

**Mississippi Charter School Authorizer Board**  
**REQUEST FOR PROPOSALS FOR CONSULTANT(S)**

The Mississippi Charter School Authorizer Board is an independent, state agency with exclusive chartering jurisdiction in the State of Mississippi. The mission of the Mississippi Charter School Authorizer Board is to authorize high quality public charter schools in Mississippi, particularly schools designed to expand opportunities for at-risk students, and to ensure the highest standards of accountability and oversight for these schools.

I. SCOPE OF WORK

The Mississippi Charter School Authorizer Board invites requests for proposals from qualified individuals or entities for professional services to assist with its application process for charter school applicants and to assist with various administrative functions for operations of the Board and the application process. The Scope of Work sought includes, but is not necessarily limited to the following:

- Administrative assistance for Board operations
- Coordinate and assist with the application process
- Provide information to prospective applicants and applicants regarding application requirements and process
- Process and review Letters of Intent
- Process and review applications to ensure compliance with RFP
- Assist with review of applications
- Advise of staffing needs for applications process
- Coordinate and assist with development and maintenance of website
- Assist with development of policies and procedures for operations
- Assist with analysis of general staffing needs
- Assist with fundraising activities
- Prepare interview questions and create processes for Board to conduct capacity interviews and application evaluations
- Assist with coordinating and conducting capacity interviews
- Assist with recommendations to the Board regarding applicants
- Develop Authorizer Board written policy for education, travel, expense reimbursement
- Assist with public communication
- Assist with selection of Executive Director

II. DUE DATE AND SUBMISSION

Interested parties may submit proposals covering all or a part of the scope of work outlined above. Proposals should be submitted in writing or by electronic means to the following no later than January 13, 2014:

MS Charter School Authorizer Board  
3825 Ridgewood Rd  
Jackson, 39211  
Attention: Tommie Cardin, Chair  
Email: [charterschools@mississippi.edu](mailto:charterschools@mississippi.edu)

III. TERM

The contract will become effective on the date it is signed by all parties and will end upon completion of the scope of the work as agreed upon by the parties.

IV. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of the Authorizer Board to proceed under any agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of private or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the State of Mississippi to appropriate funds or the insufficiency of the availability of private funds donated to the Board, or if the funds are not otherwise available to the Board, the Board shall have the right upon ten (10) working days written notice to the Contractor, to terminate the agreement without damage, penalty, cost or expenses to the state of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

V. EQUAL OPPORTUNITY EMPLOYER

The Contractor shall be an equal opportunity employer and shall conform to all affirmative action and other applicable requirements; accordingly, Contractor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, disability or sex in any manner prohibited by law.

VI. GOVERNING LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. The Contractor shall comply with all applicable federal, state and local laws and regulations. The Board shall comply with all applicable state laws including the Mississippi Employment Protection

Act, Miss. Code Ann. Sections 71-11-1 et seq., the Mississippi Public Records Act, Miss. Code Ann. Sections 25-61-1 et seq. and the Mississippi Accountability and Transparency Act, Miss. Code Ann. Section 31-7-13.

VII. INDEPENDENT CONTRACTOR

The Contractor shall perform all services as an independent contractor and shall at no time act as an agent for the State.

VIII. NEGOTIATION AND REJECTION

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