



**2025-2026**

# **ACE IT! INTERVENTION TUTORIAL SERVICES**

**South Pike School District**



**Jackson**

**South Pike School District  
(Professional Services)  
SY2025-26**

**Table of Contents**

**Proposal Cover Sheet**

<b>Table of Contents .....</b>	<b>1</b>
<b>Transmittal Letter.....</b>	<b>2</b>
<b>Executive Summary .....</b>	<b>3</b>
<b>Support Service Proposal Checklist .....</b>	<b>4</b>
<b>Sylvan Learning Programs .....</b>	<b>5</b>
<b>Executive Team Bios .....</b>	<b>7</b>
<b>Period of Performance Project Details .....</b>	<b>8</b>
<b>Company Background &amp; Qualifications/ Detailed Project Outline .....</b>	<b>9</b>
<b>References .....</b>	<b>12</b>
<b>Terms and Conditions .....</b>	<b>13</b>
<b>Prospective Contractor’s Representation Regarding Contingent Fees .....</b>	<b>23</b>
<b>Proprietary Information .....</b>	<b>24</b>
<b>Budget Summary Fee .....</b>	<b>25</b>
<b>Federal Unique Entity ID No. ....</b>	<b>26</b>
<b>Company Insurance Budget.....</b>	<b>27</b>
<b>Vendor Federal W-9 Form .....</b>	<b>28</b>

**South Pike School District**  
**PROPOSAL TRANSMITTAL FORM**

***High Dosage Tutorial Support Services for Target SPED Students***

**Name of Offeror:** JAE Education DBA: Sylvan Learning of Jackson

**Contact Person:** William E. Harrison

**Title:** Owner

**Location of Offeror's Principal Place of Business:**

4915 I-55 N, Suite 106A • Jackson, MS 39206

**Location of Place of Performance (if different from above):** \_\_\_\_\_

**Phone Number:** 601-366-6400      **Fax Number:** \_\_\_\_\_

**Mailing Address:** 1220 E. Northside Drive, Suite 170-113 ~ Jackson, MS 39206

By my signature below, I now state that I am authorized to and bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services outlined in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assumes compliance with the Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria for awarding the contract.

William E. Harrison

**Authorized Signature**

June 11, 2025

**Date**

**ATTENTION: Paige Cumberland, Federal Programs Director  
South Pike School District**

## **Executive Summary**

Across Mississippi, educators and administrators continue working to close gaps in unfinished teaching and learning. Students nationwide entered the 2021 school year averaging four to five months of unfinished learning (McKinsey, 2021). Among third through eighth graders, academic proficiency remains a concern, particularly in math and reading. The Mississippi Academic Assessment Program (MAAP) 2022–2023 results show improvements from previous years, yet persistent gaps remain. Statewide, 43.9% of students in grades 3–8 scored proficient or advanced in Mathematics, up from 35.1% in 2021. In English Language Arts (ELA), 42.1% scored proficient or advanced, also an increase from 34.9% in 2021 (MDE, 2023). However, disparities persist, with Black and Hispanic students, and those in high-poverty schools, performing below state averages (NWEA, 2022). On the ACT, only 9.5% of Mississippi high school juniors met all four college readiness benchmarks in 2023, a slight increase from 8.9% in 2021 (ACT, 2023). As a state, Mississippi must continue addressing these academic gaps to ensure equitable success for all students and school districts.

The premise behind Sylvan Learning of Jackson's approach is simple: one of the most dynamic ways to provide superior services to enhance learning environments is to partner with each school district and tailor every program to the specific needs of each district, school, and student. Sylvan programs offer students personalized learning plans. Our model allows us to assess students' academic levels before programming. This helps to ensure that plans utilize tools and resources that will assist us in delivering curricula that are effective, engaging, and aligned with the Mississippi College and Career Readiness Standards.

Upon receiving the award as an Educational Service Provider, Sylvan Learning of Jackson will provide the South Pike School District scholars with fidelity to Sylvan's proprietary Ace It! Reading Intervention program for students in K-8<sup>th</sup> grades. This program will be offered on-site as a Supplemental Program. Sylvan Learning of Jackson will provide Mississippi-licensed and trained teachers, with a timeline for program implementation, pre-assessment plans, and ongoing administrative and program monitoring support for the contract term.



