

INVITATION FOR BIDS

Customizable Take-Home Decodable Reader Bundles

TO:

FROM: Avoyelles Parish School Board
221 Tunica Drive West
Marksville, Louisiana 71351

ITEMS: Customizable Take-Home Decodable Reader book bundles based on the Science of Reading for students in grades preK-12 - Decodable reading bundles must be customized to meet the future adaptability of the school and student's needs based on each student's reading data to curate a customized set of books to meet their specific reading level for each student. Bundles of 5 books per student.

BID PERIOD: May 1, 2024 through August 30, 2025

BID OPENING:
Avoyelles Parish School Board Office Board Room
221 Tunica Drive West
Marksville, Louisiana 71351

1. INSTRUCTIONS TO BIDDERS:

- a. At the above time and place, bids for supply products will be opened and read aloud; the public is invited. All bids shall be submitted, sealed, to the above time and date. Bids received after the date and time designated for opening of bids or received unsealed, will be returned. Any notation appearing on the outside of the envelope containing the sealed bid which is intended to amend the bid in any manner, will not be considered.
- b. Enclosed are bid forms, specifications, and general rules, conditions, and instructions for bidders. Bids shall be submitted only on form provided. The entire document, including specifications and the signed Contract Section must be returned as part of the actual bid. All information on the bid form must be supplied to constitute a regular bid. Return only one copy. Bids must be signed by a duly authorized representative of the firm and returned in a sealed envelope

marked "SEALED Customizable Take-Home Decodable Reader Bundles" and indicating the date and hour of the opening.

- c. The bid forms must be typed or completed in ink. Any correction made by erasure or the use of correction fluid must be initialed by the person signing the bid.
- d. The bidder shall be solely responsible for the timely furnishing of bids. The bid must be returned by registered or certified mail, return receipt requested, or hand delivered, at which time a receipt shall be issued. The School Board will not consider bids returned by any other means.
- e. Bids may also be reviewed and received electronically by the specified date and time on www.bidsync.com.
- f. The quantities of Customizable Take-Home Decodable Reader Bundles specified are only indicative of the Board's present estimate based upon quantities requested. The Board binds itself to take and the contractor agrees to supply only what is actually required by the schools for the BID PERIOD.
- g. The prices quoted shall include handling and deliveries to 439 West Bontempt Street, Marksville, La.
- h. No bid may be withdrawn for a period of thirty (30) days following the scheduled opening date.
- i. Bids will not include state and local sales taxes. A tax exempt form will be supplied by the Board.
- j. The opening of bids will be for reading only, award of the bid will be made at the next regular scheduled meeting of the School Board.
- k. Bids will be awarded on a basis to the lowest responsible bidder whose bid is responsive and most advantageous to the School Board. The School Board reserves the right to reject any and/or all bids and to waive informalities.
- l. The successful bidder must be authorized by the Secretary of State to do business in Louisiana pursuant to applicable law. Documentation of such authorization must be provided if requested by the Avoyelles Parish School Board.
- m. One copy of the vendor's bid proposal countersigned by a duly authorized representative of the School Board, mailed or delivered to the address given on his/her bid proposal, will be considered sufficient notice of acceptance of bid and award of the contract.
- n. Contractor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractor's performance of work under this Agreement, contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of

age, race, religion, creed, sex, national origin, or handicap.

- o. The Avoyelles Parish School Board, the Louisiana Department of Education, the Comptroller General of the United States, or any of their duly authorized representatives, may have access to any books, documents, papers, and records of the contractor which are directly pertinent to this specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

2. TERMINATIONS:

- 1. This contract may be terminated on thirty (30) days' notice upon the mutual agreement of both parties.
- 2. Repeated failure to make delivery in accordance with specification will result in the termination of the contract and/or disqualification of the vendor until such time as he/she furnishes satisfactory evidence that future obligations can be fulfilled. Failure to render prompt service will be considered in making subsequent awards.

3. PAYMENT:

- 1. Payment will be made by invoice only. The School Board will pay on a monthly basis on or about the 20th of the month following delivery.
- 2. Where notice is required under any of the terms of the bid or contract, it shall be sent to the respective parties to this bid and contract as follows:

4. PIGGYBACKING:

- 1. Piggybacking may be allowed for up to three additional school authorities. Written request from both the purchasing school food authority and the successful vendor are required. Approval of the piggyback request will be determined by the Avoyelles Parish School Board during a regularly scheduled board meeting.

