

Request for Proposals for Temporary Staffing Services

Release Date: April 1, 2026

Deadline for Submission:
May 1, 2026
10:00 a.m. CST
Late submissions will not be accepted.

Three Rivers Planning & Development District serves as the fiscal and administrative agency for:

Three Rivers Solid Waste Management Authority
Three Rivers Area Agency on Aging (AAA)
Three Rivers CDE., Inc.
IMR, LLC

Three Rivers Community Investment, Inc.
The Mississippi Partnership for Workforce Development
GM&O Rails-to-Trails Recreational District of North Mississippi

Three Rivers Local Development Company, Inc.
Mississippi Access to Care (MAC)
Enhance Mississippi, LLC
The PUL Alliance

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ATTACHMENTS

- A Career Coach Job Description
- B Proposal Cover Sheet
- C Proposal Budget Form
- D Assurances of Required Clauses for Contracts Resulting From This RFP
- E Acknowledgement of Amendments
- F Proposal Packet Checklist

SOLICITATION SCHEDULE

Action	Date	Time Line (days)
Release of RFP	4/1/2026	0
Last day to Submit RFP Questions at 4:00 p.m. CST	4/15/2026	14
Proposals due at 10:00 a.m. CST	5/1/2026	30
Anticipated Notice of Intent to Award	5/15/2026	44
Contract Begin Date	7/1/2026	91

Advertisement for Sealed Proposals

The Three Rivers Planning & Development District (TRPDD) is advertising for sealed proposals to establish a contract with a provider for temporary staffing services for its AccelerateMS Career Coach Program that is funded by State of Mississippi funds. The Career Coach Program will serve the following counties of Alcorn, Attala, Benton, Calhoun, Chickasaw, Choctaw, Clay, DeSoto, Grenada, Itawamba, Lafayette, Lee, Lowndes, Marshall, Monroe, Montgomery, Noxubee, Oktibbeha, Pontotoc, Prentiss, Tate, Tippah, Tishomingo, Union, Webster, Winston, and Yalobusha. This advertisement is conducted pursuant to the applicable regulations and policies of the State of Mississippi, Mississippi Department of Employment Security, AccelerateMS, and Three Rivers Planning & Development District.

Copies of the Request for Proposals (RFP) will be available from Three Rivers Planning & Development District, beginning April 1, 2026. Copies of the RFP can be obtained on or after this date by downloading a copy of the RFP from <https://trpdd.com/workforce-development/> or contacting Courtney Rackley at the Three Rivers office by email crackley@trpdd.com or phone at 662-489-2415. Completed proposal packages should be submitted to Three Rivers Planning & Development District, 75 South Main Street, P.O. Box 690, Pontotoc, MS 38863 no later than 10:00 a.m. CST May 1, 2026; proposals received after this deadline will not be considered responsive to this RFP. The initial contract awarded period will be July 1, 2026, through June 30, 2027, with the option to extend the contract annually up to three additional years with the approval of both parties.

Minority and Woman Owned Business Enterprises are solicited to submit proposals on this project as prime contractors.

TRPDD is an Equal Opportunity Employer, and hereby notifies that all Proposers will be afforded the full opportunity to submit proposals in response to this advertisement for proposals and will not be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, sexual preference, marital or veteran status, or any other legally protected status in consideration for an award.

TRPDD reserves the right to waive any informality or to reject any or all Proposals with or without reason.

Questions or comments concerning this advertisement for sealed proposals shall be directed to Terry Treadaway – Workforce Development Division Director at TRPDD by telephone at (662)489-2415 or by email at ttreadaway@trpdd.com.

I. Introduction

Three Rivers Planning & Development District (TRPDD) is conducting this Request for Proposals (RFP) pursuant to the applicable regulations and policies of the State of Mississippi, Mississippi Department of Employment Security (MDES), AccelerateMS, and TRPDD. Funds expended are subject to audit by the State of Mississippi Office of State Auditor, MDES, AccelerateMS, and TRPDD.

TRPDD is seeking proposals through this RFP to establish a contract with a provider for temporary staffing services for its AccelerateMS Career Coach Program that is funded by State of Mississippi General funds. TRPDD's service area for this RFP includes the following counties in Mississippi:

Alcorn	DeSoto	Monroe	Tippah
Attala	Grenada	Montgomery	Tishomingo
Benton	Itawamba	Noxubee	Union
Calhoun	Lafayette	Oktibbeha	Webster
Chickasaw	Lee	Pontotoc	Winston
Choctaw	Lowndes	Prentiss	Yalobusha
Clay	Marshall	Tate	

Individuals, all public or private not-for-profit corporations, organizations, agencies, or private for-profit corporations and businesses, and not otherwise excluded may submit a proposal. Offeror must currently have an occupied office in Mississippi. TRPDD encourages minority and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFP, to participate as partners, or to participate in other business activity in response to this RFP.