### **Support Service Proposal Checklist**

**Vendors must check all services included in their proposal:**

☐ **Teacher Coaching (PK–12)**

☐ **ELA**

☐ **Math**

☐ **Science**

☐ **Social Studies**

☒ **Student Tutoring (PK–12)**

☒ **ELA**

☒ **Math**

☐ **Science**

☐ **Social Studies**

**Early Childhood (Pre-Kindergarten/Kindergarten)**

☒ **Special Education Support Services**

☒ **College & Career Readiness** ☐ **Federal/State Compliance**

☐ **English Learner & Multilingual Support**

☐ **Gifted & Other Special Populations Support**

☐ **ACT/ACT WorkKeys or other Transition or Assessment Supports**

☐ **Social Emotional/Mental Health/Trauma-Informed Training/Supports**

☐ **Federal Program Support (Title I, II, IV, V, IDEA)**

☐ **Administrator Coaching and Professional Development**

☐ **Diagnostic Assessments and Reporting Tools**

☐ **Instructional or Other Technology Training**

☐ **Customized Professional Development Sessions/Platforms**

## Sylvan Learning Programs



### Sylvan Learning's Supplemental Reading Intervention Program

Ace It small-group, intervention-focused programs remediate specific skill arrears in reading and math. Our curriculum includes grades K-8 and is delivered in as little as a 1:2 teacher ratio. We use STAR Assessments by Renaissance Learning to determine initial placement and measure growth. Formative assessments throughout the program drive instructional decisions. Teachers provide direct and explicit instruction with immediate feedback, scaffolding, and strategic questioning.

#### **Ace it! Overview**

- Ace It curricula provide direct and explicit instruction with immediate feedback and strategic questioning.
- Summative and formative assessments drive small group placement and measure academic growth.
- Lessons are scaffolded and systematically sequenced to align with the Mississippi College and Career Readiness Standards. Differentiation activities are included directly within the curriculum to accommodate different learning needs.

**Sylvan Learning Jackson's Ace It! The program aligns with the following Anchor Strands of the Mississippi College and Career Readiness Standards for students in grades K-8**

<i><b>English Language Arts</b></i>	<i><b>Mathematics</b></i>
<ul style="list-style-type: none"><li>❖ Reading Foundational Skills (RF)</li><li>❖ Reading Literature (RL)</li><li>❖ Reading Informational Text (RI)</li><li>❖ Writing (W)</li><li>❖ Language (L)</li></ul>	<ul style="list-style-type: none"><li>❖ Counting and Cardinality (CC)</li><li>❖ Operations and Algebraic Thinking (OA)</li><li>❖ Number and Operations in Base Ten (NBT)</li><li>❖ Number and Operations— Fractions (NF)</li><li>❖ Measurement and Data (MD)</li><li>❖ Ratios and Proportional Relationships (RP)</li><li>❖ The Number Systems (NS)</li><li>❖ Expressions and Equations (EE)</li><li>❖ Functions (F)</li><li>❖ Geometry (G)</li><li>❖ Statistics and Probability (SP)</li><li>❖ Algebra I<ul style="list-style-type: none"><li>➤ Number and Quantity (N)</li><li>➤ Algebra (A)</li><li>➤ Functions (F)</li><li>➤ Statistics and Probability (S)</li></ul></li></ul>

In addition to the research-based curriculum discussed above, Sylvan Learning utilizes the Star Renaissance to assess students' reading and math competencies pre- and post-instruction. The Star assessment is a timed, adaptive test of 34 multiple-choice questions. Each student's scaled score places students in learning bands appropriate for their abilities and with peers at a similar level. The Star Assessment is highly rated by the National Center for Intensive Intervention (NCII) and used by over 34,000 schools and districts across the US. Additional information about the Star Renaissance assessment can be found at <https://www.renaissance.com/products/star-assessments/evidence/>

Once a student eligibility list has been established by each district and/or school, and staff training has taken place for successful program implementation, the STAR pre-assessment will be administered to students. The pre-assessments will be used to create individualized learning plans for each student. When individualized plans have been made, students will be placed in small bands with peers who are at similar levels. All students will have their learning plan and work at their own pace. Therefore, students may start at different points within a lesson. When a student has tested out, by showing lesson objective proficiency, they may be prompted to the next lesson within a level.

### **Sylvan Learning's Motivation Program**

Sylvan Learning recognizes that, oftentimes, as the achievement gap widens, students need extra individualized support with an intensive intervention program. In recognition of the impact of motivation on student achievement, Sylvan Learning has developed and implemented a student Motivation Program focused on encouraging and recognizing the positive, desired student behaviors that characterize successful students. The Motivation Program employs a system of positive reinforcement that establishes a learning environment fostering student growth and achievement, providing multiple opportunities for individual student attention and encouragement. The Motivational Program is designed to maximize student participation and lead to students' increased self-confidence, consistent attendance, and program completion. Our engaging and effective program has three essential components:

- A "token economy" of external rewards for both participation and achievement.
- Certificates to recognize accomplishments and reward attendance; and
- Individual attention, specific praise, and recognition by teachers.

