

REQUEST FOR QUALIFICATIONS



Certification Training Course for School Business Administrators

Mississippi Department of Education
Office of School Financial Services
Central High School Building
359 North West Street 305
Jackson, MS 39205

Contact: Donna C. Nester
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Phone: 601-359-3294
Date: February 27, 2018

INTRODUCTION

The Mississippi Department of Education (MDE) through the Office of School Financial Services (OSFS) is soliciting Requests for Qualifications (RFQs) from qualified offerors to provide Certification Training for School Business Administrators (SBA). Responses to this RFQ must be presented in a written plan-of-action.

SCOPE OF WORK

The offeror of this certification program shall provide a course of training that is intensive, job-specific, and in compliance with the criteria established by the MDE through the OSFS for those individuals desiring to become a licensed School Business Administrator (SBA). The course shall consist of nine to twelve sessions. The course material must be current, detailed, relevant, and incorporate annual processes that affect districts' financial affairs. The offeror should be knowledgeable of content and able to discuss best practices utilized in the school business industry.

STATEMENT OF QUALIFICATIONS (SOQ)

The offeror shall provide the following minimum information:

- The name of the offeror, the location of the offeror's principal place of business and, if different, the place of performance of the proposed agreement;
- The age of the offeror's business and average number of employees during the last three years;
- The abilities, qualifications, and experience of all persons who would be assigned to provide the required services;
- A listing of contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within the last three years; and,
- A detailed plan explaining how the services will be performed, including items shown on Attachment B.

OFFEROR REQUIREMENTS

The offeror will sign a Memorandum of Agreement (MOA) with the MDE within three business days after issuance. The offeror will be responsible to complete the tasks as described in the Scope of Work and Attachment B.

TIME FRAME

- The anticipated initial agreement period will be July 1, 2018 through June 30, 2019. The MDE may extend the term of this agreement, by written notice to the Offeror, at least 60 days before the agreement expires. Within 30 days of that notice, the MDE may execute the written extension to the offeror. The preliminary notice does not commit the MDE to an extension.
- If the MDE exercises this option, the extended agreement shall be considered to include this option clause.
- The total duration of this agreement, including the exercise of any options under this clause, shall not exceed three years.

SELECTION PROCESS

A selection committee will review acceptable RFQs which are completed, timely submitted, and meet the qualifications.

Selection criteria will be performed using a cut score of 70 from a standard, 100-point scoring scale as follows:

- | | |
|---|-----------|
| • Course Content/Topics and Plan of Action | 40 points |
| • Experience of Presenters/Speakers | 15 points |
| • Number of Presenters/Speakers | 10 points |
| • Experience of the Offeror | 10 points |
| • Number of Course Sessions | 10 points |
| • Type of Course Sessions (lecture/webinar) | 10 points |
| • Cost of Course to Participants | 5 points |

QUESTION AND ANSWER

Questions concerning the RFQ should be sent to: Donna Nester at dnester@mdek12.org. Information obtained from any other source is not official and should not be relied upon.

Written questions will be accepted by email until Friday, March 9, 2018 at 5:00 p.m. Copies of all submitted questions and responses will be posted to MDE's website www.mdek12.org under the Public Notices section and will be available to the public on Tuesday, March 13, 2018.

Offerors shall acknowledge receipt of any amendment to the solicitation by signing and returning the Attachment A with the RFQ. Responses to questions will be treated as an amendment. The acknowledgment must be received by the MDE at the time and at the place specified for receipt of RFQs.

DUE DATES

One original and four copies of the RFQ must be received by 5:00 p.m. Central Time (CT) on Tuesday, March 27, 2018 at the following address based upon the delivery method used:

Hand Deliver RFQ to:

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Certification Training Course for SBA
Central High School, Suite 307
359 North West Street
Jackson, MS
(DO NOT OPEN)

Mail RFQ to:

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Certification Training Course for SBA
Post Office Box 771
Jackson, MS 39205-0771
(DO NOT OPEN)

**Ship RFQ to:
(FedEx, UPS, etc.)**

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Certification Training Course for SBA
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

RESPONSIBILITY OF THE OFFEROR

- RFQ should be delivered by the deadline and all risk of delivery is assumed by offeror.
- At the time of receipt of the RFQ, the RFQ will be date stamped and recorded in the Office of Procurement.
- RFQs and modifications received after the time designated in the RFQ will be considered **late** and will not be considered for award.
- Incomplete RFQs will not be evaluated and will not be returned for revisions.
- No faxed or emailed copies will be accepted.
- RFQs that do not include the required number of copies will not be evaluated.
- RFQs that do not complete the Acknowledgement of Amendments Form (Attachment A) will not be evaluated.

