

**ATTACHMENT A
Proposal Cover Sheet**

The Mississippi Department of Rehabilitation Services is seeking qualifications from qualified contractors to provide Comprehensive training events for MDRS clients.

Qualifications are to be submitted as listed below, on or before 12:00 PM CST, Thursday, July 10, 2025.

PLEASE MARK YOUR ENVELOPE:

Mississippi Department of Rehabilitation Services

Attention: Lee Shirley, Director of Contracts

1281 Highway 51 North

Madison, Mississippi 39110

Request for Qualifications for Comprehensive Training Events for MDRS Clients

No. 3120003152

Opening Date: 12:00 PM CST, Thursday, July 10, 2025

SEALED PROPOSAL PACKAGE – DO NOT OPEN

Company Name: Good Shepherd Community Center, Inc.

Address: 629 Cherry Street

City/State/Zip: Vicksburg, MS 39180

Telephone: 601-636-7687

Fax Number: 601-638-8479

E-Mail Address: cindy.mccarley@goodshepherdvicksburg.org

Printed Name of Authorized Signer: Cindy McCarley, Executive Director

Signature and Date: *Cindy McCarley* 7/2/25

ATTACHMENT B

Authorization and Acknowledgements

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Request for Qualifications, RFQ 3120003152 and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Request for Qualifications, RFQ 3120003152, and the attachments herein;
3. That the company agrees to all provisions of this Request for Qualifications, RFQ 3120003152, and the attachments herein;
4. That the company can and will meet all required laws, regulations, and/or procedures related to confidentiality and represents that its workers are licensed, certified, and possess the requisite credentials to perform the transition services; and
5. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Request for Qualifications.
6. That the company understands that should an amendment to this RFQ be issued, it will be posted on the MDRS website (www.mdrs.ms.gov) in a manner that all proposers will be able to view. Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space provided for this purpose on this form. The acknowledgment must be received by MDRS by the time and at the place specified for receipt of proposal. It is the company's sole responsibility to monitor the website for amendments to the RFQ.

Company Name: Good Shepherd Community Center, Inc.

Signature and Date:

Cindy McCarley 7/2/25

Name and Title: Cindy McCarley, Executive Director

ATTACHMENT C

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the offer to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. Representation Regarding Contingent Fees.

Contractor represents that it [HAS or 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.

2. Representation Regarding Gratuities.

The Respondent or Contractor represents that it [HAS or 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 Mississippi Public Procurement Review Board Office of Personal service Contract Review Rules and Regulations.

3. Certification of Independent Price Determination.

The Respondent certifies that the prices submitted in response to the solicitation [HAVE or HAVE NOT] been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other respondent or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate price.

4. Prospective Contractor's Representation Regarding Contingent Fees.

The Prospective Contractor represents as a part of such Contractor's proposal that such Contractor [HAS or HAS NOT] retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Company Name: Good Shepherd Community Center, Inc.

Signature and Date: Cindy McCarley 7/2/25

Type text here

Name and Title: Cindy McCarley, Executive Director

Note: Please be sure to circle the applicable word or words provided above. Failure to circle the applicable word or words and/or to sign the proposal form may result in the proposal being rejected as nonresponsive. **Modifications or additions to any portion of this proposal document may be cause for rejection of the proposal.**

ATTACHMENT D

Company Questionnaire

If additional space is needed, please attach supplemental pages as necessary to completely answer all questions.

1. Corporate Experience and Capacity

- Provide the age of your business. ☐
- Describe the experience of the firm in providing the service, give number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service. ☐

Provided behind in detail

Company Name: Good Shepherd Community Center, Inc.

The Good Shepherd Community Center, established in 1987 in Vicksburg, Mississippi, is uniquely qualified to host and create comprehensive training events for Mississippi Department of Rehabilitation Services (MDRS) clients due to its rich history, deep roots in the community, and diverse range of programs. We have actively been serving our community for thirty-eight (38) years.

Deep Community Roots:

- **Location with Historical Significance:** Good Shepherd is in a historic three-story building on the site of the first Freedman's school established after the Civil War. This location has a significant historical meaning, representing the importance of education and empowerment within the community for over a century.
- **Decades of Service:** Since 1987, Good Shepherd has been serving the Vicksburg community, evolving its programs to meet the changing needs of its residents.

Comprehensive Program History:

Good Shepherd's history of offering a wide range of programs demonstrates its capacity to cater to diverse needs and provide holistic support. These programs have included:

- **Early Childhood Education: Preschool** and after-school programs and seasonal camps.
- **Health and Well-being:** a small medical clinic
- **Special Needs Programming:** Including Jullia's Place, a program designed to teach work-ready skills to adults with special needs
- **Community Building:** Camps and other community activities.
- **Employees:** Given that Good Shepherd has been an active non-profit organization for over thirty-eight years, it could estimate that there have been hundreds of employees. Currently, Good Shepherd has thirty-one employees.

Commitment to Empowerment:

Good Shepherd's mission statement, "to educate, inspire and empower individuals, children, and their families to live their best lives," aligns perfectly with the goals of MDRS. The organization's commitment to fostering education, building skills, and promoting self-sufficiency is evident in its program history and ongoing initiatives.

Specific Training Relevance:

- **Jullia's Place:** This program, focused on teaching work-ready skills to adults with special needs, demonstrates direct experience in providing vocational training for individuals with disabilities, a core focus of MDRS.
- **JP's:** This program, focused on teaching toddlers with special needs, demonstrates direct experience in providing life skills and educational opportunities for children aimed for success.

Company Questionnaire and Capacity

By choosing Good Shepherd as a training provider, MDRS clients will benefit from an organization with a proven track record of serving the community, a deep commitment to empowerment, and experience in providing relevant and effective training programs.

ATTACHMENT D
Company Questionnaire (Page 2 of 3)

If additional space is needed, please attach supplemental pages as necessary to completely answer

2. Service Location

- ☐ If services are to be provided at a site other than firm's principal place of business (the address given in Attachment A), please specify the place of performance. ☐

Services will be offered in collaboration with our local Vicksburg, Warren School District at the Academy of Innovation located at 1650 Rosa Temple Drive, Vicksburg, MS 39183. Phone number is 601-636-2539. Good Shepherd is one of the District's business partners and will welcome all participants from Warren, Yazoo, and Claiborne County on their campus.

3. Personnel

Attach resumes' of all those who will be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery as well as a list of all principals. Additionally, please provide copies of all applicable permits, professional certifications and/or licenses from the applicable certifying authority, and a list of all principals. ☐

Cindy McCarley, LPC

Emily Williams, Ph.D

Company Name: Good Shepherd Community Center, Inc.

ATTACHMENT D

Company Questionnaire (Page 3 of 3)

☐ If additional space is needed, please attach supplemental pages as necessary to completely answer.

4. References

Give at least (3) references to contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three years. Include the name of organizations and the length of the contract, a brief summary of the work, and the name and telephone number of the person responsible.

Mississippi Department of Education

Child and Adult Food Care Program

Susie Q. Evans-Gater, Director, CACFP/SFSP

Office of Child Nutrition

601-576-4954 | mdek12.org

Good Shepherd has had the Child and Adult Care Food Program (CACFP) contract since prior to my arrival in May 2019. All renewals are completed in the Mississippi Application Reimbursement System (MARS). The Child and Adult Care Food Program (CACFP) is operated year-round by public or private non-profit organizations or Title XX for profit organizations. This program provides non-residential childcare services in Even Start and Head Start centers, childcare centers, day care homes, and adult day care centers. This aid us in providing food for our school ages program 6 weeks through 12 years of age.

Mississippi Department of Human Services

Division of Early Childhood Care and Development

Chad Allgood, Ph.D., Director

Office: 601-359-4048

www.mdhs.ms.gov

Good Shepherd has a relationship/contract with the Mississippi Department of Human Services well before my arrival in May 2019. The Mississippi Child Care Payment Program (CCPP), administered by the Division of Early Childhood Care & Development (DECCD) at the Mississippi Department of Human Services (MDHS), provides tuition assistance to qualifying parents and guardians to help them afford childcare. It helps families meet work requirements by making childcare more accessible and affordable.

Mississippi Department of Rehabilitation (MDRS)

Jackie Causey

OVR Transition Program Administrative Assistant

1281 Hwy 51N, Madison, MS 39110

601-853-5370

Good Shepherd has had a relationship/contract with MDRS for three (3) years. The Office of Vocational Rehabilitation (VR) and the Office of Vocational Rehabilitation for the Blind (VRB) work with students with disabilities, including students with Deafness and other Hearing Impairments and their families, schools, and community partners to support them with gaining knowledge and experiences necessary so they may make informed decisions about their career paths and create a plan for their future. Pre-ETS includes; Instruction in Self-Advocacy, Career Exploration Counseling, Workplace Readiness Training, Counseling on Post-Secondary Education, and Work-Based Learning Experiences.

United Methodist Conference

Angela Kaye Griffin, Special Assistant | Assistant Conference Secretary

Mississippi Annual Conference of the United Methodist Church

Web: www.mississippi-umc.org

Email: agriffin@mississippi-umc.org

320-D Briarwood Drive, Jackson, MS 39206

Good Shepherd has had a relationship/contract with UMC for years prior to my arrival in May 2019. This relationship allows Good Shepherd to request funding that supplements our general expenses to offset cost of business.

Company Name Good Shepherd Community Center, Inc

ATTACHMENT E

Required Clauses for Service Contracts Resulting from this Request for Qualifications

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. Contractor shall comply with applicable federal, state, and local laws and regulations.
2. Availability of Funds. It is expressly understood and agreed that the obligation of MDRS to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, MDRS shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to MDRS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Equal Opportunity in Employment Policy. Contractor understands that the MDRS 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.
4. Compliance with Laws. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.
5. Contract Rights. Contract rights do not vest in any party until a contract is legally executed. The MDRS is under no obligation to award a contract following issuance of this solicitation.
6. E-Payment. 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 in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, et seq.
7. E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of MDRS subject to

approval by any agencies of the United States Government. 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 clause may subject Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations; (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; or (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

8. Expenses Incurred in the Procurement Process. All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.
9. Minor Informalities and Irregularities. MDRS has the right to waive minor defects or variations of a qualification from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance of the services being procured and if doing so does not create an unfair advantage for any offeror. If insufficient information is submitted by a offeror, for MDRS to properly evaluate the offer, MDRS has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any offeror. (Information requested may include, for example, a copy of business or professional licenses, or a work schedule.)
10. Paymode. Payments by MDRS using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of Contractor's choice. MDRS may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.
11. Procurement Regulations. This solicitation shall be governed by the applicable provisions of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any offeror responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.
12. Property Rights. Property rights do not inure to any Offeror until such time as services have been provided under a legally executed contract. No party responding to this RFQ has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. MDRS is under no obligation to award a contract and may terminate a legally executed contract at any time.