One of our main goals at Sylvan Learning of Jackson is to effectively enrich the youth and families we serve. For 42 years, our center has prided itself on positively impacting students, families, and communities from all cultural and economic backgrounds. We understand that our greatest strength is our ability to transcend barriers through diversity and inclusion. We work with determination to ensure that our teachers and staff reflect the many qualities and attributes of the students served.

## **Executive Team Bios**

**William Harrison, Owner, is** a native of Mississippi and comes from an entrepreneurial, political, and educational background. He earned his Bachelor of Science in Mechanical Engineering Technology from the University of Southern Mississippi in 2006 and his master's degree in business administration in 2007 from the University of Phoenix. He has 24 years of consulting and delivery experience in business and information technology (IT) services, spanning various industries and business segments.

**Tiana Rhodes serves as the Institutional Programs Manager**, bringing a dynamic blend of passion, experience, and academic expertise to the field of education. A proud graduate of Jackson State University, Tiana earned her bachelor's degree in Elementary Education, laying the foundation for a lifelong commitment to student achievement and teacher support. She went on to obtain a Master's in Reading & Writing from Kaplan University, followed by an Educational Specialist Degree in Educational Leadership from Mississippi College in 2012. With more than a decade of experience in education, Tiana has worn many hats—team leader, assessment facilitator, and coordinator for 21st Century After School Programs—while staying laser-focused on advancing student outcomes. She also brings valuable expertise as a non-profit liaison, leveraging project management skills to drive program success and community engagement. In addition to her leadership in professional development and curriculum support, Tiana advises aspiring educators on the requirements for becoming licensed in Mississippi, providing guidance on certification pathways and professional readiness. Her career is defined by an unwavering belief that when teachers are empowered, students thrive.

**Kristine Wozniak, Executive Director**, a native of New Orleans and graduated from LSU. She served as a Director for the New Orleans Sylvan Learning Center for 13 years before moving to Brandon and joining our Jackson Sylvan team in 2013. Kristine's knowledge and background of working with families help to ensure each student's personalized plan is followed to achieve his/her goals.

**Greg Mack, Director of Education**, has been a classroom teacher for 19 years. He earned his B.A. in Elementary Education and his M.Ed. in Education Leadership/Instructional Technology from the University of West Florida. Greg has served as the Director of Education for the Sylvan Learning Center of Jackson for 10 years.





### **Period of Performance /Project Outline**

Sylvan Learning of Jackson's proposal is based on a performance period from August 2025 through May 2026.

Date	Deliverables
(Weekly/ Quarterly)  August 2025 - May 2026	Student academic data collection, student data report, material creation, planning, program implementation, and onboarding meetings.
August 2025	Professional development will include teacher training. Ace it! Individualized learning plan creations, Ace it groups creation.
August 2025 - May 2026	Implementation of Sylvan Ace it! Reading Intervention Program
(Bi-Monthly)  August 2025 - May 2026	Administrative and Professional Development Meetings: action planning, progress monitoring, teacher workshops. <b>10 Sessions</b>

## **Company Background & Qualifications**

For 42 years, Sylvan Learning of Jackson has provided effective and transformative research-based Supplemental Educational Services for students and families throughout Mississippi. This collaboration will give more students access to our proven interactive and individualized approach backed by superior support. Our programs boost students' confidence and equip them with the skills necessary to fill learning gaps, meet and exceed core standards, and prepare for success in the 21<sup>st</sup> Century.

## **Detailed Project Outline**

The following project outline provides a general sense of the flow of this proposal, including the outputs developed in each step.

<b>Activity</b>	<b>Description</b>	<b>Timeframe</b>	<b>Outputs</b>
Data collection of student information for Sylvan Ace It Intervention	<ul style="list-style-type: none"><li>● Obtain student data from districts, schools, administrators, and/or site coordinators</li><li>● Develop simplified data reports (weekly progress monitoring forms, BOY, MOY, and EOY data points) and materials for students' basic information and academic needs.</li><li>● Share final reports and materials with districts, schools, administrators, site coordinators, and teachers.</li></ul>	TBD	Student Data Reports  Materials
Teacher Training and Professional Development Workshops for Sylvan Ace it! Intervention Program (In person)	<ul style="list-style-type: none"><li>● Training on Sylvan Ace it! Intervention Program</li><li>● Teacher Professional Development Workshop</li></ul>	TBD	Professional Development  Resources and Materials
Pre-assessments administered to Ace It! Intervention program students (In person)	<ul style="list-style-type: none"><li>● Students enrolled in Ace It! Reading Intervention courses will take pre-assessments to determine skill levels and academic needs.</li><li>● Identify student levels and academic needs.</li><li>● Create learning plans for Ace It! Intervention programs</li></ul>	TBD	Student pre-assessment reports  Ace It Student Learning Plans