THE FOLLOWING INFORMATION MUST BE COMPLETED AND RETURNED WITH YOUR BID

1. CERTIFICATION REGARDING LOBBYING FOR CONTRACT, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS EXCEEDING \$1000,000 IN FEDERAL FUNDS.
2. DICLOSURE OF LOBBYING ACTIVITIES
3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS GRANTS LOANS AND COOPERATIVE AGREEMENTS **EXCEEDING \$100,000 IN FEDERAL FUNDS**

The undersigned certifies, to the best of his or her KNOWLEDGE and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of agency, a Member of congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, Renewal, Amendment, or notification of any Federal contract, Grant, Loan, or cooperative agreement

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of lobbying Activities." in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME ADDRESS of VENDOR Just Right Reader, Inc.
5473 Blair Rd, Suite 100, PMB 98000, Dallas, TX 75231-4227

NAME/TITLE OF SUBMITTING OFFICER Julianne DeMartino,
Sr. VP of Strategic Growth and Strategy

SIGNATURE  DATE 05/14/2024

1. Type of Federal Action: <u>N/A</u> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <u>N/A</u> a. bid/offer/application b. initial award c. post-award		3. Report Type: <u>N/A</u> a. initial filing b. material change For material change only: Year _____ quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: ____ Prime ____ Sub awardee Tier _____, if Known: N/A Congressional District, if known:			5. If Reporting Entity in No. 4 is Sub awardee, Enter Name and Address of Prime: N/A Congressional District, if known:		
6. Federal Department/Agency: N/A			7. Federal Program Name/Description: N/A CFDA Number, if applicable: _____		
8. Federal Action Number, if known: N/A			9. Award Amount, if known: \$ _____ N/A		
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> N/A			b. Individuals Performing Services <i>(including address if different from No. 10a) (last name, first name, MI):</i> N/A		
11. Amount of Payment (check all that apply) \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned N/A			13. TYPE OF PAYMENT (CHECK ALL THAT APPLY) <input type="checkbox"/> A. RETAINER <input type="checkbox"/> B. ONE TIME FEE <input type="checkbox"/> C. COMMISSION <input type="checkbox"/> D. CONTINGENT FEE <input type="checkbox"/> E. DEFERRED <input type="checkbox"/> F. OTHER SPECIFY _____ N/A		
12. FORM OF PAYMENT (CHECK ALL THAT APPLY) A. CASH ----- B. IN-KIND-----SPECIFY NATURE _____ N/A VALUE _____			15. CONTINUATION SHEET:SF-LLL-A ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. BRIEF DESCRIPTION OF SERVICES PERFORMED OR TO BE PERFORMED AND DATES, INCLUDING OFFECERS,EMPLOYEES, OR MEMBERS CONTACTED FOR PAYMENT: <div style="text-align: right;">➔</div> (ATTACH CONTINUATION SHEET SFLLL-A)			 N/A		
<small>16 Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</small>			Signature: _____ Print Name: <u>Julianne DeMartino</u> Title: <u>Sr. VP of Strategic Growth and Strategy</u> Telephone No.: <u>707-652-3524</u> Date: <u>05/14/2024</u>		
Federal Use Only			Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)		

DISCLOSURE OF LOBBYING ACTIVITIES
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Office of Chief, Financial Officer, USDA
DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

REPORTING ENTITY _____
PAGE _____ OF _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Mary Bonnette Finance Director: mbonnette@avoyellespsb.com: 318-240-0239
Gwen Woods, Secretary: gwendline.woods@avoyellespsb.com Phone 318-240-0204

AVOYELLES PARISH SCHOOL BOARD
221 TUNICA DRIVE WEST
MARKSVILLE, LA 71351
318-253-5982

TAX NOTICE:

TAX EXEMPT

**Avoyelles Parish School Board
221 Tunica Drive West
Marksville, Louisiana 71351**

Bid Opening: May 24th

Sealed bids will be received by the Avoyelles Parish School Board until 10:30 a.m., Friday, May 24, 2024 at its office, located at 221 Tunica Drive West, Marksville, Louisiana, for the purchase of Customizable Take-Home Decodable Reader Bundles for all public schools in the parish. Please list specifications of each item quote, BID PRICE MUST INCLUDE SHIPPING.

If bidding State contract, please list contract number.

Item	Approximate Amount Needed	Price	
Pre-K 5 book customized bundle based on student test results	260	11 rounds	5/pack = \$48,685.00 10/pack = \$97,370.00
Kindergarten 5 book customized bundle based on student test results	370	11 rounds	5/pack = \$69,282.50 10/pack = \$138,565.00
First Grant 5 book customized bundle based on student test results	400	11 rounds	5/pack = \$74,900.00 10/pack = \$149,800.00
Second Grade book customized bundle based on student test results	375	11 rounds	5/pack = \$70,218.75 10/pack = \$140,437.50
Third Grade book customized bundle based on student test results	375	11 rounds	5/pack = \$70,218.75 10/pack = \$140,437.50
Four Grade book customized bundle based on student test results	350	11 rounds	5/pack = \$65,537.50 10/pack = \$131,075.00
Fifth Grade book customized bundle based on student test results	350	11 rounds	5/pack = \$65,537.50 10/pack = \$131,075.00
Sixth Grade book customized bundle based on student test results	300	No Bid	
Seventh Grade book customized bundle based on student test results	380	No Bid	
Eight Grade book customized bundle based on student test results	400	No Bid	
Nineth Grade book customized bundle based on student test results	400	No Bid	
Tenth Grade book customized bundle based on student test results	400	No Bid	
Eleventh Grade book customized bundle based on student test results	300	No Bid	