13. 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.
14. Representation Regarding Gratuities. Offeror represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MDRS, a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Offeror further represents that no employee or former employee of MDRS has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by offeror. Offeror further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
15. Required Public Records and Transparency. Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall 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 pursuant to Mississippi Code Annotated § 25- 61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available for at the Agency for examination, inspection, or reproduction by the public. The offeror acknowledges and agrees that MDRS and this contract are subject to the Mississippi Public Records Act of 1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq.
16. Stop Work Order. MDRS may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by MDRS. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to MDRS. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless MDRS has terminated that part of the agreement or terminated the agreement in its entirety. MDRS is not liable for payment for services which were not rendered due to the stop work order.

17. Termination.

Termination for Convenience. MDRS may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. MDRS shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. 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 complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If MDRS gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, MDRS may terminate the contract for default and the Contractor will be liable for the additional cost to MDRS to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

18. 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.
19. Approval Clause. It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder
20. Acknowledgment of Amendments. Offerors shall acknowledge receipt of any amendment to the RFQ in writing. The acknowledgement shall be submitted by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. Each offeror shall submit a written acknowledgement of every amendment to the Agency on or before the submission deadline.
21. Certification of Independent Price Determination. By submitting a qualification, the offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
22. Offeror's Representation Regarding Contingent Fees. By [responding to the solicitation, the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing [with the offeror's response, to the Agency prior to contract execution].

ATTACHMENT G

Additional Data

Company Name: Good Shepherd Community Center, Inc.

Signature and Date: *Cindy McCarley* 7/2/25

Name and Title: Cindy McCarley, Executive Director

ATTACHMENT F

Areas of Coverage

List of Counties where training events can be performed:

Central location is Vicksburg, Warren County, MS. We will also provide services to Claiborne and Yazoo.

Estimate the number of student that can be served per event:

150-150

Company Name: Good Shepherd Community Center, Inc.

Signature and Date: *Cindy McCarley* 7/2/25

Name and Title: Cindy McCarley, Executive Director

**Comprehensive Training Events for MDRS Clients
Program – Workforce Innovation & Opportunities Act**

Management Summary (UNMARKED)

Job "extravanzas" or events aimed at providing Pre-Employment Transition Services (Pre-ETS) for students with disabilities should be guided by a management philosophy that prioritizes person-centered planning, collaboration, and skill development to promote successful transitions to post-secondary activities and employment.

Here's a breakdown of the core elements of such a philosophy:

1. Focus on the Individual Student:

- **Person-driven planning:** The needs and goals of the individual student should be the central focus of service delivery and planning for the extravaganza.
- **Individualized support:** Recognizing that each student has unique strengths, challenges, and learning styles, the event should be designed to provide differentiated instruction and tailored support.
- **Student voice:** Actively involve students in the planning and execution of the event, ensuring their interests and preferences are considered.

2. Emphasis on Practical Skills and Experiences:

- **Real-world work experiences:** The extravaganza should offer hands-on opportunities for students to explore careers and develop practical workplace skills.
- **Development of "soft skills":** Focus on developing crucial soft skills, such as communication, teamwork, problem-solving, and professionalism, which are essential for success in any work setting.
- **Work-based learning:** Provide opportunities for internships, job shadowing, and other work-based learning experiences that allow students to practice skills in a real work environment.

3. Strong Collaborative Partnerships:

- **Interagency collaboration:** Foster strong partnerships between schools, vocational rehabilitation agencies, community rehabilitation providers, and businesses to ensure a seamless transition process.
- **Community involvement:** Engage parents, community members, and businesses in identifying and recruiting work experience sites and resources.
- **Communication and information sharing:** Promote open communication among all stakeholders to share information about student progress, needs, and opportunities.

4. Commitment to Effective Implementation and Continuous Improvement:

Comprehensive Training Events for MDRS Clients
Program – Workforce Innovation & Opportunities Act

- Data-driven decision making: Collect and analyze data on student outcomes and program effectiveness to identify best practices and areas for improvement.
- Professional development: Invest in ongoing training for staff and educators involved in Pre-ETS delivery to enhance their skills and knowledge.
- Ongoing monitoring and evaluation: Regularly monitor student understanding and progress toward mastering skills, and adjust instruction as needed.

By embracing a management philosophy such as this, our agency believes these elements, job extravaganzas and other Pre-ETS initiatives can effectively support students with disabilities in developing the skills and knowledge necessary to achieve their career goals and successfully transition into post-secondary life. Our agency's central core value of How We Love Matters is embedded in our philosophy in every conversation. Every interaction. Every decision.

**Comprehensive Training Events for MDRS Clients
Program – Workforce Innovation & Opportunities Act**

Description of Services (UNMARKED)

“To fulfill the objectives of this Agreement, this agency shall design and host comprehensive training events for MDRS clients. All services shall be delivered in accordance with the terms outlined below. The contractor will collaborate with MDRS Vocational Rehabilitation/Vocational Rehabilitation for the Blind Counselors and the local school districts to provide outreach about the event. MDRS Vocational Rehabilitation/ Vocational Rehabilitation for the Blind Counselors will provide this agency with the Referral for Contracted Pre-ETS Services Form (MDRS-VR-100) for students who meet the definition of a student with a disability and whom the counselor has determined require this service(s). Only students for whom this agency has received an MDRS-VR-100 Referral for Contracted Pre-ETS Services Form will participate in the event.

We understand that a student with a disability is an individual who meets the following criteria:

- Not younger than 14 years of age and is not older than 21 years of age;
- Is in a secondary or post-secondary education program or other recognized education program and needs assistance to be successful to enter competitive employment;
- Has received special education services or related services under IDEA or is an individual with a disability for the purpose of section 504 of the Rehabilitation Act; and
- Is eligible for VR/VRB services or is enrolled as a potentially eligible student who meets the definition of a student with a disability, has not been determined eligible or ineligible for VR services, and is not required to apply for or be determined eligible for VR to receive Pre-ETS. They will, however, have an open PE case and will interact with a VR/VRB Counselor.

This agency will work with the local school district(s), i.e. Vicksburg Warren School District, Claiborne County School District and the Yazoo School District, to arrange transportation for the clients to the five-hour training event site. We shall recruit businesses to establish hands-on mock workstations at the event that reflect the actual work environment and tasks of each participating business. A diverse selection of businesses, representing various work environments in the local economy, will be invited to participate. Event attendees will rotate through these workstations and job seminars in small groups, ensuring that each participant has an opportunity to visit every workstation. The number of businesses recruited for each event shall align with the number of 5- to 7-person student groups (for example, 120 students in 6-person groups create 20 groups, thus requiring 20 businesses). Our Agency will also ensure that at least one designated individual (such as a peer mentor, staff member, teacher, or volunteer) is assigned to each student group. This agency will provide Pre-ETS breakout sessions for participants during the event. These sessions should focus on at a minimum of two of the five categories of Pre-ETS. The five categories include: job exploration counseling, workplace readiness training, work-based learning experiences, counseling on comprehensive transition or PSED enrollment, and instruction in self-advocacy.

Comprehensive Training Events for MDRS Clients

Program – Workforce Innovation & Opportunities Act

This proposal is designed to meet the demands of the workforce Innovation and Opportunities Act (WIOA), which requires that each state's public Vocational Rehabilitation (VR) system play a much larger role in addressing the transition from school to adult life. Given that under WIOA, the Mississippi Department of Rehabilitation Services (MDRS) is required to provide extensive Pre-Employment Transition Services (Pre-ETS) for students with disabilities and Job Exploration counseling is a major component of these services, it is our hope to partner for the greater good. We hope that we can provide MDRS with an additional mechanism to provide comprehensive job training events to assist students with disabilities with successful transitions from high school to post-secondary education and competitive integrated employment.

Our hope is to create and host comprehensive training events for MDRS clients.

Event Location and Details

Strategic Partnership with Vicksburg Warren School District

- **Established Relationship:** Our agency is an established business partner with the Vicksburg Warren School District (VWSD) and utilizing the Academy of Innovation as a training location significantly strengthens our proposal to MDRS. This demonstrates a strategic approach to collaboration and resource utilization.
- **Collaborative Approach:** The willingness to partner with the incoming VWSD Special Education Director, Dr. LaShondra McClure, and the local MDRS Transitional Coordinator signals a commitment to a unified approach in serving clients.
- **Benefits for MDRS:** The partnership allows for better coordination of services, efficient resource sharing, and a more streamlined experience for clients transitioning from school to employment.

Ideal Training Location: The Academy of Innovation:

- **Adequate Space and Resources:** Mentioning the Academy of Innovation's suitable space for training, vendors, and transportation demonstrates logistical planning and foresight.
- **Accessibility:** Confirming that the facility meets accessibility needs is crucial for serving clients with disabilities.
- **Exposure to Learning Environment:** Holding training at a school facility can be beneficial for transitioning youth, helping them connect with an educational setting.
- **Location:** The Academy of Innovation is located at 1650 Rosa A. Temple Drive, Vicksburg, MS 39183.
- ETS services.

Engaging Hands-On Training

- **Hands-On Mock Workstations:** The plan to set up hands-on mock workstations that stimulate real work environments directly aligns with the best practices for Pre-ETS.

Comprehensive Training Events for MDRS Clients Program – Workforce Innovation & Opportunities Act

Hands-on learning has been shown to improve engagement, retention, and the development of practical skills, especially for students with disabilities.

- **Business Partnerships: Recruiting** businesses through personal contact, the Chamber of Commerce (This agency is a Chamber of Commerce member) and other partners ensures relevance and reflect the needs of the local job market.

Promotional Efforts and Co-Branding:

- **MDRS Approval of Materials:** This agency plans to submit all promotional materials to MDRS Office of Communications for approval to maintain compliance and ensure alignment with MDRS branding guidelines.
- **Co-Branding:** Co-branding all event publicity with MDRS clearly signals the collaborative nature of the initiative and enhances its credibility and reach.
- **Extensive Publicity Plan:** This agency plans to publicize the event through local newspapers, television, and social media platforms and demonstrate an initiative-taking approach to raising awareness and engaging the community. Highlighting participating businesses through these channels can also serve as a valuable incentive for them to participate.

