

Request for Quotation for Workforce Training Services:

Southern Mississippi Planning & Development District (SMPDD), as the fiscal agent for the Twin Districts Workforce Development Area (TDWDA), is seeking training providers to provide short-term training services relative to in-demand jobs within the TDWDA. The proposed training will be provided to participants of the Career STEP program, a workforce development program funded through a Temporary Assistance for Needy Families (TANF) grant by the Mississippi Department of Human Services. The program is designed to propel eligible participants towards a career by assisting them with obtaining training that leads to employment for the first step within a career field. The program works closely with training providers and eligible participants to ensure compliance and successful completion.

The short-term training courses we seek should be one year or less and result in verifiable industry-recognized credentials, certificates, and/or licenses. Priority will be given to training courses that relate to in-demand occupations that align with sector strategies in the Twin Districts Workforce Development Area addressing skill gaps and leading to employment. (<https://mdes.ms.gov/information-center/labor-market-information/>)

Specifications:

- Short-term training defined as one year or less in length.
- Potential to receive an industry-recognized certificate/credential/license upon successful course completion; however, certificate/credential/license must be obtained within the defined short-term training time period.
- Training may be provided in person, remotely, and/or in a hybrid format, dependent upon course content and/or organizational need. Specify the delivery method(s) you can offer and any logistical requirements such as asynchronous or synchronous.
- Training cost must be comparable to other similar courses in the TDWDA not to exceed \$5000 per program; provide a breakdown of the total to include books and/or other required fees. The maximum number of students funded per class will not exceed 75%.
- The Request for Quotation Form (RFQ) must be completed and submitted for each course/program. The required RFQ form can be found on our website at www.smpdd.com/rfp_publicnotice/.
- The applicant must provide their active Unique Entity Identifier (UEI) in the RFQ. If an UEI has not been obtained at submittal, documentation must be provided of an active current UEI prior to vendor agreement execution.
- Past performance data will be assessed including but not limited to length the program/course has been offered, successful completion rates, employment obtained and enrollment numbers.
- The training provider must be registered to do business in the state of Mississippi and provide documentation of licensure to provide training or instruction from the appropriate oversight agency such as the Mississippi Commission on Proprietary Schools. This registration should authorize the provider to offer educational programs and courses for which they can legally charge and accept tuition from students. The provider must comply with all regulatory requirements, including curriculum standards, faculty qualifications, facility standards, and financial accountability, ensuring the legitimacy and credibility of the training services offered.

Area of service: Services will be provided to eligible residents of the following counties: Clarke, Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jasper, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Leake, Marion, Neshoba, Newton, Pearl River, Perry, Scott, Smith, Stone and Wayne.

SMPDD reserves the right to accept or reject submissions based on current program funding and/or training needs within the TDWDA. Site visits may be conducted prior to approval. If approved, additional guidelines will be provided in the Career STEP Training Vendor Agreement.

Quotations must be received by Monday, April 7, 2025, at 12:00 p.m. (Central Standard Time) and should be forwarded by email to cassandrabrown@smpdd.com.

Questions regarding this solicitation may be emailed to Kacie Brown, cassandrabrown@smpdd.com, no later than 12:00 p.m. on Friday, March 28, 2025. All responses will be posted to www.smpdd.com/rfp_publicnotice on Tuesday, April 1, 2025 by 12:00 p.m.

Request for Quotation Form Career STEP
RFQ Due Date: April 7, 2025 at 12:00 p.m. CST

Date: _____

UEI #: _____

Company Name: _____

Quotation For: Short-Term Training Courses

Proposed Course Title: _____

Course/Program Description: _____

List certificate/credential/license obtained upon successful course completion:

Length of course (*months/weeks/days/hours*): _____

Location (*physical*) where training will be provided: _____

Indicate how courses are provided: (check all that apply) In-person Remote Hybrid

Logistical requirements such as asynchronous or synchronous:

List the types of jobs and related salaries completers will obtain: _____

Per Student Price Detail (*Course tuition/books/fees/etc.*):

Length of time this course has been offered: _____

Primary Point of Contact: _____

Signature: _____

Printed or Typed Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____ Mobile Number: _____

PLEASE NOTE

**Submit one Quotation form for each separate class/program to be considered.*

****Additional pages should be attached for each course and must include a minimum of course titles, descriptions, and prices.**

*****Failure to submit this form along with your detailed breakdown of quotation will result in being rejected as unresponsive.**