TRPDD is an Equal Opportunity Employer, and hereby notifies all Offerors will be afforded the full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, sexual preference, marital or veteran status, or any other legally protected status in consideration for an award.

A. Scope of Work/Program Services

The purpose of this RFP is to provide a cost-effective means of providing temporary, full-time employment to individuals selected by TRPDD to work as High School Career Coaches on behalf of TRPDD in the service area. TRPDD anticipates having 78 Career Coaches at any given time. TRPDD Career Coaches will be paid a base salary once a month. A Career Coach job description is included as Attachment A. Please note that TRPDD will complete the required background checks for Career Coaches, and the cost of the background check should not be included in the proposal.

Additionally, Career Coaches may be required to travel as part of their job duties and/or incur miscellaneous costs that will need to be reimbursed to Career Coaches. TRPDD will notify the entity that is awarded a contract through this RFP of any mileage or miscellaneous costs that should be reimbursed each month. These costs should be invoiced to TRPDD at actual cost with no markup or additional fees.

TRPDD will be responsible for the day-to-day operations of the AccelerateMS Career Coach Program. The entity that is awarded a contract through this RFP will be the employer of record and be responsible for:

1. Hiring referred participants as temporary employees through its company.
2. Maintaining payroll records and performing payroll activities to include computing wages; withholding applicable federal, state, and local taxes; withholding social security and Medicare payments; and remitting all employee withholdings to the proper governmental authorities within the prescribed times.
3. E-verifying all individuals referred by TRPDD to the company for employment.
4. Maintaining Worker's Compensation and all necessary information for Worker's Compensation for temporary employees. The contractor is responsible for any injuries to temporary employees hired under the contract, including all state and federal reporting and insurance requirements relating to the injured employee.
5. Processing payroll checks for individuals on a monthly basis. All employees will be required to receive their payroll checks electronically, such as by direct deposit or debit cards.
6. Ensuring that each individual is paid the appropriate wage as set by TRPDD and that any corrections to temporary employees' payroll checks are made in an appropriate and timely manner.
7. Ensuring garnishment(s), if applicable, are withheld from individual's checks.
8. Ensuring any mileage, cell phone reimbursement, or other miscellaneous costs as approved by TRPDD is reimbursed to the appropriate Career Coach and that any corrections are made in an appropriate and timely manner. {These costs should be invoiced to TRPDD at actual cost with no markup or additional fees.}
9. Ensuring that all required reports associated with said employment are filed timely.
10. Preparing and mailing appropriate tax forms (W-2) to temporary employees as required by the IRS.
11. Complying with all federal, state, and local laws, regulations, and rules in hiring temporary employees.
12. Removing any of the employees hired under this grant at the request of TRPDD.
13. Submitting monthly detailed invoices to TRPDD that includes the Career Coach's name, bill rate of the monthly salary, and actual costs of any mileage, cell phone, or miscellaneous costs reimbursed to each Career Coach.
14. Making all records related to the temporary employees referred by TRPDD available to TRPDD, its representatives, and/or other state or federal auditors.

B. Timeline of RFP schedule is:

Action	Date	Time Line (days)
Release of RFP	4/1/2026	0
Last day to Submit RFP Questions at 4:00 p.m. CST	4/15/2026	14
Proposals due at 10:00 a.m. CST	5/1/2026	30
Anticipated Notice of Intent to Award	5/15/2026	44
Contract Begin Date	7/1/2026	91

TRPDD reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. TRPDD also reserves the right to modify the RFP process and timeline as deemed necessary.

TRPDD reserves the right to waive any informality or to reject any or all Proposals with or without reason.

II. Minimum Qualifications to be Considered Responsive, Responsible, and/or Acceptable Proposal

The Offeror must provide sufficient detailed narrative meeting all requirements of the Organizational Description, Statement of Work, Program Budget/Budget Narrative, References, Assurances of Required Clauses for Contracts, and Acknowledgement of Amendments included on pages 10-13 of this RFP. This includes submitting the following items in the proposal submission:

- **Financially stable or solvent.** The Offeror must include copies of the last two (2) years' financial statements or financial documentation. If financial statements do not exist, the vendor must state the reason and, instead, submit sufficient information to enable TRPDD to assess the financial stability or solvency of the vendor, such as financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to enable the vendor to be capable of meeting the requirements of this RFP.
- **Registration to Conduct Business in Mississippi:** Be registered with the Mississippi Secretary of State and include its certificate with the submitted proposal. If not already registered, the Offeror must acknowledge it will be registered within seven (7) business days of being offered a contract. Sole proprietors are not required to register with the Mississippi Secretary of State. **Offeror must currently have an occupied office in Mississippi.**
- **Registered with SAM.gov:** The proposer must have Unique Entity Identifier (UEI) and a current active registration with SAM.gov.
- **Completion of all Required Forms.** The proposal must include all of the required forms, fully completed and signed, which include:
 - Proposal Cover Sheet (Attachment B)
 - Proposal Budget Form (Attachment C)
 - Assurances of Required Clauses for Contracts Resulting from this RFP (Attachment D)
 - Acknowledgement of Amendments (Attachment E) if amendments are issued

III. Questions/Clarifications/Amendments for RFP

A. RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP must be submitted in writing to TRPDD at crackley@trpdd.com. The identity of the organization submitting the question(s) will not be revealed. All questions must be submitted by 4:00 p.m. CST, Wednesday, April 15, 2026. Questions that are received after the deadline will not be answered.

All questions and answers will be published to the TRPDD website, <https://trpdd.com/workforce-development/>, and emailed to all prospective offerors known to have received the RFP. It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. **No other sources of responses or clarification are considered valid.**

B. Amendments to the RFP

At the discretion of TRPDD, if it becomes necessary to revise any part of this RFP, an amendment will be posted on Three Rivers' website, <https://trpdd.com/workforce-development/>, and emailed to all prospective Offerors known to have received the RFP. Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive amendments to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

It is the Offeror's sole responsibility to monitor the TRPDD website for any updates or amendments to the RFP. Each respondent, upon receiving notification by TRPDD of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any amendments will result in disqualification and rejection of the proposal.

Offerors must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal package, completing Attachment E. The acknowledgment should be received by TRPDD by the time, date, and at the place specified for receipt of proposals.

Offerors must provide a signed Acknowledgement of RFP Amendment(s) if any were issued/posted on the TRPDD's website.

The RFP is comprised of the base RFP document, any attachments, any amendments issued prior to the submission deadline, and any other documents released before contract award.

C. Communication

TRPDD prohibits communication or lobbying of any kind with any board member, TRPDD staff, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

D. Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by TRPDD to support continuation of this RFP or any contract(s) therein, said RFP or contracts shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any non-recurring cost incurred but not yet recovered under this contract.

IV. Conditions of Solicitation

The release of this Request for Proposals (RFP) does not constitute an acceptance of any offer, nor does it in any way obligate TRPDD to execute a contract with any offeror. TRPDD reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document. The final decision to execute a contract with any offeror rests solely with TRPDD.

A. Before preparing proposals, offerors should note that:

1. TRPDD *will not be liable* for any costs associated with the preparation of proposal or negotiation of contracts, incurred by any offeror.

2. All proposals in their entirety will become the property of TRPDD upon submission.
- B. Entities receiving a contract will be required to assume full responsibility for all specified services and **may subcontract only with expressed prior written approval of TRPDD.**
 - C. In submitting a proposal, the offeror certifies it is a legally constituted organization, and that in connection with this proposal:
 1. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition;
 2. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror or to any competition; and,
 3. No attempt has been made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
 - D. Person(s) signing the proposal certify that person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate in any action contrary to IV.C.1., 2., or 3. above.

Any contract awarded through this RFP will be a flat fee dollar amount rate based on the salary of the Career Coach. The entity awarded a contract will be reimbursed for each employee that is hired through the contract based on the flat fee rate. The entity awarded a contract will also be reimbursed each month at actual cost with no markup or additional fees for any mileage, cellphone, or other miscellaneous reimbursements made to Career Coaches that have prior approval from TRPDD.

- E. This RFP does not commit TRPDD to accept any proposal, nor is TRPDD for any costs incurred by the respondent in the preparation of responses to this RFP. TRPDD reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of TRPDD. TRPDD reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of TRPDD.
- F. Discussions may be conducted with offerors who submit proposals or qualifications determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions.

V. Period of Performance and Term of Contract

The contract awarded through this procurement is anticipated to have a begin date of July 1, 2026, and end June 30, 2027. TRPDD may extend the contract for an additional 3 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of TRPDD.