Overall Impact:

By combining our deep community roots, established partnerships, targeted recruitment, engaging training appropriate, and effective promotional strategy, we hope that this agency presents a compelling proposal that promises to deliver high-quality training events for MDRS clients. This comprehensive plan demonstrates our ability to effectively collaborate with MDRS and other stakeholders to empower students with disabilities and help them successfully transition to the workplace.

Recruitment and Publicity

Targeted Recruitment and Enrollment:

- **Collaborating with Local School Districts:** Our plan to collaborate with school districts in Warren, Claiborne, and Yazoo, with the support of MDRS Vocational/Transitional Rehabilitation Counselors, ensure efficient and targeted outreach to eligible students.
- **Participant Projection: Estimating** 80-100 participants per event provides both MDRS and this agency with a clear understanding of the projected reach and impact of the training.
- **Pre-ETS Eligibility and Documentation:** Our emphasis on enrolling students who are eligible for Pre-ETS services and completing the MDRS-T-04A form demonstrates our adherence to MDRS guidelines and ensures that participants are appropriate for the program. This form is key to documenting the student's disability and eligibility for Pre-Event.

Comprehensive Training Events for MDRS Clients Program – Workforce Innovation & Opportunities Act

These added details paint a clear picture of the event structure and executive.

- **Small Group Learning:** Breaking participants into small groups (5-7) allows for more personalized attention and a higher level of engagement during the workstation and job seminar experience.
- **Comprehensive Workstation Exposure: Ensuring** participant visits every workstation maximizes the breadth of career exploration and exposure to diverse environments.
- **Targeted Business Involvement:** Tying the number of participating businesses to the number of student groups ensures a balanced and manageable learning environment.
- **Resolute Support Staff:** Assigning at least one staff member or volunteer per student group guarantees adequate support and guidance throughout the event. This includes peer mentors like the Key Club and Teens United, as well as responsible adults to oversee transition periods.
- **Focus on the “Five Pillars” of Pre-ETS:** Training business representatives on the five core areas of Pre-ETS (job exploration counseling work-based learning, workplace readiness, self-advocacy, and postsecondary education counseling) ensures that the training is aligned with MDRS goals and provides students with a holistic foundation for their future.
- **Collaborative Instruction:** The plan to have both business representatives and Pre-ETS teachers cover two of the five pillars during each breakout session fosters a collaborative learning environment and provides students with diverse perspectives and expertise.

Efficient Logistics and Transportation:

- **Coordinated Transportation:** Working with local school districts to confirm dates and arrange transportation simplifies logistical arrangements for participants and ensures smooth and efficient event flow.
- **Agency Responsibility for Travel Cost:** Acknowledging responsibility for travel costs demonstrates a proactive and prepared approach to management event expenses.

Overall, Strength:

By detailing the structure, support, and logistical arrangements for the training events, Good Shepherd further demonstrates our commitment to delivering high-quality Pre-ETS services in a well-organized and impactful manner. The focus on collaboration, personalized support, and practical learning experiences aligns with MDRS objectives.

Estimated Schedule of Events

The specific dates for the proposal **Fall and Spring event** will be finalized through direct coordination with the Warren, Claiborne, and Yazoo school districts and MDRS Transitional Coordinators.

Comprehensive Training Events for MDRS Clients

Program – Workforce Innovation & Opportunities Act

Important Considerations for Scheduling:

- **School Districts Calendars:** School start and end dates can vary by district. Vicksburg Warren School District typically begins its school year in early August. Other school districts in the surrounding counties may have slightly different schedules.
- **Optimal Timing:** This agency will aim to schedule events at a time that works best for both the schools and the participating businesses. We plan to avoid major holidays or peak testing periods.
- **Business Schedules:** When selecting dates, we plan to consider that businesses may be busier during certain times of the year.
- **Five-Hour Training Event:** The event duration is a key piece of information that will be helpful in determining availability with the school district and businesses.

Territory

Our agency plans to engage Warren Yazoo, and Claiborne Counties School Districts in our planning. We agree to create and host one event each quarter.

Post- Event Procedures

Comprehensive Reporting to MDRS:

- **Detailed Itinerary and Program Participant List and Details:** This agency will provide a detailed itinerary and list of participants to ensure MDRS has a clear record of the events activities and who benefitted from them.
- **MDRS-VR-61 Pre-ETS Provision Form:** We will ensure that we complete and submit the MDRS-VR-61 form for each participant as a key reporting requirement for MDRS and provide essential information about the services provided. This form, along with supporting documentation, is necessary for invoicing for Pre-ETS training.
- **Student-Specific Observations:** This agency will include in our documentation the following: level of participation observed, interest in activities and information presented, progress demonstrated, including any skill improvements and lastly, any challenges or concerns noted during participation
- **Accommodation and Support:** This agency will provide any necessary accommodation, techniques, or specialized training required for student event success.
- **Contractor Signatures an Approach:** All documentation and reports will include signature of the provider and date, signature of the director and date, and the signature of the client and date.

All documentation will be accurate to the best of our ability and submitted on time to ensure proper reporting and evaluation of the event's impact.

Comprehensive Training Events for MDRS Clients Program – Workforce Innovation & Opportunities Act

Insurance

This agency understands that as a provider to maintain worker's compensation insurance as required by Mississippi state law. This demonstrates responsibility and ensures that all personnel are involved in the training events.

Importance of Worker's Compensation Insurance

- **Legal Compliance:** In Mississippi, employers with five or more employees are legally required to provide worker's compensation insurance.
- **Employee Protection:** This insurance provides benefits to employees who are injured on the job, covering medical expenses and lost wages.
- **Liability Protection:** It also shields this agency from potential lawsuits related to workplace injuries, protecting our finances and resources.
- **Commitment to Safety:** Maintaining workman's compensation insurance demonstrates a commitment to the safety and well-being of your personnel, which includes staff, volunteers, and any other involved in the training.
- **Professionalism:** This is standard practice for this agency and demonstrates a level of professionalism and accountability to partners like MDRS.

Area of Emphasis:

- **State Law Compliance:** We, as an agency, adheres to all Mississippi state laws regarding worker's compensation insurance.
- **Coverage for All Personnel:** All personnel involved in the training events will be covered by this insurance. Our agency personnel will be entitled to the benefits prescribed by Workers' Compensation Law.

Written Qualifications

There will be two staff overseeing the preparation, planning, coordinating, and recruiting. Both individuals have extensive experience and post-secondary degrees and license. (Resumes attached)

All individuals who are recruited to assist with the event will meet and exceed the minimal standards set by MDRS. Everyone will be fingerprinted at the cost of our agency. They will be kept on file for your review at your discretion

This agency will adhere to the MDRS Client Services Policy and Procedures Manual.

This agency is familiar with and follows the general ideas in the Commission on Rehabilitation Counselor Code of Ethics.

ATTACHMENT H

Redaction Notice

Offerors shall acknowledge which of the following statements is applicable regarding release of its qualification as a public record. An offeror may be deemed non-responsive if the offeror does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

_____ Along with a complete copy of its qualification, offeror has submitted a second copy of the qualification in which all information offeror deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Offeror acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if the MDRS or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the qualification which are not subject to Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Offeror acknowledges and agrees that MDRS may release the redacted copy of the qualification at any time as a public record without further notice to offeror. An offeror who selects this option but fails to submit a redacted copy of its qualification may be deemed non-responsive.

CM _____ Offeror hereby certifies that the complete unredacted copy of its qualification may be released as a public record by MDRS at any time without notice to offeror. The qualification contains no information offeror deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Mississippi Code Annotated § 25-61-9(1)(a). An offeror who selects this option but submits a redacted copy of its qualification may be deemed non-responsive.

Company Name: Good Shepherd Community Center, Inc

Signature and Date:  7/2/25

Name and Title: Executive Director

Curriculum Vitae
Emily Harber Williams, Ph.D

106 Laura Lake Road 601-218-8245 Vicksburg, MS. 39180

ehwilliams11@gmail.com

PROFESSIONAL PROFILE/ACHIEVEMENTS

- *Founded Micah's Mission School, Inc.*
- *Developed the full-time Special Education Department within Bowmar Avenue School*
- *Model Teacher*

PROFESSIONAL EXPERIENCE

Micah's Mission School, Inc., Vicksburg, MS. 39180 2017-Present **Founder, President & Executive Director**

! *Founded Micah's Mission in Spring of 2017*

! *Executive Director*

! *Teacher*

Crawford Street Play School, Vicksburg, MS. 39180 2018-2021 ! **Director**

Vicksburg Warren School District, Vicksburg, MS. 39180 2011-2017 **K-6 Lead Special Education Teacher**

- *Developed the full-time department in 2011*
- *Inclusion Teacher*
- *Resource Teacher*
- *Self-Contained Teacher*

Yazoo County Schools, Yazoo City, MS 2009-2010 **K-6 Special Education Teacher (Part Time)**

- *Inclusion Teacher*

Oasis Rehabilitation, Yazoo City, MS 2009-2010 **Recreational Therapist, Head of the Activities Department (Part Time)** • *Managed the activities for the nursing home*

- *Worked with a staff of four within our department*

• *Collaborated with administration, nurses, nurse assistants, therapist and activities staff*
Oasis Rehabilitation, Yazoo City, MS 2008-2009 **Recreational Therapist, Head of the**
Activities Department (FullTime) • *Managed the activities for the nursing home*

- *Worked with a staff of four within our department*

- *Collaborated with administration, nurses, nurse assistants, therapist and activities staff*

Yazoo County Schools, Yazoo City, MS 2007-2008 **K-6 Special Education Teacher**
(Part Time)

- *Inclusion Teacher*
- *Self-Contained Teacher*

Perry County Schools, New Augusta, MS 2006-2007 **High School Special Education**
Teacher

- *GED Science and Social Studies Teacher*

Yazoo County Schools, Yazoo City, MS 2004-2006 **K-6 Special Education Teacher**

Inclusion Teacher

- *Self-Contained Teacher*

Lee Academy, Clarksdale, MS 2001-2004 • *P-6 Physical Education Teacher*

- *5th & 6th Basketball Coach*
- *7th -12th Tennis Coach, Fast Pitch Softball, Assistant Basketball Coach*

SOCIETIES/MEMBERSHIPS

- Delta Delta Delta Current Alumni • Council for Exceptional Children Present • Golden

Key International Honor Society Present • Mississippi Alliance for Health, Physical

Education, Recreation and Dance 1999-2001

COMMITTEES

Crawford Street United Methodist Church, Vicksburg, MS October 2017 - Present ! ***Staff member***

Vicksburg Warren School District, Bowmar Avenue School, Vicksburg, MS September 2016-May 2017

- ***Leadership Team to meet the requirements for Tier and Special Education involving the Intervention Reading Plans.***

Vicksburg Warren School District, Vicksburg, MS 2012-2014 • ***Model Teacher Committee to guide teachers throughout the district.***

PUBLICATIONS

! Dissertation: Principal and Teacher Perceptions of How Principal Motivational Leadership Practices Influence School Climate, ProQuest, LLC.