Implementation of Sylvan Learning Ace It! Intervention Program (In person)	<ul style="list-style-type: none"> <li>• Implementation of the Sylvan Learning program to accomplish the following:</li> <li>• Ace It! increase academic levels and proficiency in core standards among registered students.</li> </ul>	TBD	Ace it! Reading student learning plans
Administering the Post Assessment Ace It! Intervention	<ul style="list-style-type: none"> <li>• Students enrolled in the Ace It Intervention program will be given a post-program assessment to measure their progress.</li> </ul>	TBD	Student post-assessment reports
Teacher Training and Professional Development	<ul style="list-style-type: none"> <li>• Ace It! teachers will attend 14 professional development sessions throughout the contract term.</li> </ul>	TBD	Teaching strategies and resources
Review Meetings of post-program student data reports for Ace It! Intervention Program (virtual)	<ul style="list-style-type: none"> <li>• Review of student post-program data reports with districts and administrators to include:</li> <li>• Pre- and post-assessment results.</li> <li>• Feedback</li> </ul>	TBD	Student pre- and post-assessment reports
Administrative Assistance (Virtual and in-person)	<p>Sylvan Learning administrative staff will:</p> <ul style="list-style-type: none"> <li>• We meet monthly and as needed to directly support administrators, site coordinators, and teachers in successfully implementing the program action plan.</li> <li>• Review and provide feedback on progress reports and learning plans.</li> <li>• Assist with developing and allocating all Sylvan Learning program resources and materials.</li> </ul>	TBD	Additional Material and Resources Sylvan Support
Administering the Post Sylvan SES program student, teacher, and site coordinator surveys. (virtual)	<ul style="list-style-type: none"> <li>• Students enrolled in Sylvan SES programs, site coordinators, and teachers will be given an online post-program survey to gauge program success and areas for improvement and gain valuable feedback.</li> </ul>	TBD	Post-Program surveys

Contract Convening Meeting (virtual)	<ul style="list-style-type: none"> <li>• Review of beginning and end-of-the-year student academic reports with school administrators and site coordinators</li> <li>• Review student, staff, and site coordinator post-program survey data</li> <li>• Discuss areas of success and areas of improvement</li> <li>• Discuss continuous improvement and Sylvan program partnership efforts.</li> </ul>	TBD	<p>Beginning of the Year (BOY) and End of the Year (EOY) student academic reports</p> <p>Student, teacher, and site coordinator post-program surveys</p>
Contract Closing Celebration (In person)	<p>District administrators, school administrators, teachers, and three students selected as “Students of the Year,” along with members of their families, will help to celebrate the success of the program with a closing ceremony and dinner to include:</p> <ul style="list-style-type: none"> <li>• Initiative Highlight Video Presentation</li> <li>• Recognition of “Students of the Year”</li> <li>• Inspirational message delivered by a community leader</li> </ul>	TBD	Initiative Highlight Video Presentation



### **References**

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### **Standard Terms & Conditions**

Specific terms and conditions are required for contracting. Therefore, the Contractor shall ensure agreement and compliance with the following standard terms and conditions.

#### **1. ACCESS TO RECORDS**

Contractor agrees that the South Pike School District, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of Contractor related to Contractor's charges and performance under this agreement. The Contractor shall keep such records for three (3) years after final payment under this agreement, unless the South Pike School District authorizes their earlier disposition. The contractor agrees to refund to the South Pike School District any overpayment disclosed by any such audit. However, suppose any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 3 years. In that case, the documents shall be retained until the action is completed and all issues that arise from it are resolved.

#### **2. ANTI-ASSIGNMENT/SUBCONTRACTING**

The contractor acknowledges that the State selected it to perform the services required hereunder based, in part, on the Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

#### **3. APPLICABLE LAW**

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

#### **4. AUTHORITY TO CONTRACT**

Contractor warrants (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

#### **5. AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the South Pike School District to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the South Pike School District, the South Pike School District shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the South Pike School District of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **6. BACKGROUND CHECKS**

Contractor and/or its employees represents neither has ever been convicted or pled guilty or entered a plea of nolo contendere to a felony in any court of the state of Mississippi, another state, or in federal court in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of any office or employment or money coming into its hands by any office or employment. Contractor and/or its employees agree to an initial criminal background check and subsequent criminal background checks that may be necessary. If applicable, all charges associated with these criminal background checks will be the Contractor's responsibility. Any disqualifying information received from the criminal background check will render this agreement null and void.

