



# NORTH BOLIVAR CONSOLIDATED SCHOOLS

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Maurice Smith, Superintendent

## REQUEST FOR PROPOSALS

*The Office of Federal Programs of the North Bolivar Consolidated School District seek to receive proposals for the following Federal Programs development for school year 2023-2024:*

- Program Development
  - Support Federal Programs Director and team on allocation of resources
  - Create and implement collaboration best practices and strategies for department leaders and classroom instruction utilizing data/federal funds
  - Development of procedures for assurance of state and federal compliance of standards
  - Create and implement effective state and federal grant applications for funds
  - Provide assistance with budget preparation, management, and procedures
  - Assistance with time management and organization skills
  - Establishment of federal programs monitoring and evaluation procedures
  - Assurance of all responsible aspects of federal programming to include all Title programming

If you are able to provide any of the services mentioned above, please submit a proposal with an itemized cost regarding the specific need your company is able to address. If you are able to provide services related to more than one focus, please submit an itemized proposal for each professional service focus area. The terms of the contract will be discussed once the proposal is accepted, and the agreed upon cost will be payable upon completion of the services with the submission of an invoice. Quotes are requested for full day rates for professional development services. Half and full days for services are acceptable.

**Timeline:** September 2023-June 2024

**Scope of Service:** Professional services to the Federal Programs Department of North Bolivar Consolidated School District.

The bidder should provide the following, at a minimum, in response to the Request for Proposal:

- The name of the vendor and the primary location of the place of business;
- The proposed approach and overview of evidence-based research practices and methods to address the Scope of Services
- The vendor's ability or approach to support the vision, goals, and expectations of the North Bolivar Consolidated School District;
- A general work plan or timetable for delivering services;
- Detailed pricing plan
- Key personnel who will be responsible for contractual agreement with resumes available upon request

We ask that all bids be submitted on or before **3:00 p.m. Tuesday, September 5, 2023 via postal service, email, or in-person**. Proposals will be time-stamped when received. No late proposals will be considered. Notifications of awards will be completed by **Monday, September 11, 2023**. If you need additional information prior to submitting the proposal, please feel free to email your questions to Xandra Brooks-Keys, Assistant Superintendent (Curriculum, Federal Programs), [xkeys@nbcsd.k12.ms.us](mailto:xkeys@nbcsd.k12.ms.us) or call (662)339-3781.