PROFESSIONAL DEVELOPMENT

- Completed Master of Philosophy May 2020 • Doctorate of Philosophy in Education August 2020

POST GRADUATE RESEARCH WORK

- Deciding appropriate journal to publish my dissertation research in.

POST GRADUATE TRAINING

Not Applicable

LICENCES/CERTIFICATIONS

Mississippi, Mississippi Department of Education

License # 185435 Current • Physical Education K-12 Endorsement # 144

- Mild/Moderate K-12 Endorsement # 221

- SPED Fundamental Subjects (Highly Qualified) K-12 # 910

- Master of Education: Emotional Behaviors K-12 # 206

Pending Review

- Master of Philosophy in Education: Educational Policy, Leadership & Management

- Doctor of Philosophy in Education: Educational Policy, Leadership & Management

EDUCATION

Holmes Community College, Goodman, MS 1996-1998 **Associates of Arts Degree (AA)**

Delta State University, Cleveland, MS 1998-2001 **Undergraduate Degree (Bachelor)**

University of Southern Mississippi, Hattiesburg, MS 2013-2015 **Post Graduate Degree (Master)**

Walden University, Minneapolis, MI 2015-2020 **Post Graduate Degree (Master)**

Walden University, Minneapolis, MI 2015-2020 **Post Graduate Degree (Ph.D)**

PERSONAL DATA

DATE OF BIRTH:

- June 23, 1978

PLACE OF BIRTH

- Born in Clarksdale, MS

LANGUAGES

- English

MARITAL STATUS

- Married - Matt Williams

CHILDREN

- Two Boys - Harber (13) and Mattox (10)

Professional References

Rebecca Busby, 601-218-2764, rabusby5@gmail.com, Teacher at Jacob's Ladder Learning Center, Colleague

Rev. Dr. Walter Frazier, 601-831-6788, walter@walterfrazier.com, Executive Director of Grace Christian Counseling Center; Director of Academic Quality at Walden University; Ordained United Methodist Deacon, Colleague

Cindy McCarley, 601-831-2536, cindymccarley1@gmail.com, Executive Director of Good Shepherd Community Center, Colleague



MISSISSIPPI STATE DEPARTMENT OF HEALTH

May 12, 2023

EMILY WILLIAMS
10947 OAK RIDGE RD
VICKSBURG, MS 39183

RE: FBI Fingerprint Check

Dear Ms. WILLIAMS:

An FBI Fingerprint, Sex Offenders Registry and Central Child Abuse Registry check has found no violations which prevent you from working with children in a licensed Childcare Facility.

Please provide a **copy** of this letter to your employer and retain the original for your files.

This letter is an important document. If a replacement letter is necessary you will be required to pay a \$10.00 replacement fee.

The staff of the Child Care Facilities Licensure Division wish you the best of luck in your career of working with children in a licensed Childcare Facility.

Please contact this office at 601-364-1102 if there are any questions regarding this notification. The expiration date of this letter is May 12, 2028.

Sincerely,

Nicole Banes, Supervisor
Criminal History Record Check Unit

CC: Good Shepherd Preschool

Cindy McCarley

295 Willow Creek Drive, Vicksburg, MS 39183 * 601-831-2536 * cindymccarley@gmail.com
cindy.mccarley@goodshepherdvicksburg.org

Passionate, positive, energetic, enthusiastic, dedicated, and hard-working visionary with extensive experience working with children and families. Possesses in-depth knowledge covering but not limited to grant writing, marketing/fundraising, program development, leadership, and positive community engagement.

PROFESSIONAL CREDENTIALS, CERTIFICATIONS and TRAINING

- ❖ National Board of Certified Counselors
- ❖ Licensed Professional Counselor
- ❖ Therapist in Beyond Consequences Certified/Trained
- ❖ Ansell Casey Life Skills Assessment Certified/Trained
- ❖ Behavior Crisis Intervention Certified/Trained
- ❖ Managing Aggressive Behavior Certified/Trained
- ❖ Restorative Approach Trained (Helping Youth who have been traumatized)
- ❖ Risking Connection Trained (Helping survivors of traumatic Experiences)
- ❖ Trauma Informed Care Trained (Helping others recovering from trauma)
- ❖ Motivational Interviewing Certified/Trained
- ❖ First Aid and CPR Certified/Trained

SKILLS

- | | |
|------------------------------|--|
| ♦ Supervising | ♦ Mentoring/supervising |
| ♦ Grant Writing and Research | ♦ Therapy |
| ♦ Public Speaking | ♦ Documentation |
| ♦ Leadership | ♦ Training/teaching |
| ♦ Marketing and development | ♦ Marketing |
| ♦ Fundraising | ♦ Financial literacy/Budget management |

GIFTS

- | | |
|----------------------|---------------|
| ♦ Compassion | ♦ Mercy |
| ♦ Passion | ♦ Dedication |
| ♦ Positive | ♦ Loyalty |
| ♦ Charismatic Leader | ♦ Resourceful |
| ♦ Enthusiastic | ♦ Hard worker |
| ♦ Self-Motivated | ♦ Realist |

PROFESSIONAL EXPERIENCE

Executive Director, Good Shepherd Community Center, d/b/a Good Shepherd

- Vision casting
- Fiscal Management
- Hiring, supervising, terminating staff
- Finding, writing, and managing grants
- Program monitoring and compliance
- Creating and managing fundraising events
- Continual program development and advancement
- Public Speaking/Community Awareness
- Collaborating with other agencies and businesses for community awareness and impact
- Shelter oversight
- Staff training
- Creating and maintaining a trauma informed environment
- Clinical supervision and staffing
- Development and implementation of Policy and Procedure
- Create program initiatives and engage staff for success

Program Director, Warren County Children's Shelter 2009 to July 2019

- Vision casting
- Fiscal Management
- Hiring, supervising, terminating staff
- Finding, writing, and managing grants
- Program monitoring and compliance
- Creating and managing fundraising events
- Continual program development and advancement
- Public Speaking/Community Awareness
- Collaborating with other agencies and businesses for community awareness and impact
- Shelter oversight
- Staff training
- Creating and maintaining a trauma informed environment
- Clinical supervision and staffing
- Development and implementation of Policy and Procedure
- Create program initiatives and engage staff for success
- Rally, organize and engage staff and clients for success

Children's and Family Therapist, Warren County Children's Shelter 1991 to 2009

- Clinical assessment and treatment of clients
- Collaboration with Youth Court, Child Protection Services (CPS), schools, and other agencies for client improvement
- Individual and group therapy with CPS clients and Runaway and Homeless Youth (RHY)
- Family therapy with CPS clients and RHY

Qualified Mental Health Professional (QMRP), Denton State School 1990 to 1991

- Responsible for the well-being, money management, and services of 17 clients who were diagnosed as intellectually deficit
- Coordinated and lead family team meetings of each client
- Coordinated work/study program of clients
- Coordinated family visits
- Supervised 21 direct care staff

Children's Therapist, Weems Mental Health Center 1989 to 1990

- Completed assessments to diagnosis and treat of clients ages 10-17
- Developed and implemented treatment plans of clients 10-17 years of age
- Conducted individual and group counseling
- Completed monthly chart reviews

Children's Therapist, Family Clinic in Quitman, MS and Butler, AL**1987-1989**

- Administrator and Director of Quitman Office
- Summer Camps (tutoring and counseling)
- Testing and report writing for Attention Deficit Disorder
- Individual counseling
- Conducted Play Therapy

EDUCATION

Baylor University

- Bachelor of Education (Special Education and Sociology)
- 1987

Mississippi State University

- Master of Education (Community Counseling)
- 1990

Licensed Professional Counselor since 1993

NOTABLE ACTIVITIES and HONORS

- National Board of Directors to the Youth and Family Services Network
- Southeastern Network of Runaway and Homeless Youth Advisory Board
- National Runaway and Homeless Youth Advisory Board
- MDHS Child Care Payment Program (CCPP) Advisory Council
- Awarded National Safe Place Coordinator of the Year
- Awarded United Way Director of the Year 2012
- Awarded United Way Director of the Year 2023
- Mississippi Counsel on Development Disabilities
- Mississippi Advisory Council for the Division of Early Childhood Care and Development

VOLUNTEER WORK

- Crossway (Bowmar) Church: Youth Group Worker (22 years)
- Crossway Church; Section Leader (3 years)
- Crossway Church; volunteer staff counselor and consult (22 years)
- Bluz Cruz Kayak and Canoe Race that raises funds for charity.
- Service Over Self (SOS)

REFERENCES

Susie Chatham
(Retired) Director Warren County Children's
Shelter
400 Pinehurst Drive
Vicksburg, MS 39180
601-638-3413 Home
601-415-1462 Cell
chatham400@gmail.com

Dr. David Foster
1655 Cresthill Drive
Rockwall, TX 75087
662-571-5004 Cell
601-949-2725 Home
dfdfooster09@gamil.com

Michele Connelly
United Way Executive Director
709 Timberlane Drive
Vicksburg, MS 39182
601-636-1733 Work
601-629-7096 Cell
Michele Connelly
michele@unitedwayvicksburg.org

Beth McNamee, LCSW
Director of Training at Canopy Children's
Solutions
304 Oak Park Way
Pearl, MS 39208
601-201-0444 Cell
beth.mcnamee@mycanopy.org



MISSISSIPPI STATE DEPARTMENT OF HEALTH

May 12, 2023

CINDY MCCARLEY
295 WILLOW CREEK DR
VICKSBURG, MS 39183

RE: FBI Fingerprint Check

Dear Ms. MCCARLEY:

An FBI Fingerprint, Sex Offenders Registry and Central Child Abuse Registry check has found no violations which prevent you from working with children in a licensed Childcare Facility.

Please provide a **copy** of this letter to your employer and retain the original for your files.

This letter is an important document. If a replacement letter is necessary you will be required to pay a \$10.00 replacement fee.

The staff of the Child Care Facilities Licensure Division wish you the best of luck in your career of working with children in a licensed Childcare Facility.