#### **7. BOARD APPROVAL**

It is understood that if the South Pike Board of Education does not approve this contract, it is void, and no payment shall be made hereunder.

#### **8. CHANGES IN SCOPE OF WORK**

The South Pike School District may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by Contractor that the scope of the project or Contractor's services has been changed, requiring changes to the amount of compensation to Contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the agreement signed by the South Pike School District and Contractor.

If Contractor believes that any work is not within the scope of the project, is a material change, or will otherwise require more compensation to Contractor, Contractor must immediately notify the South Pike School District in writing of this belief. If the South Pike School District believes that the work is within the contract's scope as written, the Contractor will be ordered to and shall continue with the work as changes and at the cost stated for the job within the contract.

#### **9. COMPLIANCE LAWS**

Contractor understands that the South Pike School District is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin,

physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is illegal, and Contractor agrees during the agreement term that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now exist and may be amended or modified.

## **10. CONFIDENTIALITY**

Notwithstanding any provision to the contrary contained herein, it is recognized that South Pike School District is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Miss. Code Ann. §§ 25-61-1 *et seq.* Suppose a public records request is made for any information provided by the South Pike School District under this agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information. In that case, the South Pike School District shall follow the provisions of Mississippi. Code Ann. §§ 25-61-9 and 79-23-1 before disclosing such information. The South Pike shall not be liable to the Contractor for disclosure of information required by court order or required by law.

## **11. CONTRACTOR PERSONNEL**

The contractor agrees that, always, the employees of the contractor furnishing or performing any of the services specified under this agreement shall do so in a proper, workmanlike, and dignified manner.

Throughout the contract, the South Pike School District shall have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the Contractor. Suppose the South Pike reasonably rejects staff or subcontractors. In that case, the Contractor must provide replacement staff or subcontractors who are satisfied with the South Pike School District promptly and at no additional cost to the South Pike School District. The Contractor's sole responsibility is supervising and controlling the Contractor's employees and subcontractors daily.

The South Pike School District reserves the right to request changes in personnel assigned to the project. Any changes in key personnel must be pre-approved by South Pike through the contract term. Substitutions are not permitted without the written approval of the South Pike School District.

## **12. COPYRIGHTS**

Contractor agrees that the South Pike School District shall determine the disposition of the title to and the rights under any copyright by Contractor or employees on copyrightable material first produced or composed under this agreement. Further, Contractor hereby grants to the South Pike School District a royalty-free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, and to authorize others to do so, all copyrighted (or copyrightable) work not first produced or composed by Contractor in the performance of this agreement, but which is incorporated in the material furnished under the contract. This grant is provided that such a license shall be only to the extent Contractor now has, or before the completion of complete final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

Contractor further agrees that all material produced and/or delivered under this contract will not, to the best of Contractor's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in Contractor's opinion be likely to become, the subject of any infringement claims or suit, Contractor shall procure the rights to such material or replace or modify the material to make it non-infringing.

## **13. DEBARMENT AND SUSPENSION**

Contractor certifies to the best of its knowledge and belief, that it:



(1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency or any political subdivision or agency of the State of Mississippi;

(2) has not, within three years preceding this qualification, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to get, or performing a public (federal, state, or local) transaction or contract under a public transaction;

(3) has not, within three years preceding this qualification, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and,

(5) has not, within three years preceding this qualification, had one or more public transactions (federal, state, or local) terminated for cause or default.

#### **14. DISCLOSURE OF CONFIDENTIAL INFORMATION**

If either party to this agreement receives notice that a third-party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Miss. Code Ann. §§ 25-61-1 *et seq.*

#### **15. PAYMENT**

If applicable, the contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment by Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Ann. § 31-7-301 *et seq.*

#### **16. E-VERIFICATION**

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008 and register and participate in the status verification system for all newly hired employees. Mississippi Code Ann. §§ 71-11-1 *et seq.* "employee" means any person hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject the Contractor to the following:

(1) termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public;

(2) the loss of any license, permit, certification, or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi for up to one (1) year; or,

(3) both. In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

## **17. EXCEPTIONS TO CONFIDENTIAL INFORMATION**

Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party ("disclosing party") which:

- (1) is rightfully known to the recipient before negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
- (2) is generally known or readily ascertainable by nonparties of ordinary skill in the business of the customer;
- (3) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
- (4) is independently developed by the recipient without any reliance on confidential information;
- (5) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
- (6) is disclosed with the disclosing party's prior written consent.