Tentative Timeline of RFQ Process Certification Training Course of School Business Administrators

February 27, 2018	Release RFQ
February 27, 2018	Post to MDE website
March 9, 2018	Deadline for RFQ questions
March 13, 2018	Deadline for program office response to questions and posting to website
March 27, 2018	RFQ due by 5:00 p.m. Central Time (CT) to Procurement
March 28, 2018	RFQ opening
March 30, 2018	Evaluation of RFQ and/or presentations
April 2, 2018	Notice of Intent to Award
July 1, 2018	Agreement Start Date

ATTACHMENT A

ACKNOWLEDGEMENT OF RFQ AMENDMENTS

I acknowledge all amendments to this RFQ. Responses to questions will be treated as amendments to the RFQ and will require acknowledgment.

Offeror Signature

Date

Certification Training Course for School Business Administrators
Title of Request

ATTACHMENT B

ADDITIONAL REQUIREMENTS

The written plan should include the following items. The offeror:

1. Shall be knowledgeable of the licensing process and minimum requirements for candidates to obtain the School Business Administrator license.
2. Shall accept only those candidates that meet minimum requirements to be licensed as established by the MDE.
3. Shall establish a training location and a maximum class size for the course that is appropriate and conducive to attendee learning and success.
4. Shall give priority to all newly hired school business administrators in the event maximum class size is exceeded.
5. Shall develop a method of registration for participants which begins, at a minimum, 30-days prior to start of course. Registration should include information on fees and policies. Participants shall only be allowed to register until the date of the second session.
6. Shall determine and disclose the fee for the course. (It is recommended the fee be comparable to the cost of a college course for the equivalent number of hours of instruction.) MDE will not provide any funding for this program.
7. Shall provide the schedule of sessions and the outline of planned topics. The method of course delivery shall be included. Delivery methods may include meetings, webinars, etc., but on-site meetings shall be at least 70% of course sessions.
8. Shall provide the names and credentials of those designing and presenting the course content and materials.
9. Shall provide certification that all course content (instructional handouts, materials, tests, quizzes, etc.) is up to date with changes in legislation, MDE forms and policies, and annual processes.
10. Shall establish a policy requiring a minimum of ninety percent (90%) attendance of sessions. The total number of sessions offered shall determine the ninety percent (90%) threshold. The policy should detail how attendance will be captured.

11. Shall establish a policy requiring a final grade of eighty (80) or higher based on cumulative scores of written assignments, tests, or quizzes.
12. Shall issue a certificate of completion for all participants who successfully pass the course.
13. Shall provide a list of participants who did not successfully pass the course.
14. Shall establish a policy of remediation for any participant who is unsuccessful in completing the course.

The offeror awarded the Memorandum of Agreement shall agree to the following deliverables:

15. By May 15, 2018:
 - a detailed outline of the registration process, timelines, and notices that will be used to advertise the course.
 - copies of all course content and materials (instructional handouts, tests, quizzes, etc.), the method of delivery, and the name of the presenter or speaker of each session. Course content and presenters/speakers are subject to approval by the OSFS. At least seventy (70%) of the course sessions shall be on-site meetings.
16. Five (5) days before the start of the course:
 - a list of participants registered for the course which details the participant's name, the district's name (if applicable), the date of hire as school business administrator in the district (if applicable), and certification that the participant meets minimum license requirements.
17. Within five (5) days following the second session:
 - an updated list of participants, in the same format as item 16.
18. Within ten (10) days of course completion:
 - a confidential program evaluation form, completed by the participants. The form should be submitted directly to the OSFS by the participant. The results will be provided and/or discussed with the offeror as a quality control measure.
19. Within thirty (30) days of course completion:
 - a certificate of completion for each participant who successfully passes the course. Copies should also be provided to participants.
 - a list of participants who did not successfully pass the course, along with their remediation plan.

20. Annually, copies of any additional, modified, or deleted content or materials if the agreement is extended.

21. Shall acknowledge the right of OSFS to monitor the sessions at any time during the course.

The offeror is encouraged, but not required, to develop a plan that would match participants with a mentor who is a current school business administrator with a minimum of five (5) years' experience in their position. When possible, mentors should be selected from a district of similar size and demographics which operates the same financial software as the participant.