Please contact this office at 601-364-1102 if there are any questions regarding this notification. The expiration date of this letter is May 12, 2028.

Sincerely,

Nicole Banes, Supervisor
Criminal History Record Check Unit

CC: Good Shepherd Preschool



Michael Watson

SECRETARY OF STATE

Good Shepherd Community Center, Inc.

Purpose

To prevent bad things from happening to people rather than attempting to rehabilitate after they have failed; and to provide a holistic program that will enable the very poor and disadvantaged of society to meet the demands of life on closer parity with other, more affluent and advantaged members of society.

Filing Information

Filing Number: 100020542

Filing Status: Current - Registered

Initial Date Filed:

Expiration Date: 11/15/2025

Address

Post Office Box 8115

Vicksburg, MS 39181

Contact Information

Registered Name: Good Shepherd Community Center, Inc.

Business Phone: 1-601-636-7687

Web Address: www.goodshepherdvicksburg.org

Financial Information

Fiscal Year: 12/31/2023

	Amount:	Percent:
Total Revenue	\$ 932,677.00	
Total Expenses	\$ 827,530.00	
Program Services Expenses	\$ 580,831.00	70%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 246,699.00	30%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2022

	Amount:	Percent:
Total Revenue	\$ 1,596,802.00	
Total Expenses	\$ 971,637.00	
Program Services Expenses	\$ 625,871.00	64%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 345,766.00	36%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2021

	Amount:	Percent:
Total Revenue	\$ 677,032.00	
Total Expenses	\$ 526,722.00	
Program Services Expenses	\$ 286,203.00	54%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 240,519.00	46%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2020

	Amount:	Percent:
Total Revenue	\$ 352,127.00	
Total Expenses	\$ 362,217.00	
Program Services Expenses	\$ 151,393.00	42%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 210,824.00	58%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2019

	Amount:	Percent:
Total Revenue	\$ 396,584.00	
Total Expenses	\$ 406,544.00	
Program Services Expenses	\$ 308,486.00	76%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 98,058.00	24%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2018

	Amount:	Percent:
Total Revenue	\$ 570,486.00	
Total Expenses	\$ 590,109.00	
Program Services Expenses	\$ 319,726.00	54%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 270,383.00	46%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2017

	Amount:	Percent:
Total Revenue	\$ 652,365.00	
Total Expenses	\$ 666,125.00	
Program Services Expenses	\$ 396,816.00	60%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 269,309.00	40%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2016

	Amount:	Percent:
Total Revenue	\$ 753,694.00	
Total Expenses	\$ 780,145.00	
Program Services Expenses	\$ 494,889.00	63%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 285,256.00	37%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2015

	Amount:	Percent:
Total Revenue	\$ 771,154.00	
Total Expenses	\$ 794,216.00	
Program Services Expenses	\$ 535,676.00	67%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 258,540.00	33%
Other Expenses	\$ 0.00	

Fiscal Year: 12/31/2014

	Amount:	Percent:
Total Revenue	\$ 733,345.00	
Total Expenses	\$ 806,961.00	
Program Services Expenses	\$ 566,802.00	70%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 240,159.00	30%
Other Expenses	\$ 0.00	0%

Fiscal Year: 12/31/2013

	Amount:	Percent:
Total Revenue	\$ 805,382.00	
Total Expenses	\$ 768,052.00	
Program Services Expenses	\$ 531,173.00	69%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 236,879.00	30%
Other Expenses	\$ 0.00	0%

Fiscal Year: 12/31/2012

	Amount:	Percent:
Total Revenue	\$ 839,838.00	
Total Expenses	\$ 866,983.00	
Program Services Expenses	\$ 649,727.00	74%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 217,256.00	25%
Other Expenses	\$ 0.00	0%

Fiscal Year: 12/31/2011

	Amount:	Percent:
Total Revenue	\$ 814,291.00	
Total Expenses	\$ 908,183.00	
Program Services Expenses	\$ 641,504.00	70%
Fund Raising Expenses	\$ 0.00	0%
Administrative Expenses	\$ 266,679.00	29%
Other Expenses	\$ 0.00	0%

**AMENDMENT #1
TO THE REQUEST FOR QUALIFICATIONS
FOR COMPREHENSIVE TRAINING EVENTS FOR MDRS CLIENTS
RFQ #3120003152**

Q1: Will Entrepreneurship classes be considered a Pre Employment Transition Service?

A1: Self-employment/entrepreneurship would fall under Job Exploration Counseling.

Q2: Is this RFQ for "Job Extravaganza" type events only or does it include other Pre ETS activities?

A2: This RFQ is limited to the provision of Pre-Employment Transition Services (Pre-ETS) activities conducted specifically at Job Extravaganza events. While the activities completed at these events are considered Pre-ETS, this RFQ does not include or authorize the provision of other Pre-ETS activities outside the scope of the Job Extravaganza events as outlined in the RFQ.

Q3: Will there be a separate RFP or RFQ for Pre ETS?

A3: Yes

Q4: How long should the "breakout sessions" be?

A4: The "breakout sessions" should be no shorter than 30 minutes each. Services provided during these sessions are billed in units, where one unit equals one hour and a half unit equals 30 minutes. All Pre-ETS activities conducted during these breakout sessions must be clearly documented using the Pre-ETS Provision Form MDRS-VR-61.

Q5: Is Military an option to highlight for counseling on Post Secondary Education and Training Opportunities?

A5: No, the military is not an option to highlight during counseling on Post-Secondary Education and Training Opportunities; however, this type of counseling falls under the Pre-ETS category of Job Exploration Counseling. Discussing military careers helps students understand the diverse roles and opportunities available within the military.

Q6: Are contractors required to pay travel expenses for businesses participating in a Job Extravaganza?

A6: Per Section 2.5 of the RFQ, "The contractor shall be responsible for covering all travel-related expenses (e.g., lodging, mileage) incurred by businesses or speakers participating in the event.

Q7: Is a bachelor's degree required for a designated individual (peer mentor, staff member, teacher, or volunteer) who is assigned to each student group during an event? If yes, please clarify why.

A7: No, a bachelor's degree is not required for a designated individual (peer mentor, staff member, teacher, or volunteer) assigned to each student group during an event. However, to ensure the safety and well-being of students with disabilities and to align with Mississippi Department of Education standards, all such individuals must meet the minimum qualifications for assistant teachers.

Acceptable qualifications include:

- An Associate's degree or higher; or
- At least two years or 48 college credit hours (with transcript verification); or
- A high school diploma or GED along with verified WorkKeys® scores meeting state proficiency levels (typically a Silver Level certification or equivalent scores in Reading, Applied Mathematics, and Writing).

All qualifications must be submitted to the agency for review and approval prior to the event. This requirement ensures individuals assigned to work with students are appropriately vetted and qualified, consistent with state educational standards and the agency's commitment to student safety.

Q8: Is this a RFQ or is it an RFP? Language on pages reference a proposal.

A8: This is a Request for Qualifications (RFQ) in which MDRS sets the price for the services provided. Per section 5.1, you will still submit a proposal for how the services are going to be provided.

Q9: Section 5 indicates proposal requirements. Can you clarify why the "Management Summary" and "Proposal" is to be "unmarked?"

A9: These sections are required to be "unmarked" so that the evaluation committee does not know whose submission they are scoring. This helps to ensure fairness in the evaluation process.

Q10: If a student has a referral for Pre-ETS, will they need a second referral to attend a JE? "Services provided without a completed Referral for Contracted Pre-ETS Services Form (MDRS-VR-100) will not be paid by MDRS-OVR/OVRB."

A10: No, but the referral must include all Pre-ETS activities that will be provided at the Job Extravaganza event and the chosen provider must be on the referral. If not, the referral would need to be amended prior to the student attending the event.

Q11: Are fingerprints required for a designated individual (peer mentor, staff member, teacher, or volunteer) who is assigned to each student group during an event? If yes, please clarify why.

A11: Since these individuals—whether peer mentors, staff, teachers, or volunteers—will be providing services to students with disabilities, Mississippi law requires that all school staff undergo fingerprinting. Accordingly, we will adhere to this standard to ensure student safety and comply with state regulations:

1. Fingerprint Requirement Under Mississippi Law

- Per **Miss. Code Ann. § 37-9-17**, school districts must require criminal background checks and fingerprinting for any individual—licensed or nonlicensed—who works in a school setting.
- Charter schools and any contracted education service providers are similarly covered under **Miss. Code Ann. § 37-28-49**

2. Volunteers and Staff Working with Students

- **24 Miss. Code R. § 1-9.1.3** mandates fingerprinting for all employees and volunteers working with children, disqualifying individuals with criminal histories that raise safety concerns.

We will require fingerprinting for every designated individual assigned to student groups during these events. This aligns with Mississippi's statutory and regulatory requirements and demonstrates our commitment to prioritizing the safety and well-being of students with disabilities.

Q12: For the individuals providing services to the students (not the contractor) does each person have to have a Bachelor's degree to work with the kids.

A12: No, individuals providing services to students at these events are not required to have a Bachelor's degree. However, to ensure consistency with state standards and maintain the quality and safety of services delivered to students with disabilities, all individuals providing such services must meet the minimum qualifications for assistant teachers as outlined by the Mississippi Department of Education.

Acceptable qualifications for assistant teachers working with students include:

- An Associate's degree or higher; or

- At least two years or 48 college credit hours (verified by transcript); or
- A high school diploma or GED, *plus* verification of WorkKeys® scores demonstrating proficiency (typically a Silver Level certification or equivalent scores in Reading, Applied Math, and Writing).

All qualifications for staff who will be working with students must be submitted to the agency for review and approval prior to participation in any student-focused event. This requirement is in place to ensure compliance with state guidelines and to protect the well-being of students with disabilities being served.

Q13: Does the contractor have the authority to conduct events in the school gym with permission from the principal - Im asking because the schools I will be servicing will be far from each other, and from what it is written in the contract, it will be hard to get 5 hours for an event if you add travel to and from and for the students to get back to the school to go home.

A13: The Provider is responsible for securing the location which could be at a school gym if approved by the school.

Q14: Also is this RFQ the same as the Job Extravaganza RFQ.?

A14: This RFQ is only for the Job Extravaganza events.

Q15: Also when submitting numbers for possible kids serviced, this is with all the schools?

A15: Yes

Q16: If approved. The contract is renewed for only 4 years, and if after that, I will have to reapply if I want to continue to do this RFQ.

A16: Yes, all applicants would have to reapply after that point.