## **18. FORCE MAJEURE**

Each party shall be excused from performing for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of a cause beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters ("force majeure events"). When such a cause arises, the Contractor shall notify the South Pike School District immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the failure to perform. Delays in delivery or meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the South Pike School District determines it to be in its best interest to terminate this agreement.

## **19. INDEMNIFICATION**

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, upon approval of the Office of the Mississippi Attorney General, the Contractor may be allowed to control the defense of any such claim, suit, etc. If Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc., without the concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.

## **20. INDEPENDENT CONTRACTOR**

Contractor shall perform all services as an independent contractor and shall at no time act as an agent for the State. No act performed, or representation made, whether oral or written, by Contractor concerning third parties shall be binding on the South Pike School District.

## **21. INDEPENDENT PRICE DETERMINATION**

The contractor certifies that the price submitted was independently arrived at without collusion.

## **22. INFORMATION DESIGNATED BY CONTRACTOR AS CONFIDENTIAL**

Any disclosure of those materials, documents, data, and other information that Contractor has designated in writing as proprietary and confidential shall be subject to the Mississippi Code Annotated §§ 25-61-9 and 79-23-1 provisions. As provided in the contract, the personal or professional services, the price to be paid, and the contract term shall not be deemed a trade secret or confidential commercial or financial information.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of confidential information by Contractor or its subcontractor without the South Pike School District's express written approval shall result in this agreement's immediate termination.

## **23. LEGAL AND TECHNICAL SUPPORT**

Contractor shall utilize its knowledge and understanding of applicable legal standards and comply with recognized professional standards and generally accepted measurement principles applicable to assessments and uses of the type described in this contract, including but not limited to standards relating to validity and reliability. The contractor shall consult with the South Pike School District concerning implementing this section's requirements. In the event of a challenge in which the validity or reliability of the use of an assessment developed under this contract is an issue (other than a challenge based on infringement of copyright or other proprietary rights of a third party), Contractor shall cooperate with the South Pike School District and/or the State of Mississippi in the defense of the assessment and shall provide reasonable technical and legal support about Contractor's activities under this contract without additional charges to the South Pike School District or the State.

## **24. MODIFICATION OR RENEGOTIATION**

This agreement may be modified, altered, or changed only by a written agreement signed by the parties. The parties agree to renegotiate the deal if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.

## **25. NO LIMITATION OF LIABILITY**

Nothing in this agreement shall be interpreted as excluding or limiting any tort liability of Contractor for harm caused by the intentional or reckless conduct of Contractor or for damages incurred through the negligent performance of duties by Contractor or the delivery of defective products due to negligent construction.

## **26. ORAL STATEMENTS**

No person's oral statement shall modify or otherwise affect the terms, conditions, or specifications stated in this contract.

## **27. PAYMODE**

State agencies will issue payments by paper check as directed by the State. These payments will be deposited into the Contractor's designated bank account. The State may request electronic submission of invoices and

documentation during this Agreement. The Contractor acknowledges that the State is exempt from taxes, and all payments will be made in U.S. currency.

## **28. PRICE ADJUSTMENT**

(1) **Price Adjustment Methods.** Any adjustments in contract price, under a clause This contract shall be made in one or more of the following ways:

- (a) by agreement on a fixed price adjustment before the commencement of the Additional performance;
- (b) by unit prices specified in the contract;
- (c) by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,
- (d) by the price escalation clause.

(2) **Submission of Cost or Pricing Data.** Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-401

## **29. REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it has not retained a person to solicit or secure a contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or qualification packet.

## **30. RIGHT TO AUDIT**

The contractor shall maintain such financial records and other records as prescribed by the South Pike School District or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for three years after final payment, or until they are audited by the South Pike School District, whichever event occurs first. These records shall be made available during the contract term and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.

## **31. RIGHT TO INSPECT THE FACILITY**

At reasonable times, the South Pike School District may inspect the place of business of a Contractor or any subcontractor related to the performance of any contract awarded by the South Pike School District.

## **32. SEVERABILITY**

Suppose any part of this agreement is declared invalid or unenforceable. In that case, such invalidity or unenforceability shall not affect any other provision of the deal that can be given effect without the invalid or unenforceable provision, and to this end, the provisions hereof are severable. In such an event, the parties shall amend the agreement as necessary to reflect the parties' original intent and to bring any invalid or unenforceable provision into compliance with applicable law.

