

REQUEST FOR QUOTES



Charter School Application Evaluation Support

**Robert E. Lee Building
239 North Lamar Street Suite 207
Jackson, MS 39201**

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The Mississippi Charter School Authorizer Board is soliciting quotes for the services identified below. The contract will be awarded to the offeror providing the lowest and best quote. The terms of the contract will be fixed price, payable upon successful completion of the work and submission of an invoice. **If you are interested in submitting a quote, please provide the following information on this form or letter head by February 28, 2020:**

Vendor Name: _____ Date: _____

Address: _____ City: _____ State: _____

Telephone Number: _____

Vendor Authorized Signature _____

Total cost for services \$ _____

Please submit quotes electronically on your company letterhead by February 28, 2020 please submit quote/proposal to lkarmacharya@mississippi.edu.

DESCRIPTION OF SERVICES

The contractor will conduct an evaluation of the Request for Proposals to open high-quality charter schools for the 2021-2022 school year or thereafter in Mississippi. The Contractor must be able to travel to Jackson, Mississippi and participate in impromptu meetings as required to carry out the activities outlined below. Accordingly, preference will be given to Contractors living in closest proximity to Jackson, MS. **Prospective contractors may access the proposal by** visiting our [website](#).

Specifications	Description	Cost
Completeness Review	The Contractor will assess the completeness of applications submitted and provide appropriate feedback as indicated within the RFP regarding Stage 1.	
Threshold Quality Review	The Contractor will assess the critical elements of each proposal based on the published Stage 2 evaluation criteria.	
Independent Evaluation Review	The Contractor will review and assess each proposal based on the written materials prior to the interview. The Contractor will conduct an in-person capacity interview where applicants will have the opportunity to present their plan and demonstrate the team’s capacity to open and maintain a high-quality charter school.	
Evaluation Process	The Contractor will conduct the full evaluation of proposals and submit a written report to the Charter Authorizer for each application based on the requirements outlined in the Request for Proposals.	
Technical Assistance and Support	The Contractor will provide technical assistance to the Executive Director related to the application process not to exceed 20 hours excluding the work outlined above.	