VI. General Instructions for RFP Submission

- A. Respondents are required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly

demonstrate the respondent's ability to effectively manage and operate the program and provide the services requested. **All Proposals must be delivered on or before:**

Date:	May 1, 2026
Time:	10:00 a.m. CST
Location:	Three Rivers Planning & Development District Re: Temporary Staffing Services Proposals 75 South Main Street Post Office Box 690 Pontotoc, MS 38863

B. Proposal Content:

- Proposal Cover Sheet *{Attachment B}*
- Organizational Description
- Statement of Work
- Program Budget/Budget Narrative *{including signed Proposal Budget Form Attachment C}*
- References
- Assurances *{Attachment D}*
- Acknowledgement of Amendments (if applicable) *{Attachment E}*

A Proposal Checklist is included as Attachment F to help you ensure all required information is included with your proposal.

C. Proposal Format Requirements

Font	10-12 Point – Times New Roman or Arial or Calibri or similar font
Pages	Single-Sided
Margins	0.5 inch – 1.0 inch - this applies to ALL margins
Spacing	1.15 – Double-Spaced Lines
Header	The name of the organization submitting the proposal and the page number on each page.

D. Respondents should use the forms included in this RFP. If a respondents opts to create and complete forms using their own computer software, the resulting forms must be identical to those included in this RFP.

E. Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages ____, ____, ____, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to

this office as a result of or in connection with the submission of such information, Three Rivers Planning & Development District has the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

- F. Each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin.
- G. Timely receipt of proposals is the sole responsibility of the respondent. If a respondent sends their proposals via U.S. Postal Service, UPS, FedEx, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.
- H. **One (1) sealed, unbound proposal (it may be clipped together with a binder clip that is easily removable) and one (1) electronic PDF copy submitted on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at Three Rivers by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies by the deadline.**

VII. Specific Proposal Instructions

A. Proposal Cover Sheet

Complete the Proposal Cover Sheet (Attachment B). This serves as the cover sheet for the proposal. Nothing should precede this page.

B. Organizational Description

In this section, the offeror should describe their organization and the overall management plan for the proposed program, especially as it relates to meeting performance goals and ensuring quality services. In this description, include the following:

1. Overview of Company
Provide a brief description of your company, including items such as:
 - a. The year your company was started.
 - b. The number of years your company has been providing temporary staffing services.
 - c. Indicate the number of customers your company has provided temporary staffing services for in the past five (5) years.
 - d. Indicate the size of the largest customer your company has provided temporary staffing services for in the past five (5) years.
 - e. List your board members, if applicable, along with each member's length of service.
 - f. Indicate if your company is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, please discuss the impact both on organizational and directional terms of the company.
2. Staffing and Supervision
Using an organizational chart with supporting narrative, show the lines of authority and responsibility related to the proposed program. Include direct program staff, supervisors, managers, and administrative support staff.

3. Location
Briefly describe the facility or facilities where the program is to be principally operated, including a street and mailing address. If the principally operated facility is not located in the state of Mississippi, briefly describe the current facility located in Mississippi, including a street and mailing address, and how long this facility has been operated by the Offeror. Offeror must currently have an occupied office in Mississippi.

If your company is not physically located within the 27 county service area, explain how you will onboard and provide temporary staffing services for this project.

4. EEO Compliant
Indicate whether or not your entity complies with all federal laws regarding Equal Employment Opportunity and if your EEO policy is available for review.

5. Financial Stability and Solvent
Include copies of the last two (2) years' financial statements or financial documentation. If financial statements do not exist, the vendor must state the reason and, instead, submit sufficient information to enable TRPDD to assess the financial stability or solvency of the vendor, such as financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to enable the vendor to be capable of meeting the requirements of this RFP.

6. Registration to Conduct Business in Mississippi and Debarment Status
If your company is registered to conduct business with the Mississippi Secretary of State, include a copy of your certificate. If your company is not already registered, include a statement indicating that the company acknowledges it is required to register with the Mississippi Secretary of State and that it will be registered within seven (7) business days of being offered a contract.

Include a statement certifying that the offeror is not currently debarred from submitting proposals for contracts or that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi.

7. Compliance with System for Award Management (SAM.gov)
Provide your Unique Entity ID (UEI) and proof of sam.gov current registration.

C. Statement of Work

1. Describe how your entity will provide temporary staffing services for temporary full-time individuals, including but not limited to:
 - a. Hiring the referred individuals as temporary employees through its company.
 - b. Maintaining payroll records and performing payroll activities to include computing wages; withholding applicable federal, state, and local taxes; withholding social security and Medicare payments; and remitting all employee withholdings to the proper governmental authorities within the prescribed times.
 - c. E-verifying all individuals referred by TRPDD to the company for employment
 - d. Maintaining Worker's Compensation and all necessary information for Worker's