## **33. STOP WORK ORDER**

- (1) **Order to Stop Work:** The South Pike School District may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to the Contractor, unless the parties agree to any further period. Any such order shall be explicitly identified as a stop work order issued under this clause. Upon receipt of such an order, the Contractor shall comply

with its terms and take all reasonable steps to minimize the occurrence of costs allocated to the work covered by the order during the stoppage period. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement Officer shall either:

- a. Cancel the stop work order; or,
- b. Terminate the work covered by such order as provided in the Termination for Default clause or this contract's Termination for Convenience clause.

- (2) **Cancellation or Expiration of the Order:** If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:
  - a. The stop work order increases in the time required for, or in the Contractor's properly allocable to, the performance of any part of this contract; and,
  - b. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage, provided that, if the Chief Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time before final payment under this contract.
- (3) **Termination of Stopped Work:** If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- (4) **Adjustments of Price:** Any adjustment in contract price made under this clause shall be determined by the Price Adjustment clause of this contract.

#### **34. TERMINATION FOR CONVENIENCE**

- (1) **Termination.** The South Pike School District superintendent may, when the district's interests require, terminate this contract in whole or in part for the convenience of the State. The Superintendent of Education shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.
- (2) **Contractor's Obligations.** Contractor shall incur no further obligations in connection with the terminated work, and on the date set in the notice of termination, Contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts related to the terminated work. The contractor shall settle the liabilities and claims arising from the termination of subcontractors and orders connected with the terminated work. The superintendent may direct the Contractor to assign the Contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary.

#### **35. TERMINATION FOR DEFAULT**

- (1) **Default.** Suppose Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to satisfy the contract provisions promptly, or commits any other substantial breach of this contract. In that case, the Chief Procurement Officer may notify the Contractor in writing of the delay or nonperformance. If not cured in ten days or any longer specified in writing by the Chief Procurement Officer or designee, such officer may terminate the Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to perform correctly. In the event of termination in whole or in part, the Chief Procurement Officer may procure similar supplies or services in a manner and upon terms deemed appropriate by the Chief Procurement Officer. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

- (2) **Contractor's Duties.** Notwithstanding termination of the contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the South Pike School District has an interest.
- (3) **Compensation.** Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due the Contractor such sums as the Chief Procurement Officer deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the South Pike School District for the excess costs incurred in procuring similar goods and services.
- (4) **Excuse for Nonperformance or Delayed Performance.** Except concerning defaults of subcontractors, Contractor shall not be in default because of any failure in performance of this contract following its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Chief Procurement Officer within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Chief Procurement Officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled (in fixed-price contracts, "Termination for Convenience," in cost-reimbursement contracts, "Termination"). "Termination for Convenience." (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier.)
- (5) **Erroneous Termination for Default.** If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the South Pike School District, be the same as if the notice of termination had been issued according to such clause.
- (6) **Additional Rights and Remedies.** The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

### **36. TERMINATION UPON BANKRUPTCY**

This contract may be terminated in whole or in part by the South Pike School District upon written notice to Contractor if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, the Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

### 37. TRADE SECRETS, COMMERCIAL AND FINANCIAL INFORMATION

It is expressly understood that Mississippi law requires that the provisions of this contract, which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract, shall not be deemed to be trade secrets or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

### 38. TRANSPARENCY

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983" and its exceptions. See Mississippi Code Ann. §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract must be posted to the Mississippi Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by the Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information required to be confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

### 39. UNSATISFACTORY WORK

If, at any time during the contract term, the service performed, or work done by Contractor is considered by the Agency to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by the Agency, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the Agency shall have the right to order the correction of the deficiency by separate contract or with its resources at the expense of Contractor.

**As a bidding vendor, we understand that these provisions must be strictly complied with to fulfill the contract.**

COMPANY JAE Education DBA: Sylvan Learning of Jackson

BY William Harrison William E. Harrison

TITLE Owner

## PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES

The prospective contractor represents as a part of such a contractor's bid or proposal that such contractor has ( ) or **has not (X)** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

JAE Education DBA: SYLVAN LEARNING OF JACKSON

June 11, 2025

**Date**

*William E. Harrison*

**Offeror's Name**

SYLVAN LEARNING OF JACKSON: SOUTH PIKE SCHOOL DISTRICT – HIGH DOSAGE  
TUTORIAL SERVICES FOR TARGET STUDENTS

**Title of Solicitation**



## PROPRIETARY INFORMATION

The enclosed qualifications *does* ( ) or *does not* (X) contain trade secrets or other proprietary data which the Offeror wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code.

