention is to award multiple vendors for Professional Development Support Services listed below. The District will award this RFP to qualified respondent(s), based upon the evaluation of all proposals received. A master contract for professional services will be executed with the successful vendor(s) as a result of this process. RFP# 2027-01 will be amended annually for the term of the agreement. Additional vendors may be added by Board approval.

Leake County School District ("the District") through its Federal and State Programs is publishing a Sealed Request for Proposal ("RFP") soliciting vendor proposals and qualifications for contracted educational services in the area of Instructional Support Services.

The Leake County School District is requesting bids for the following: A coaching/modeling professional development plan for instructional staff and administrators of Leake Central Elementary, Leake Middle, Leake High School, and Samuel E. Hoye Elementary School that focuses on instructional effectiveness and student achievement in **English/Language Arts, Mathematics, Science, Social Studies, Technology, Leadership, Instructional Support Services and/or Multi- Tiered System of Support (MTSS)**

SCOPE OF SERVICE GROUP: - Provide ongoing support in the areas of English/Language Arts, Mathematics, Science, Social Studies, Technology, Leadership, Instructional Support Services, Data Management Parent and Family Engagement and/or Multi- Tiered System of Support (MTSS) for 5 School-Wide Schools, including 2 School Improvement Schools.

OBJECTIVE: To use MS College and Career Readiness Standards, MS Academic Assessment Program (MAAP) and recent progress monitoring and benchmark assessment data to plan and guide instruction.

FOCUS/SPECIFICATIONS:

- Assist teachers with a model for teachers' differentiation of classroom instruction based on the grade as a whole and individual student performance on the MS Academic Assessment Program (MAAP)/progress monitor/benchmark assessments
- Assist teachers with model instruction and re-teaching of focus standards that are below expectations/did not meet expectations at both the grade level and student level
- Provide instructional strategies and classroom pacing for MS College and Career Readiness standards that are specific to the deficits of students and English Learners
- Assist teachers with the development of higher order questioning skills, problem solving/critical thinking, and formative assessments in the classroom
- Assist teachers by modeling how to analyze and use data to prepare and guide instruction at the grade and student levels
- Assist teachers with MTSS process Provide training in job-embedded professional development for instructional staff in English/Language Arts, Math, Science and Social Studies, including but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling, differentiated instruction, scaffolding and utilizing and identification of resources.
- Provide coaching to develop and implement data plans to impact differentiated instruction for all learners to further implement the Multi- Tiered System of Support approach to instruction.
- Provide professional development and leadership through job-embedded coaching and workshops to include, but not limited to collaboration, research-based reading and math teaching strategies and classroom management.
- Develop and submit daily reports to the school administration and/or district contact no later than the second day following observation.
- Analyze data and use multiple data points to correlate student achievement to teacher effectiveness.
- Assist the school's and district's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's and district's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request.

EXPECTED OUTCOMES:

- Overall student performance on state assessments will improve (target of at least 2 to 3 percentage points over MS Academic Assessment Program)
- Overall student performance on Progress Monitoring Instrument will meet the growth targets as defined by the district
- Teachers will use instructional strategies, to include differentiation of instruction, use of higher order questioning skills, problem solving, critical thinking and formative assessments as observed in daily lesson plans and classroom observations

REQUIREMENTS:

- Elementary consultants should have classroom and leadership experience in the elementary grades, preferably grades five (5) years.
- Middle and High school consultants should have classroom and leadership experience in the secondary grades, preferably five (5) years.
- Five (5) years of experience in instructional coaching and evidence of substantive academic improvement in previous schools. Preference given to those with previous instructional coaching experience in schools that were once low performing but demonstrated significant gains after service.
- All consultants must detail subject area(s) of interest and grade span(s).

SCHOOLS:

Leake Central Elementary School
Leake Middle School
Leake High School
Samuel E. Hoye Elementary School

E. TIME FRAME

The length of the contract is one (1) year and will become effective on the date it is signed by all parties and will end no later than June 30, 2026. A contract will be awarded to the vendor whose proposal is determined to be the most advantageous to the District, taking into consideration the price and the evaluation factors set forth in the RFP.

F. CONTRACTOR REQUIREMENTS

The Contractor will be responsible for all tasks required to complete the project as described in the Scope of Work.

- The Vendor must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with “personal injury” coverage;

commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of \$1,000,000 for each category.

- The Vendor must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers' compensation insurance for coverage in Mississippi.
- The Vendor must submit proof of insurance at the time the contract is executed.
- The Vendor must provide documentation of a minimum of five (5) years of experience providing educational consulting, training services and materials.
- The Vendor must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years.
- The Vendor must have financial stability and adequate staff to manage the program.
- The Vendor may be required to make presentations to the School Board as requested highlighting instructional support services provided and its impact on overall student achievement.