- Compensation for temporary employees. The contractor is responsible for any injuries to temporary employees hired under the subgrant, including all state and federal reporting and insurance requirements relating to the injured employee.
- e. Processing payroll checks for individuals on a monthly basis. All employees will be required to receive their payroll checks electronically, such as by direct deposit or debit cards.
 - f. Ensuring that each individual is paid the appropriate wage as set by TRPDD and that any corrections to temporary employees' payroll checks are made in an appropriate and timely manner
 - g. Ensuring garnishment(s), if applicable, are withheld from individual's checks
 - h. Ensuring any mileage, cell phone reimbursement, or other miscellaneous costs as approved by TRPDD is reimbursed to the appropriate Career Coach and that any corrections are made in an appropriate and timely manner. {These costs should be invoiced to TRPDD at actual cost with no markup or additional fees.}
 - i. Ensuring that all required reports associated with said employment are filed timely
 - j. Preparing and mailing appropriate tax forms (W-2) to temporary employees as required by the IRS
 - k. Complying with all federal, state, and local laws, regulations, and rules in hiring temporary employees
 - l. Removing any of the employees hired under this grant at the request of TRPDD
 - m. Submitting monthly detailed invoices to TRPDD that includes the names and bill rates of temporary employees Submitting monthly detailed invoices to TRPDD that includes the Career Coach's name, bill rate of the monthly salary, and actual costs of any mileage, cell phone, or miscellaneous costs reimbursed to each Career Coach.
 - n. Making all records related to the temporary employees referred by TRPDD available to TRPDD, its representatives, and/or other state or federal auditors.
2. Describe how your entity can automate the payroll process through direct deposit or debit cards for temporary employees who do not have a checking or savings account.
 3. Describe any other benefits, such as health insurance, dental insurance, vision insurance, etc. that your company will offer temporary employees referred by TRPDD for hiring.

D. Program Budget/Budget Narrative

Pricing for providing Temporary Staffing Services should include all associated costs for the items with no additional or hidden fees. The pricing quoted shall be inclusive of, but not limited to the following:

- 1) All required equipment/material.
- 2) All required insurance, bond, or other surety.
- 3) All required overhead.
- 4) All required profit.
- 5) All required vehicles.
- 6) All required fuel and mileage.
- 7) All required labor and supervision.
- 8) All required business and professional certifications, licenses, permits, or fees.
- 9) Any and all other costs.

1. Include a statement indicating that you understand that the Career Coaches will be paid a salary once a month, on an agreed upon schedule, and that your system can process payroll on a monthly basis. Include the Proposal Budget Form (Attachment C), signed by the authorized company representative, to indicate the flat-fee billing rate for each of the monthly salaries. Please note the flat-fee billing rate must be in dollar amounts and not percentages.
2. Include a statement indicating that you understand Career Coaches may have mileage, cell phone, or other miscellaneous costs as approved by TRPDD that will need to be reimbursed by the Offeror to the appropriate Career Coach monthly. These costs will be invoiced to TRPDD at actual cost with no markup or additional fees on the monthly detailed invoice.

E. References

Please include at least one and no more than three references from previous work of a similar nature, and specify the following:

1. Name of Agency
2. Dates of Service/Contract
3. Primary Contact Person and Contact Information (including Address, Phone Number(s), E-mail Address)
4. Alternative Contact Person and Contact Information (including Address, Phone Number(s), E-mail Address)

NOTE: At least one of the references must be with a vendor located in Mississippi. TRPDD may contact any of the references provided.

F. Assurances of Required Clauses for Contracts

Review the Assurances of Required Clauses for Contracts Resulting From This RFP (Attachment D) and include a signed copy of it with your proposal packet. By signing this form you are attesting that they are aware of these requirements for Three Rivers Planning & Development District to enter into a contractual agreement with an entity. Please note this document **must** bear the original signature of the proposing entity's signatory official.

G. Acknowledgement of Amendments

Complete the Acknowledgement of Amendments form (Attachment E) only if an amendment has been issued relative to this RFP. If no amendments are issued, do not include this form in the proposal packet. If an amendment is issued it will be posted on Three Rivers' website, <https://trpdd.com/workforce-development/>, and emailed to all prospective offerors known to have received the RFP.

VIII. Proposal Ratings

Proposals will be evaluated by the evaluation committee on the following criteria:

- Proposers ability to service our target clientele and service area
- Cost/Price
- Organizational Description and References



CAREER COACH JOB DESCRIPTION

Revised 3/31/2026

POSITION SUMMARY

The Career Coach will assist students in identifying their career goals through personal and group consultation. Utilizing leadership, advocacy, and collaboration, career coaches will promote high value pathways and personal success by engaging in quality coaching sessions that encompass long-term career goals and the associated return on investment for the student.