Q17: In Exhibit B (page 39), under the Compensation section, it states: "MDRS agrees to compensate the Contractor at the rate of Ninety Dollars (\$90.00) per hour per student." However, on page 4, Section 2.1, the Compensation for Services table lists different rates based on the Pre-ETS category and whether services are provided individually or in a group—none of which are \$90.

Could you clarify which structure is correct, or if the Exhibit B language is outdated?

A17: The chart on page 4, Section 2.1 is the correct rate. The Exhibit B language is outdated.

Respondents shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the response. The acknowledgment must be received by MDRS by the submission deadline.

Company Name: Good Shepherd Community Center, Inc

Signature and Date: Cindy McCaskey, 7/03/25

Name and Title: Cindy McCaskey, Executive Director

**AmFed National
Insurance Company**

01/03/2025

Insured:

GOOD SHEPHERD COMMUNITY CENTER
PO BOX 8115
VICKSBURG, MS 39181-8115

Policy Period: 01/10/2025 - 01/10/2026

Policy Number: WC225-2000961

Agent: Arthur J Gallagher - Ridgeland

We are pleased to enclose your Workers' Compensation policy issued on behalf of AmFed National Insurance Company. Please call us with any questions you may have related to your policy.

Note the following important information:

1. You should report all claims to us. Claims can be reported by phone to (800) 265-8085, or online at www.ascotwc.com. First report of injury and other helpful forms can be found online on our website under the Policyholders tab.
2. Enclosed is MWCC Form A-16, Notice of Coverage. Mississippi Workers' Compensation Law requires that all employers keep this notice in "a conspicuous" place in and about its place of business.
3. Loss Control services will be provided, by request, at no additional cost.
4. Certificate of Insurance can be obtained through your agent or by contacting us.
5. Premium payments can be made online at www.ascotwc.com

We look forward to servicing your Workers' Compensation needs during your policy terms.

Sincerely,



Claudine Burkes
Residual Market Manager
Claudine.burkes@ascotgroup.com
P: 601.427.3858
F: 601.427.1536

AmFed National Insurance Company

1020 Highland Colony Parkway
Suite 700
Ridgeland, MS 39158
800-264-8085

Please call the number above to present inquiries or obtain information
about coverage and to provide assistance in resolving complaints

Workers' Compensation and Employers' Liability Policy

In Witness Whereof, AmFed National Insurance Company has caused this policy to
be executed and attested, and, if required by state law, this policy shall not be valid
unless countersigned by our Authorized Representative.

By



Chief Executive Officer



General Counsel

AmFed National Insurance Company

**1020 Highland Colony Parkway, Suite 700
Ridgeland, MS 39157**

**Workers' Compensation and Employers Liability Insurance Policy
Information Page A/R**

NCCI Carrier Code Number: 41149

Item 1. Name and mailing address of insured:
GOOD SHEPHERD COMMUNITY CENTER
PO BOX 8115
VICKSBURG, MS 39181-8115

POLICY NUMBER
WC225-2000961

PREVIOUS POLICY
WC224-2000961

Form of Business: Other

Risk ID # 914154995

Federal ID # *****3081

Binder# 234114923027270746

Locations -- Other workplaces number not shown above: see attached.

Item 2. Policy Period: The policy period is from 01/10/2025 to 01/10/2026 - 12:01 a.m. standard time at the insured's mailing address.

Item 3. A. Workers' Compensation Insurance: Part one of the policy applies to the Workers' Compensation Law of the states listed here: MS

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of our liability under Part Two are: Bodily Injury by Accident \$ 500,000 each accident
Bodily Injury by Disease \$ 500,000 each employee
Bodily Injury by Disease \$ 500,000 policy limit

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
Refer to Residual Market Limited Other States Insurance Endorsement - WC000326A

D. This policy includes these endorsements and schedules. See attached schedule.

Item 4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications.	Code No.	Premium Basis Total Estimated Annual Remuneration.	Rate Per \$100 of Remuneration	Estimated Annual Premium
------------------	----------	--	--------------------------------------	--------------------------------

****See Attached Schedule of Operations for Classifications****

Total Estimated Standard Premium	\$4,051
Expense Constant	\$160
Terrorism	\$56
Catastrophe (other than Certified Acts of Terrorism)	\$56
Total Cost	\$4,323

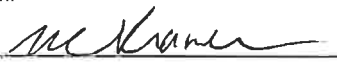
Minimum Premium: \$1,135

Unless otherwise provided in the rating plan approved for use in Mississippi, the minimum premium may be fully earned and non-refundable regardless of policy term.

Issued: 01/03/25

Agency: Arthur J Gallagher - Ridgeland
Ridgeland, MS 39157

By



CEO

Countersignature Date: 01/03/25

Issued: 01/03/2025

Page 2

**Extension of Information Page - Item 3.D.
SCHEDULE OF FORMS AND ENDORSEMENTS**

POLICY NUMBER			INSURED
WC225-2000961			GOOD SHEPHERD COMMUNITY CENTER
State	Form Number	Edition Date	Form Title
	WC000000C	01/01/2015	Notification Of Coverage
	WC000001A	05/01/1988	Information Page
	WC000308	04/01/1984	Partners, Officers & Others Excl Endorsement
	WC000310	04/01/1984	Sole Prop, Partners, Officers & Others Covera
	WC000326A	02/01/1997	Residual Market Limited Other States Insurance Endorsement
	WC000414A	01/01/2019	90 Day Reporting Requirement Notification Of Change In Ownership End
	WC000417C	11/01/2021	Assigned Risk Loss Sensitive Rating Plan Notification Endorsement
	WC000419A	08/01/2022	Part Five-Premium Amendatory Endorsement
	WC000421F	08/01/2022	Catastrophe (Other Than Certified Acts Of Terrorism) Premium Endorsement
	WC000422C	01/01/2021	Terrorism Risk Insurance Act Endorsement
	WC000425	05/01/2017	Experience Rating Modification Factor Revision
	WC230401A	07/01/2017	Ms Small Employee Loss-Free Policy Premium
	WC230601	07/01/2018	Mississippi Cancellation, Nonrenewal, And Renewal Endorsement
	WC990001	09/01/1992	Installment Premium Endorsement
	WC990051	09/01/2022	Privacy Policy
	WC990601	09/01/2022	Countersignature Page

Issued: 01/03/25

Page 3

**Extension of Information Page - Item 4
SCHEDULE OF OPERATIONS**

POLICY NUMBER WC225-2000961		INSURED GOOD SHEPHERD COMMUNITY CENTER		
Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
001 Rating for the period: 01/10/2025 TO 12/30/2025 629 CHERRY ST VICKSBURG MS 39183				
College--Professional Employees & Clerical	8868	487,467	.49	\$2,389
Child Care Center--All Employees Including Clerical, Salespersons & Drivers.	8869	IF ANY	1.09	
College--All Other Employees	9101	55,517	3.68	\$2,043
001 Rating for the period: 12/31/2025 TO 01/10/2026 629 CHERRY ST VICKSBURG MS 39183				
College--Professional Employees & Clerical	8868	13,732	.49	\$67
Child Care Center--All Employees Including Clerical, Salespersons & Drivers.	8869	IF ANY	1.09	
College--All Other Employees	9101	1,564	3.68	\$58
Total Premium Subject to Experience Rating				\$4,557

**SCHEDULE OF OPERATIONS
Premium Summary**

POLICY NUMBER		INSURED
WC225-2000961		GOOD SHEPHERD COMMUNITY CENTER
MS Rating for the period: 01/10/2025 TO 12/30/2025		
Premium Subject to Experience Rating		4,432
Additional Premium for Increased Limits		35
Adjustment to Minimum Additional Premium for Increased Limits		0
Premium Subject to Experience Modification		4,467
Experience Modification	0.870	(581)
Premium Adjusted by Experience Modification		3,886
MS Rating for the period: 12/31/2025 TO 01/10/2026		
Premium Subject to Experience Rating		125
Additional Premium for Increased Limits		1
Adjustment to Minimum Additional Premium for Increased Limits		39
Premium Subject to Experience Modification		165
Experience Modification	1.000	
Premium Adjusted by Experience Modification		165
Premium Adjusted by Application of Modification(s)		4,051
Terrorism Premium		112
Expense Constant		160
Subject to Minimum		1,135
MS Estimated Premium		4,323
<u>POLICY TOTALS</u>		
Total Estimated Premium		4,323

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

In return for the payment of the premium and subject to all terms of this policy, we agree with you as follows:

GENERAL SECTION**A. The Policy**

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

B. Who is Insured

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

C. Workers Compensation Law

Workers Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

D. State

State means any state of the United States of America, and the District of Columbia.

E. Locations

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

**PART ONE
WORKERS COMPENSATION INSURANCE****A. How This Insurance Applies**

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay promptly when due the benefits required of you by the workers compensation law.

C. We Will Defend

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance.

D. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. reasonable expenses incurred at our request, but not loss of earnings;
2. premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. litigation costs taxed against you;
4. interest on a judgment as required by law until we offer the amount due under this insurance; and
5. expenses we incur.

E. Other Insurance

We will not pay more than our share of benefits and costs covered by this insurance and other

(Ed. 1-15)

insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

F. Payments You Must Make

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. of your serious and willful misconduct;
2. you knowingly employ an employee in violation of law;
3. you fail to comply with a health or safety law or regulation; or
4. you discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly.

G. Recovery From Others

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury. You will do everything necessary to protect those rights for us and to help us enforce them.

H. Statutory Provisions

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice.
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against us or against you and us.
4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
5. This insurance conforms to the parts of the

workers compensation law that apply to:

- a. benefits payable by this insurance;
 - b. special taxes, payments into security or other special funds, and assessments payable by us under that law.
6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.

Nothing in these paragraphs relieves you of your duties under this policy.

PART TWO EMPLOYERS LIABILITY INSURANCE

A. How This Insurance Applies

This employers liability insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

B. We Will Pay

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by this Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against

such third party as a result of injury to your employee;

2. For care and loss of services; and
3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee; provided that these damages are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by you; and
4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

C. Exclusions

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;
7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 U.S.C. Sections 901 et seq.), the Nonappropriated Fund Instrumentalities Act (5 U.S.C. Sections 8171 et seq.), the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.), the Defense Base Act (42 U.S.C. Sections 1651-1654), the Federal Mine Safety and Health Act (30 U.S.C. Sections 801 et seq. and 901-944), any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;
9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 U.S.C. Sections 51 et seq.), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;
10. Bodily injury to a master or member of the crew of any vessel, and does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law;
11. Fines or penalties imposed for violation of federal or state law; and
12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. Sections 1801 et seq.) and under any other federal law awarding damages for violation of those laws or regulations issued thereunder, and any amendments to those laws.