If the enclosed qualification does include pages that the Offeror wishes to designate as proprietary, please list page numbers below.

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## CONFLICT OF INTEREST CONTRACTOR AGREEMENT

The Contractor agrees that neither Contractor nor its employees shall, directly or indirectly, engage in any activity, which would detract from Contractor's ability or its employees' ability to apply their best efforts, knowledge and skill to the performance of the Services. Contractor is charged with the responsibility to promptly disclose to the Authority any situations that may create possible conflicts of interest so that appropriate action can be taken to address such situations. No member, official, or employee of Authority, during his or her tenure or for one year thereafter, shall have any interest in this Agreement or the proceeds thereof. Contractors may not participate in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. In the event Contractor is or becomes aware of a conflict of interest and fails to disclose the conflict to Authority; the Authority may immediately terminate this Agreement pursuant to paragraph 7(ii)(b) hereof.

## CERTIFICATION

The undersigned certifies:

- The inclusion/exclusion of proprietary information above.
- This proposal is submitted in good faith and without collusion.
- The agreement of the Contractor to abide by and take measures to avoid conflict of interests.
- No contingent fees or gratuities were promised.
- All federal and state rules referenced in this RFP will be followed

FIRM NAME: JAE Education DBA Sylvan Learning of Jackson

AUTHORIZED SIGNATURE: William E. Harrison

PRINTED NAME & TITLE: William Harrison, Owner

DATE: June 10, 2025

District Proposal Approved by: \_\_\_\_\_

South Pike School District Administration

**Proposed Schedule of Services:** August 2025 through June 2026

**Total Days/ Target Support:** TBD/High-Dosage Tutoring for Target Students

**Contract Fees:**

- Proprietary Materials & Resources: \$2,000.00
- Full Day of Services Fee at \$1,200.00
- Half Day of Services Fee at \$600.00
  - **Total Cost Proposed Cost: TBD**

\*\*An invoice for services will be made after the service is completed.

**Submitted to:** South Pike School District Administration

**Date:** June 11, 2025

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Superintendent/or Designee

*William E. Harrison*

---

Sylvan Representative

# JAE EDUCATION

Active Registration

Unique Entity ID  
**WTJFYS1FLJ16 (blank)**

Expiration Date

Apr 30, 2026

Physical Address

**1 Upper Milligan Springs RD  
Stewart, Mississippi  
39767-9554, United States**

Mailing Address

**1 Upper Milligan Springs RD  
Stewart, Mississippi  
39767-9554, United States**

Purpose of Registration

**Federal Assistance Awards Only**

Version

Current Record

## BUSINESS INFORMATION

Doing Business As  
**JAE EDUCATION**

URL  
(blank)

Division Name  
(blank)

Division Number  
(blank)

Congressional District  
**Mississippi 02**

State/Country of  
Incorporation  
**Mississippi, United  
States**

### Registration Dates

Activation Date  
**May 2, 2025**

Initial Registration  
Date

Submission  
Date

**Apr 30, 2025**

**Apr 30, 2025**

Owner

CAGE Legal Business  
Name

Immediate  
Owner

(blank) (blank)

Highest Level  
Owner

(blank) (blank)

### Entity Dates

Entity Start  
Date

**Jan 29, 2025**

Fiscal Year End Close  
Date

**Dec 31**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> RISK PLACEMENT SERVICES INC 12120914 PO BOX 4006 CLINTON IA 52733		<b>CONTACT</b> <b>NAME:</b> <b>PHONE</b> (866) 467-8730 <b>(A/C, No, Ext):</b> <b>FAX</b> (888) 443-6112 <b>(A/C, No):</b> <b>E-MAIL</b> <b>ADDRESS:</b>	
<b>INSURED</b> JAE EDUCATION 1220 E NORTHSIDE DR STE 170 JACKSON MS 39211-5560		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Property and Casualty Insurance Company of Hartford <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC#</b> 34690	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			12 SBM BT0BZE	05/21/2025	05/21/2026	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB EXCESS LIAB</b>	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE	
	DED	RETENTION \$					AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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ACORD 25 (2016/03)

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**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) JAE Education	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. 1220 East Northside Drive 170-113	<b>Requester's name and address (optional)</b>
<b>6</b> City, state, and ZIP code Jackson, MS 39211		
<b>7</b> List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
			-					
or								
<b>Employer identification number</b>								
3	3	-	3	1	1	2	8	1 0

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person</b>	<i>William E. Anderson</i>	<b>Date</b>	05/30/2025

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they