Coaches will serve as a liaison to connect students with post-secondary opportunities and local employers. Their purpose will be to increase student knowledge of, access to, and placement in postsecondary opportunities aligned to high value pathways while providing adequate and accurate information about career planning, outcomes, and opportunities. The career coach will equip students with durable skills to promote success outside the school setting (resume writing, interview skills, etc.), communicate with parents regarding opportunities for students, and plan aligned postsecondary and industry visits for the students served by the career coach.

ESSENTIAL FUNCTIONS

Career Coaches will:

- Meet reporting requirements as set forth by AccelerateMS.
- Share data as requested, by AccelerateMS, with their respective Career Coach Manager in a timely manner.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Complete a career plan with every eighth and eleventh grader enrolled in the school, and corresponding feeder pattern school if necessary (completion amount based on enrollment as reported in November reporting period).
- Have unique, individual interactions, as documented through www.msworkforce.org, with 60% of the students in grades nine through twelve at the corresponding secondary school(s).
- Have repeat/follow-up interactions with at least 40% of the students that had unique, individual interactions, as documented in the above metric.
- Have students review <https://mspathfinder.org> (or other current websites as directed by AccelerateMS) in order to determine interests and learn about high-value pathways in the student's ecosystem and across Mississippi.
- Screen and assist students in applying for work-based learning opportunities, to include internships, apprenticeships, job-shadowing, and for-credit work-based learning opportunities, in their area by connecting them with industry representatives and local workforce opportunities with an emphasis on high-value pathways.
- Plan, develop, and implement on-campus and off-campus exploration opportunities, including postsecondary campus visits, career fairs, industry visits, parent sessions, and similar activities aligned with high-value pathways.

- Work directly with the local community college to connect students to education and training opportunities as identified by AccelerateMS and the WIOA State Plan.
- Assist students in developing durable skills, including but not limited to, resume writing and interviewing skills.
- Work with the local school system, economic developers, businesses, associations, local and state agencies, as well as all relevant stakeholders, to promote the career coach program and build connections to local industries.
- Plan, develop, and implement programs working directly with parents and guardians of participants to educate them on all postsecondary opportunities (including available financing of these) for their students.
- Be available for parent and participant inquiries.
- Maintain an updated calendar of events and activities that will be shared with appropriate stakeholders.
- Perform other duties as assigned by grant recipient.
- Must abide the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.
- Must meet background check requirements. Before hire, the coach shall be fingerprinted to determine suitability for employment; If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history records check. If such fingerprinting or criminal history records check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Miss. Code Ann. § 45-33-23(g), child abuse, arson, grand larceny burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the applicant shall not be eligible for employment.

SIGNATURES

Grant Intermediary Contact Name	Grant Intermediary Contact Signature	Date

Career Coach Manager Name	Career Coach Manager Signature	Date

Career Coach Name	Career Coach Signature	Date



Proposal Cover Sheet

PROPOSING ORGANIZATION

Organization Name: _____

Address: _____

City, State, Zip: _____

Signatory Official's Name: _____

CONTACT INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

CERTIFICATION

By signing below, the Organization's authorized representative certifies that he/she has authority to bind the Organization and, on behalf of the Organization's, certifies that:

- (1) the Request for Proposals (RFP) and all attachments have been read and understood;
- (2) the Organization meets all requirements and agrees to all certifications and provisions contained in the RFP;
- (3) the Organization will perform the required services at the prices quoted and that all submitted cost or pricing data is accurate, complete, and current as of the submission date;
- (4) the Organization's workers possess all required licenses, certifications, or credentials necessary to provide Temporary Staffing Services;
- (5) the Organization is not debarred from proposing on contracts issued by any political subdivision or agency of the State of Mississippi and is not acting as an agent for any debarred entity; and
- (6) the proposal prices were independently determined without consultation, communication, or agreement with any competitor for the purpose of restricting competition.

Signatory Official Signature Date



Proposal Budget Form

Pricing for providing Temporary Staffing Services should include all associated costs for the items with no additional or hidden fees. The pricing quoted shall be inclusive of, but not limited to the following:

- 1) All required equipment/material.
- 2) All required insurance, bond, or other surety.
- 3) All required overhead.
- 4) All required profit.
- 5) All required vehicles.
- 6) All required fuel and mileage.
- 7) All required labor and supervision.
- 8) All required business and professional certifications, licenses, permits, or fees.
- 9) Any and all other costs.