D. We Will Defend

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

E. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding, or suit we defend:

1. Reasonable expenses incurred at our request, but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgment as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

(Ed. 1-15)

F. Other Insurance

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. **Bodily Injury by Accident.** The limit shown for "bodily injury by accident—each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

2. **Bodily Injury by Disease.** The limit shown for "bodily injury by disease—policy limit" is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for "bodily injury by disease—each employee" is the most we will pay for all damages because of bodily injury by disease to any one employee.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

H. Recovery From Others

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

I. Actions Against Us

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and

2. The amount you owe has been determined with our consent or by actual trial and final judgment.

This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

PART THREE**OTHER STATES INSURANCE****A. How This Insurance Applies**

1. This other states insurance applies only if one or more states are shown in Item 3.C. of the Information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were listed in Item 3.A. of the Information Page.
3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

B. Notice

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

PART FOUR**YOUR DUTIES IF INJURY OCCURS**

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal

papers related to the injury, claim, proceeding or suit.

4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

PART FIVE—PREMIUM

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

B. Classifications

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

C. Remuneration

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis. This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. all your officers and employees engaged in work covered by this policy; and
2. all other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

E. Final Premium

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table and procedure. Final premium will not be less than the minimum premium.

F. Records

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

G. Audit

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

PART SIX—CONDITIONS**A. Inspection**

We have the right, but are not obliged to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

B. Long Term Policy

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

C. Transfer of Your Rights and Duties

Your rights or duties under this policy may not be transferred without our written consent.

If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

D. Cancellation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by this statement to comply with the law.

E. Sole Representative

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.

PARTNERS, OFFICERS AND OTHERS EXCLUSION ENDORSEMENT

The policy does not cover bodily injury to any person described in the Schedule.

The premium basis for the policy does not include the remuneration of such persons.

You will reimburse us for any payment we must make because of bodily injury to such persons.

Schedule		
Partners	Officers	Others
		JOHN FERGUSON SHELLEY PLETT

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

Insurance Company

AmFed National Insurance Company

Countersigned by



WC 00 03 08
(Ed. 4-84)

SOLE PROPRIETORS, PARTNERS, OFFICERS AND OTHERS COVERAGE ENDORSEMENT

An election was made by or on behalf of each person described in the Schedule to be subject to the workers compensation law of the state named in the Schedule. The premium basis for the policy includes the remuneration of such persons.

Schedule

Others:

CINDY McCARLEY

State

MS

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

Insurance Company

AmFed National Insurance Company

Countersigned by

**WC 00 03 10**

(Ed. 4-84)

RESIDUAL MARKET LIMITED OTHER STATES INSURANCE ENDORSEMENT

"Part Three—Other States Insurance" of the policy is replaced by the following:

PART THREE OTHER STATES INSURANCE**A. How This Insurance Applies**

1. We will pay promptly when due the benefits required of you by the workers compensation law of any state not listed in Item 3.A. of the Information Page if all of the following conditions are met:
 - a. The employee claiming benefits was either hired under a contract of employment made in a state listed in Item 3.A. of the Information Page or was, at the time of injury, principally employed in a state listed in Item 3.A. of the Information Page; and
 - b. The employee claiming benefits is not claiming benefits in a state where, at the time of injury, (i) you have other workers compensation insurance coverage, or (ii) you were, by virtue of the nature of your operations in that state, required by that state's law to have obtained separate workers compensation insurance coverage, or (iii) you are an authorized self-insurer or participant in a self-insured group plan; and
 - c. The duration of the work being performed by the employee claiming benefits in the state for which that employee is claiming benefits is temporary.
2. If we are not permitted to pay the benefits directly to persons entitled to them and all of the above conditions are met, we will reimburse you for the benefits required to be paid.
3. This insurance does not apply to fines or penalties arising out of your failure to comply with the requirements of the workers compensation law.

IMPORTANT NOTICE

If you hire any employees outside those states listed in Item 3.A. on the Information Page or begin operations in any such state, you should do whatever may be required under that state's law, as this endorsement does not satisfy the requirements of that state's workers compensation law.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

Insurance Company

Countersigned by



AmFed National Insurance Company

WC 00 03 26 A

(Ed. 2-97)

90-DAY REPORTING REQUIREMENT—NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT

You must report any change in ownership to us in writing within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity, and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

This reporting requirement applies regardless of whether an experience rating modification is currently applicable to this policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

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Insurance Company

AmFed National Insurance Company

Countersigned by



WC 00 04 14 A
(Ed. 1-19)

Assigned Risk Loss Sensitive Rating Plan Notification Endorsement**A. LSRP Mandatory Assigned Risk Retrospective Rating Plan**

This endorsement is to advise you that, during the term of this policy or upon renewal, you may become subject to the mandatory assigned risk Loss Sensitive Rating Plan (LSRP), which is a retrospective rating plan that may adjust the cost of your workers compensation and employers liability insurance policy. This endorsement must be attached to all assigned risk policies, including policies for professional employer organization (PEO) and temporary arrangements, regardless of LSRP standard premium size in states that have approved the LSRP. In the event that you meet or exceed the eligibility requirements of LSRP, an LSRP contingent deposit equal to 20% of LSRP standard premium is required.

B. Eligibility

1. Your insurance is written under a Workers Compensation Insurance Plan (WCIP) in a state that has approved LSRP.
2.
 - a. LSRP will apply to an individual assigned risk policy if the standard premium meets or exceeds the amount noted in the Schedule, in accordance with NCCI's **Basic Manual**.
 - b. It may not always be possible for a single carrier to provide coverage for all requested states; additional policies issued by more than one carrier may be necessary.
 - c. WCIP policies issued in non-LSRP-approved jurisdictions are not subject to LSRP and are not combinable with WCIP policies in LSRP-approved jurisdictions for eligibility purposes.
 - d. LSRP eligibility may be impacted by ownership or combinability status in accordance with NCCI's **Experience Rating Plan Manual**.
3. LSRP standard premium is defined in accordance with NCCI's **Residual Market Manual**.

C. Deposit/Initial Premium and LSRP Contingency Deposit

1. Deposit or initial premium is paid on all new and renewal WCIP policies, including LSRP policies, in accordance with NCCI's **Residual Market Manual**. It is paid to us in addition to the LSRP contingency deposit, which secures all new and renewal LSRP policies as detailed in the LSRP rules.
2. The LSRP contingency deposit paid to us serves as collateral for premium that may be due to us as a result of losses incurred during the policy term.
3. At policy inception, the LSRP contingency deposit is calculated by multiplying the LSRP standard premium by 20%. If WCIP policies are combined for LSRP purposes, the LSRP contingency deposit is calculated by multiplying the combined LSRP standard premium for all policies by 20%.

D. Impact of Changes in LSRP Standard Premium

1. For all policies except for professional employer organizations (PEOs) and temporary arrangements, LSRP may be applied to a policy, or an LSRP policy may be converted to a guaranteed cost policy:
 - a. If the LSRP standard premium decreases during the first 120 days, and falls below the LSRP eligibility threshold, your policy will be converted to a guaranteed cost policy, retroactive to policy inception, and your LSRP contingency deposit will be returned.
 - b. If the LSRP standard premium increases during the first 120 days, and meets the LSRP eligibility threshold, LSRP will be applied retroactively to policy inception and the 20% LSRP contingency deposit must be paid to us within 30 days of us issuing notice to you of the application of LSRP.
 - c. If the LSRP standard premium decreases after the first 120 days and falls below the LSRP eligibility threshold, the LSRP continues to be applied to your policy(ies).
 - d. If the LSRP standard premium increases after the first 120 days, and meets the LSRP eligibility threshold, your policy(ies) will remain a guaranteed cost policy(ies) and the LSRP is applied at renewal, subject to meeting the eligibility requirements on the renewal policy(ies).
2. For all PEO and temporary arrangement WCIP policies, if the LSRP standard premium meets or exceeds the eligibility threshold **at any time**, LSRP is applied retroactively to policy inception. The 20% LSRP contingency deposit must be paid to us within 30 days of us issuing notice to you of the application of LSRP.

E. Evasion of LSRP

1. If you take actions for the purpose of avoiding the application of LSRP, or for otherwise legitimate business reasons that nonetheless result in the improper calculation and/or application of LSRP, regardless of intent, any

(Ed. 11-2021)

action that results in the miscalculation and/or misapplication of LSRP determined in accordance with the LSRP rules is prohibited. These actions include, but are not limited to:

- Misrepresentation and/or miscalculation of payroll at application, audit, or renewal
 - Failure to report changes in ownership or ownership information according to the WCIP and NCCI's *Experience Rating Plan Manual*
 - Violation of any of the terms and conditions under the policy for which this insurance was issued
 - Failure to allow us and/or the Plan Administrator and/or rating organization reasonable access to your facilities or files and records for audit or inspection
 - Failure to disclose to us and/or the Plan Administrator and/or rating organization the full nature and scope of your exposure or business operations
2. In such circumstances, we and/or the Plan Administrator and/or rating organization may obtain any information that indicates evasion or improper calculation or application of LSRP due to actions including, but not limited to, those listed above. We and/or the Plan Administrator and/or rating organization will act to ensure the proper calculation and application of LSRP to inception of all current and preceding WCIP policies impacted by these actions.

This endorsement applies in the states listed in the Schedule below.

Schedule

State

Mississippi

Premium Eligibility

\$250,000

Part Five—Premium Amendatory Endorsement

This endorsement amends Part Five—Premium of the policy as follows:

Part Five—Premium, Section A. (Our Manuals) is replaced by the following provision:

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates and loss costs (as applicable), rating plans, forms, endorsements, and classifications, and such manuals are expressly incorporated by reference into, and apply to, this policy and any renewals (our manuals). As used in this policy and any renewals, our manuals means manuals that have been:

1. Developed in any format and filed by the state-designated workers compensation rating or advisory organization on our behalf with the appropriate state insurance regulatory authority; or
2. Developed in any format and filed by the respective state rating bureau on our behalf with the appropriate state insurance regulatory authority; or
3. Developed in any format and filed by us with the appropriate state insurance regulatory authority; and
4. For each or any of the three scenarios above, the manuals also must be approved for use by the appropriate state insurance regulatory authority, or as otherwise authorized by law as applicable.

We may change our manuals and apply the changes to this policy and any renewals if such manual changes are approved for use by the appropriate state insurance regulatory authority, or as otherwise authorized by law as applicable.

