



Southern Mississippi Planning & Development District

**BUILDING A STRONGER MISSISSIPPI**

### **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 and completing coursework that leads to employment for the first step within their current or new 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, license, certification, and/or degree. 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 credential/certificate/certification/license/degree upon successful course completion; however, the credential/certificate/certification/license/degree 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 \$6000 per program; provide a breakdown of the total to include books and/or other required fees. The maximum number of students funded per class should 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/](http://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.**

SMPDD will accept quotation submissions beginning Monday, September 8, 2025. **Quotations must be received by Thursday, September 18, 2025, at 12:00 p.m. (Central Standard Time) and should be forwarded by email to [cassandrabrown@smpdd.com](mailto:cassandrabrown@smpdd.com).**

**Questions regarding this solicitation may be emailed to Kacie Brown, [cassandrabrown@smpdd.com](mailto:cassandrabrown@smpdd.com), no later than 12:00 p.m. on Friday, September 12, 2025.** All responses will be posted to [www.smpdd.com/rfp\\_publicnotice](http://www.smpdd.com/rfp_publicnotice) on Monday, September 15, 2025 by 5:00 p.m.

**Request for Quotation Form Career STEP**

**RFQ Due Date: September 18, 2025, at 12:00 p.m. CST**

Date: \_\_\_\_\_

UEI #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Quotation For: Short-Term Training Courses

Proposed Course Title: \_\_\_\_\_

Course/Program Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List credential/certification/license/degree 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 this Quotation form for each class/program to be considered.*

*\*\*Additional pages should be attached for each course & include a minimum of course title, descriptions, and price.*

*\*\*\*Failure to submit this form for each class/program with your detailed breakdown of will result in being rejected as unresponsive.*