Enter the flat-fee billing rate, in dollar amounts and not percentages, for each of the monthly salary amounts listed below:

Temporary Employee Monthly Salary Amount	Proposed Flat-Fee Reimbursement Monthly Amount
\$3,791.67	\$
\$3,875.00	\$
\$3,958.34	\$
\$4,041.67	\$
\$4,125.00	\$
\$4,208.34	\$
\$4,291.67	\$
\$4,375.00	\$
\$4,458.34	\$
\$4,541.67	\$
\$4,625.00	\$

By signing this Proposal Budget Form, the Organization's authorized representative acknowledges that:

1. The Organization understands that payroll for the Career Coaches will be processed once a month on an agreed upon schedule between the Organization and Three Rivers PDD.
2. The Organization understands that Career Coaches may have mileage, cell phone, or other miscellaneous costs as approved by TRPDD that will need to be reimbursed by the Offeer to the appropriate Career Coach each month. These costs will be invoiced to TRPDD at actual cost with no markup or additional fees on the monthly detailed invoice
3. The proposal prices were independently determined without consultation, communication, or agreement with any competitor for the purpose of restricting competition.
4. The Organization, if awarded a contract, will perform the services required at the prices quoted above.

Signatory Official Signature

Date



ASSURANCE OF REQUIRED CLAUSES FOR CONTRACTS RESULTING FROM THIS RFP

If TRPDD enters into a contractual agreement with the offeror, the contract shall certify that the contracting entity agrees to comply with the following Provisions and Regulations, as may be applicable:

1. Applicable Law: The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the state and federal courts in Pontotoc County, Mississippi. Contractor shall comply with applicable federal, state, and local laws and regulations. Contractor acknowledges that this is a subcontract of State funds by entering into this agreement and will have to remain complaint.
2. Availability of Funds: It is expressly understood and agreed that the obligation of the TRPDD 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 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 TRPDD, TRPDD shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to TRPDD of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Laws: Contractor understands that the TRPDD 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 unlawful, and Contractor agrees during the term of the agreement 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 existing and as may be amended or modified.
4. E-Verification: If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code 32 Annotated §§ 71-11-1 et seq.. The term "employee" as used herein means any person that is 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 that is operated by the United States Department of Homeland Security, also known as the EVerify 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 Contractor to the following:
 - a. 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;
 - b. 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,
 - c. 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.

5. Insurance, Bond, and Other Surety: The successful contractor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000.00 per occurrence and fidelity bond insurance with minimum limits of \$100,000.00. All workers' compensation, comprehensive general liability, professional liability, and fidelity bond insurance will provide coverage to TRPDD as an additional insured. TRPDD reserves the right to request from carriers, certificates of insurance regarding the required coverage. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The contractor shall be prepared to provide evidence of required insurance upon request by TRPDD at any point during the contract period and should consult with legal counsel regarding its obligations.

Additionally:

- In no event shall the requirement for an insurance, bond, or other surety be waived.
 - All insurance policies will list TRPDD as an additional insured.
 - All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.
 - Contractor shall submit to TRPDD within seven (7) days of notification of intent to award, a certificate of insurance and/or bond which outlines the coverage and limits defined in the procurement and contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance may be cause for your proposal to be declared non-responsive or for your contract to be cancelled.
 - Contractor shall obtain at Contractor's expense the insurance and/or bond requirements specified in the procurement and contract prior to performing under this Contract, and Contractor shall maintain the required insurance and/or bond coverage throughout the duration of this Contract and all warranty periods. There are no provisions for exceptions to this requirement.
 - Contractor shall not commence work under this contract until it obtains all insurance and/or bond required under this provision and furnishes a certificate or other form showing proof of current coverage TRPDD. After work commences, the Contractor will keep in force all required insurance and/or bond until the contract is terminated or expires.
 - Contractor shall submit renewal certificates as appropriate during the term of the contract.
 - Contractor shall instruct the insurers to provide TRPDD thirty (30) days advance notice of any insurance cancellation.
 - Contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance and/or bond coverage(s), that written notice will be delivered to TRPDD.
 - There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance and/or bond coverage(s) to TRPDD. Any failure to comply with the reporting provisions of this clause shall constitute a material breach of Contract and shall be grounds for immediate termination of this Contract by TRPDD.
6. Procurement Regulations: The contract shall be governed by the applicable provisions of the PPRB OPSCR Rules and Regulations, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.DFA.ms.gov>.
7. Renewal of Contract: TRPDD may extend the contract for an additional 3 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of TRPDD.