H. LEAKE COUNTY SCHOOL DISTRICT

The specific responsibilities of the LCSD are as stated below:

- Provide a contact person to work with the contractor to ensure quality control,
- Review and approve timeframes and work plans, and
- Provide available information to assist the contractor.

I. 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 Contractor will provide one person who will be responsible for all activities required to fulfill said contract. This individual will be invested with the authority to make decisions and commitments on behalf of the contracted party during the performance of the RFP.

The District will also designate one representative who will act as the primary contact for this office. This representative 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.

K. FORMAT AND PROCEDURE FOR DELIVERY OF PROPOSAL

The proposal will consist of six parts: Part I – Proposal Transmittal Form; Part II – Vendor Profile; Part III – Production Proposal; and Part IV – Budget;

The Vendor should prepare the proposal according to the guidelines outlined in Parts I-VI listed below and use a 12-point font with single spacing; bound with no staples, clips or rubber bands.

- **Part I** is the Proposal Transmittal Form, which shall serve as the cover page of the Offeror's proposal. The Offeror shall complete the form and attach to the proposal in response to the RFP.
- **Part II** is the Vendor Profile, which shall provide satisfactory evidence of the vendor's capability to manage and coordinate the types of activities and to provide the services described in this RFP in a timely manner. Special attention should be given to the qualifications listed in the Qualifications section of this RFP. A discussion shall include a description of the Vendor's background and relevant experience as related to the described activities. A description and details of the relevant experience shall be included. A minimum of three (3) references shall be provided. Samples of previous work may be included.
- **Part III** is the Production Proposal that shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The description shall encompass the requirements of Part I and Part II of this RFP. The proposal must be prepared and organized in a clear and concise manner that is easily understandable. The proposal shall address the tasks to be accomplished, processes to be undertaken to accomplish those tasks and a proposed timeline for completion. Examples of materials that demonstrate the quality of work completed by the vendor on similar projects should be included. Offerors may designate those portions of the proposals which contain trade secrets or other proprietary data which may remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code. The Production Proposal must include a detailed description of Instructional Support Services as outlined on the Scope of Work Checklist on Page 13. Please check all services that are applicable.
- **Part IV** is the Budget that shall include the cost proposal and must encompass all requirements of this RFP. In order to be considered, Vendors must submit a proposal that includes the budget narrative/cost proposal that addresses all costs for services, expenses, and products specified in the RFP. The budget narrative is a maximum cost. The LCSD will not pay any costs above this amount. A detailed budget narrative shall be included. Indirect costs will not be allowed. The budget narrative should include all costs associated with the project. A unit price shall be given for each service and such unit price shall be the same throughout the proposal.

L. ACCEPTANCE OF PROPOSALS

The Leake County School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP, which does not affect the price of the proposal, or give one party an advantage or benefit not enjoyed by other parties, or adversely impacts the interest of the District. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements if the party is awarded the contract.

M. REJECTION OF PROPOSALS

Any proposal shall be rejected in whole or in part when it is determined not to be in the best interest of the District, as provided by the Leake County School District regulations. Reasons for rejecting a proposal include, but are not limited to:

1. The proposal contains unauthorized amendments to the requirements of the RFP.
2. The proposal is conditional.
3. The proposal is incomplete or contains irregularities, which make the proposal indefinite or ambiguous.
4. The proposal is not signed by an authorized representative of the party.
5. The proposal contains false or misleading statements or references.
6. The Offeror is determined to be non-responsive.
7. The proposal ultimately fails to meet the announced requirements of the State in some material aspect.
8. The proposal price is clearly unreasonable.
9. The products 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 acceptable criteria set forth in the RFP.

EXCEPTIONS:

The LCSD reserves the right to reject any and all proposals, to negotiate with the best proposed offeror to address issues other than those described in the proposal, to award a contract to other than the low offeror, or not to make any award if it is determined to be in the best interest of the LCSD.

N. DISPOSITION OF PROPOSALS

All submitted proposals become the property of the Leake County School District and will not be returned to the Offeror.