8. Representation Regarding Contingent Fees: Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's proposal.
9. Representation Regarding Gratuities: The Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the PPRB OPSCR Rules and Regulations.
10. Stop Work Order:
 - a. *Order to Stop Work*: TRPDD, 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 Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, TRPDD shall either:
 - i. cancel the stop work order; or,
 - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
 - b. *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:
 - i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
 - ii. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if TRPDD decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
 - c. *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.
 - d. *Adjustment of Price*: Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.
11. Termination for Convenience:
 - a. *Termination*. The TRPDD, when the interests of TRPDD so require, terminate this contract in whole or in part, for the convenience of TRPDD. TRPDD shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
 - b. *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. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. TRPDD may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.
12. Termination for Default:
 - a. *Default*. If 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 timely satisfy the contract provisions, or commits any other substantial breach of this contract, TRPDD may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by TRPDD, such officer may terminate 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 properly perform. In the event of termination in whole or in part, TRPDD may procure similar supplies or services in a manner and upon terms deemed appropriate by TRPDD. 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.

- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from TRPDD, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
 - c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. TRPDD may withhold from amounts due Contractor such sums as TRPDD deems to be necessary to protect TRPDD against loss because of outstanding liens or claims of former lien holders and to reimburse TRPDD for the excess costs incurred in procuring similar goods and services.
 - d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with 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 TRPDD 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, TRPDD 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, 36 "Termination"). (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
 - e. *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 (d) (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 TRPDD, be the same as if the notice of termination had been issued pursuant to such clause.
 - f. *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.
13. Termination Upon Bankruptcy: This contract may be terminated in whole or in part by TRPDD 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, 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.
14. Award Adjustment: Any adjustments in award price, pursuant to a clause in this contract, shall be made in one or more of the following ways: (a) by agreement on a fixed price adjustment before 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.

15. 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 a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.
16. 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 Annotated §§ 25-61-1 et seq. and Mississippi Code Annotated § 79-23-1.
17. Modification: This agreement may be modified by mutual consent of both parties. Any modification shall be made in writing, stating the changes being affected, and shall be signed by both parties of the Agreement.
18. Confidentiality: Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret, or confidential commercial or financial information.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its Contractor without the express written approval of the TRPDD shall result in the immediate termination of this agreement.

19. Hatch Act: Subrecipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Assurance, hereby attests that they are aware of these requirements for Three Rivers Planning & Development District to enter into a contractual agreement with an entity.

Name of Proposing Entity

Name of Certifying Official

Signature of Certifying Official

Date



Acknowledgement of Amendments

(Only submit if an Amendment has been issued relative to this Request for Proposals)

If issued, Offeror shall acknowledge receipt of any amendment to the solicitation by identifying the amendment number and date in the space provided below and signing, dating, and returning this form (Attachment E). The acknowledgement must be received by TRPDD by the time and at the place specified for receipt of proposals.

Vendor acknowledges all amendments to this RFP. Please list the amendments acknowledged by the amendment number and date:

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Signature

Date



Proposal Checklist

This checklist provides assistance for the Offeror to ensure all required information is included in the proposal for it to be considered a responsive and/or acceptable. Offeror does not have to include the Proposal Checklist with their proposal packet. Failure to include all of the information required in the RFP may result in the proposal being considered unacceptable and not be considered for funding.

1. Proposal Cover Sheet (Attachment A) <i>fully completed and signed</i>	<input type="checkbox"/>
2. Organizational Description <ul style="list-style-type: none"> a. Ensure all requirements in Section VII.B. (page 10-11) are addressed b. Attach 2 years of financial statements or financial documentation or other acceptable documents so TRPDD can determine financial stability or solvency c. Attach Certificate from registration from Mississippi Secretary of State Office (if applicable) d. Attach proof of sam.gov current registration including UEI 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Statement of Work <ul style="list-style-type: none"> a. Ensure all requirements in Section VII.C (page 11-12) are addressed 	<input type="checkbox"/>
4. Program Budget/Budget Narrative <ul style="list-style-type: none"> a. Ensure all requirements in Section VII.D (page 12-13) are addressed b. Attach Proposal Budget Form (Attachment C) <i>fully completed and signed</i> 	<input type="checkbox"/> <input type="checkbox"/>
5. References <ul style="list-style-type: none"> a. Ensure all requirements in Section VII.E (page 13) are addressed 	<input type="checkbox"/>
6. Assurances of Required Clauses for Contracts <ul style="list-style-type: none"> a. Attach Assurances of Required Clauses for Contracts Form (Attachment D) <i>fully completed and signed</i> 	<input type="checkbox"/>
7. Acknowledgement of Amendments <ul style="list-style-type: none"> a. Attach Acknowledgement of Amendments (Attachment E) if any amendments are issued <i>fully completed and signed</i> 	<input type="checkbox"/>

NOTE: One (1) sealed, unbound proposal (it may be clipped together with a binder clip that is easily removable) and one (1) electronic PDF copy submitted on a USB flash drive must be submitted.