O. CONDITIONS OF SOLICITATION

The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate the LCSD to execute a contract with any other party. The Offeror shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the RFP shall be in writing. Any proposal received after the time and date set for receipt of proposals is late. No late proposal, late modification, or late withdrawal will be considered.
2. The award of a contract for any proposal is contingent upon the following:
 - Favorable evaluation of the proposal;
 - Past successful experience working with LCSD
 - Approval of the proposal by the LCSD school board

3. The contract awarded under this Request for Proposal is contingent on the availability of funds to LCSD for this project. In the event funds are not available, any contract resulting from this RFQ will become void immediately.
4. The LCSD will be responsible for providing the following:
 - a. A contact person to work with the vendor to ensure quality control;
 - b. Approved time frames and work plans supported by approved purchase orders; and
 - c. Available information to assist the consultant(s) in developing the appropriate strategy to help the students of LCSD.
5. Either party can sever the contract with written notice at any time should the need arise.

P. QUALIFICATIONS

The Offeror shall provide the following minimum information:

- Age of the Offeror's business and average number of employees over the past three (3) years;
- A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within the past three (3) years; and
- Abilities, qualifications, and experience of all persons who would be assigned to provide the required services.

Q. CRITERIA FOR EVALUATION OF PROPOSALS

The LCSD reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with the LCSD. Proposals submitted by the specified time and containing the four parts described in Section K, Format and Procedure for Delivery of Proposals, shall be evaluated by an Evaluation Committee selected by the LCSD. The Evaluation Committee will comprise of three (3) to five (5) members from the Leake County School District Office of Federal Programs and the Office of Curriculum. The LCSD reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary.

The specific criteria that will be used in evaluating the merits of the proposals are listed below. The criteria are weighted to yield a total of 100 points and shall include the following:

**LEAKE COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
Professional Development Services**

SCORING METHODOLOGY

**Leake County School District
P.O. Drawer 478**

**Carthage, MS 39051
(601) 267-4579**

Leake County School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to Leake County School District staff, will be used to evaluate the proposals.

1. Organizational Experience **20 Points**

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant's experience and success in conducting similar work
- b) Experience in fulfilling contract of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

2. Program Design **35 Points**

Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal;

- a) Innovative and creative approach
- b) Connection, representation and sensitivity to cultural and ethnic diversity
- c) Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts & Math Practices, PLCs, State Assessments, and Teacher Evaluation System.
- d) Demonstration of capacity to help teachers integrate the Leake County School District technology equipment in classrooms

3. Cost Efficiency **20 Points**

- a. Total cost of proposed services
- b. Service and support cost;

4. Program Operations **25 Points**

- a. Adequacy of resources, including personnel, equipment, financial stability and other related factors
- b. Management and planning: The quality of procedures and organizational structures proposed for completion of the work
- c. Timeliness of services;

Total Possible Score: **100 Points**

- A. The Applicants should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.

**LEAKE COUNTY SCHOOL DISTRICT
INSTRUCTIONAL SUPPORT SERVICES
SCOPE OF WORK CHECKLIST**

Description of Services	Check All that Apply
Leadership Training	
Administrator Coaching	
Schoolwide Walkthroughs and Administrator Feedback	
Teacher Coaching	
Teacher Content Building	
Classroom Co-Teaching	
Classroom Observation & Debriefing	
MAAP Aligned Resources, Materials, and Technology	
Classroom Management Techniques	
Academic Student Support (pullouts and bootcamps)	
Comprehensive English Learner Support (teacher coaching, materials, classroom observations, feedback, student pullouts, and student bootcamps)	
Curriculum Development	
Curriculum Standards' Pacing	
Data Analysis	
Student Progress Monitoring	
Parent & Family Engagement	
Technology Coaching	

INTENT TO SUBMIT PROPOSAL FORM
Instructional Support Services
Leake County School District
Federal Programs

The non-binding Intent to Submit Proposal Form must be submitted and received no later than 5:00 p.m., Central Time (CT), June 11, 2026.

This form must be sent to:
Leake County School District
Attn: Patricia Leflore, Purchasing Agent
Phone: (601) 267-4579
Fax: (601) 267-5149
Email: pleflore@leakesd.org

Physical Address:
109 W. Main Street
Carthage, MS 39051

Mailing Address:
P.O. Drawer 478
Carthage, MS 39051

Contractor: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

It is the contractor's intent to submit a proposal that meets the criteria set forth in this RFP.

Signature of Contact Person

Date

TENTATIVE TIMELINE

REQUEST FOR PROPOSAL #2027-01 PROFESSIONAL DEVELOPMENT SUPPORT SERVICES

May 28, 2026:	Release/Advertise RFP
June 4, 2026:	Deadline for ALL RFP questions
June 11, 2026:	Deadline for Intent to Submit Proposal Form
June 22, 2026:	Proposals due by 5:00 p.m. Central Standard Time Leake County School District