Part Five—Premium, Section D. (Premium Payments) is replaced by the following provision:

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. The due date for audit and retrospective premiums is the due date specified in the billing for the policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

Insurance Company

AmFed National Insurance Company

Countersigned by



WC 00 04 19 A
(Ed. 08-2022)

Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement

This endorsement is notification that we are charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). Coverage for such losses is subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations. This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement attached to this policy.

For purposes of this endorsement, Catastrophe (Other Than Certified Acts of Terrorism) is defined as: A single event or peril resulting in a group of claims with aggregate workers compensation losses in excess of \$50 million. This \$50 million threshold applies per occurrence, across all states for which claims arise from a single event or peril.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule		
State	Rate	Premium
MS	.0100	\$56

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025	Policy No. WC225-2000961	Endorsement No. 000
Insured GOOD SHEPHERD COMMUNITY CENTER		Premium \$4,323

Insurance Company
AmFed National Insurance Company

Countersigned by



WC 00 04 21 F
(Ed. 08-2022)

TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2015. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

"Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

"Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

"Insured Loss" means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

"Insurer Deductible" means, for the period beginning on January 1, 2021, and ending on December 31, 2020, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government will pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

Schedule		
State	Rate	Premium
MS	.0100	\$56

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

Insurance Company

AmFed National Insurance Company

Countersigned by



EXPERIENCE RATING MODIFICATION FACTOR REVISION ENDORSEMENT

This endorsement is added to Part Five—Premium of the policy.

The premium for the policy is adjusted by an experience rating modification factor. The factor shown on the Information Page may be revised and applied to the policy in accordance with our manuals and endorsements. We will issue an endorsement to show the revised factor, if different from the factor shown, when it is calculated.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

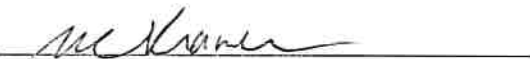
Insured GOOD SHEPHERD COMMUNITY CENTER

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AmFed National Insurance Company

Countersigned by



WC 00 04 25
(Ed. 5-17)

MISSISSIPPI SMALL EMPLOYER LOSS-FREE POLICY PREMIUM CREDIT ENDORSEMENT

This endorsement provides notice that the final audited standard premium for your policy may be affected by the Mississippi Small Employer Loss-Free Credit Program.

Your policy has been issued through the Mississippi Workers' Compensation Assigned Risk Plan. The Mississippi Insurance Department has approved the use of a 10% premium credit for eligible employers that are loss-free throughout their annual policy term.

To be eligible for this premium credit, you must:

1. Not be experience-rated with final audited Mississippi standard premium less than the amount shown in the Schedule below.
2. Be loss-free for the entire annual policy term covered by this policy. You are considered loss-free if we have not made any claim payment or established any loss reserve for reported claims covered by this policy.
3. Have a policy period of at least 12 months.

We will determine your eligibility for this premium credit at the time your final premium audit is processed. The application of this premium credit will not reduce your premium below the policy minimum premium applicable to your policy.

Schedule

Final Audited Mississippi Standard Premium Less Than 4,500.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

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Policy No. WC225-2000961

Endorsement No. 000

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AmFed National Insurance Company

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WC 23 04 01 A
(Ed. 07-2017)

MISSISSIPPI CANCELLATION, NONRENEWAL AND RENEWAL ENDORSEMENT

This endorsement applies because Mississippi is shown in Item 3.A. of the Information Page.

Part Six—Conditions, Section D. (Cancellation) of the policy is replaced by the following:

D. Cancellation and Nonrenewal

1. You may cancel this policy on the day you either:
 - a. Return the policy to the agent
 - b. Sign and deliver a lost policy release to your agentIf you cancel this policy before it becomes effective, you may submit written notice of cancellation to us or your agent without returning the policy or signing a lost policy release.
2. We may cancel or nonrenew this policy. We will provide you and the Mississippi Workers' Compensation Commission (Commission) with at least 30 days' advance written notice stating when the cancellation or nonrenewal is to take effect. If you obtain other insurance coverage, the date of cancellation will be the effective date of the other coverage. We will provide cancellation and nonrenewal notice to:
 - a. You personally or by registered or certified mail
 - b. The Commission in the manner and on the form specified by the Commission
3. The provisions in D-2 do not apply to the cancellation and nonrenewal of this policy when we issue a replacement policy providing the same or substantially similar coverage or when we transfer you to a licensed affiliate carrier providing the same or substantially similar coverage in a replacement policy. Provisions detailed in Part Six, Section F-2 apply.
4. The policy period will end on the day and hour stated in the cancellation notice.

Add the following to Part Six—Conditions of the policy:

F. Renewal

1. We may elect to renew the policy. If we issue a renewal policy with the same or substantially similar coverage, we will notify you at least 30 days before the renewal policy's effective date, in writing, of any terms or conditions that are less favorable to you.
2. We may elect to transfer this policy to a licensed affiliate carrier. The notification requirements for transferring this policy to a licensed affiliate carrier and for that carrier's issuance of a renewal policy are as follows:
 - a. At least 45 days before notifying you of the transfer, we must notify the Mississippi Insurance Department and the Commission of the transfer. The notice will include our name (as the carrier transferring the policy) and the name and financial rating of the carrier receiving the transferred policy.
 - b. We must notify you, in writing, of the transfer at least 30 days before the policy term expires. This notice will be provided with the notice of renewal premium that we are required to send to you. This notice will include the financial rating of the carrier receiving the transferred policy.
 - c. If we transfer this policy to a licensed affiliate carrier to provide the same or substantially similar coverage, that carrier will notify you at least 30 days before the renewal policy's effective date, in writing, of any terms or conditions that are less favorable to you.
3. The notices will be mailed or delivered to you personally.
4. If a replacement policy is issued, the application and any related documents you signed for the initial policy apply and remain valid and enforceable.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

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Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

Insurance Company

AmFed National Insurance Company

Countersigned by



WC 23 06 01
(Ed. 07-2018)

PREMIUM INSTALLMENT ENDORSEMENT

It is hereby understood and agreed that the estimated annual premium of \$4,323.00 will be payable in installments as outlined in the Schedule of Payments.

* An installment fee will be added at the time your premium notice is generated if there is an amount due owed for the installment. This does not apply to assigned risk policies.

Schedule of Payments

Payment	Due Date	State Assessments	Installment Premium	Total Amount Due
01	01/10/2025		\$1,729.00	\$1,729.00
02	04/10/2025		\$864.67	\$864.67
03	07/10/2025		\$864.67	\$864.67
04	10/10/2025		\$864.66	\$864.66

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

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Endorsement Effective 01/10/2025

Policy No. WC225-2000961

Endorsement No. 000

Insured GOOD SHEPHERD COMMUNITY CENTER

Premium \$4,323

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Privacy Notice

Important Information

Ascot Holding Company, LLC, together with its subsidiaries and affiliates, including without limitation, Ascot Insurance Company, Ascot Specialty Insurance Company, AmFed National Insurance Company, AmFed Casualty Insurance Company, AmFed Advantage Insurance Company, and AmFed Companies, LLC (collectively referred to herein as "Ascot", "we", "our", or "us") respects your privacy and is committed to protecting your personal data. The privacy and data protection practices set forth in this Privacy Notice (the "Privacy Notice") tells you how Ascot uses Personal Data collected in the course of our business relationship. "Personal Data" means any nonpublic personal information about you, such as your name, address, date of birth, phone number, email address, and information about your transactions with Ascot.

Personal Data Ascot Collects

The Personal Data that we collect from you includes the following:

- Business Contact information: information collected directly, including first name, last name, employer, title, city, state, country, phone number, date of birth, and business email addresses
- Automatically collected information: information collected on our websites located at www.Ascotgroup.com and www.AmFed.com (the "Sites") via cookies, web beacons and other tracking technologies, including IP address, browser name, operating system details, domain name, date of visit, time of visit, and pages viewed, or similar information

How Personal Data is Collected

Ascot collects Personal Data directly from you when you provide it to us, such as when you submit an application or other forms, register for an account on our website, report payroll, or submit a claim or other information. We also collect Personal Data automatically as users navigate through our Sites.

How We Use Your Personal Data

We use personal information for purposes of administering and expanding our business activities, providing customer service and making available other products and services to our customers and prospective customers. For example, we use information that we collect about you or that you provide to us in order to provide support for our products and services, for managing payments in order to complete transactions with you, for any managed services we provide you from time to time, for managing and making available our Site, and to notify you about important changes to our Site, new services and special offers we think you will find valuable.

Who Do We Share Personal Data With?

We do not share your Personal Data with unaffiliated third parties other than as permitted by applicable law. We share your Personal Data with Ascot affiliated companies and with our partners, vendors and processors who support our performance of services. When we use these third-parties in the performance of services, we execute contracts with them to ensure they fulfill their data protection obligations. We may disclose aggregated information that does not identify any individual without restriction.

Data Security and Retention

Your Personal Data is kept secure. Only authorized employees, agents, and contractors (who have agreed to keep information secure and confidential) have access to this information. To provide our products and services, we occasionally use third party businesses to perform specialized services in regard to data processing. When we provide data to these businesses, they are not permitted to use data outside of the scope for which we contracted them.

We (and our third party service providers) use a variety of industry standard security measures to prevent unauthorized access, use, or disclosure of your Personal Data. These security measures consist of but are not limited to data encryption and physical security. No method of transmission or method of electronic storage over the internet is 100% secure. Therefore, while we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Ascot will retain your Personal Data for the period necessary to fulfill the purpose outlined in this Privacy Notice unless a longer retention period is required by applicable data privacy law.

We reserve the right to amend our privacy policies and practices as required or permitted by applicable law. In the event of a change, we will notify you of the nature of any change to the extent required by law.

Contacting Us

To contact Ascot, or if you have questions regarding this Privacy Notice or our data protection practices please send an email to dpo@ascotgroup.com. Alternatively, you may send notice by way of mail at the addresses listed below:

Ascot Insurance Company/Ascot Specialty Insurance Company
55 W. 46th Street
New York, NY 10036
Attn: Ascot Privacy Team

Ascot Workers' Compensation
1020 Highland Colony Parkway, Suite 700
Ridgeland, MS 39157
Attn: Ascot Privacy Team

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Notice to Employers in Case of Work- Related Injuries

An employer's obligation in the event of an injury is to provide medical treatment to the injured employee. The injured employee can accept the treatment provided by the employer or choose his own. In the event your employee does not have a physician, we recommend that you direct your employees to TrustCare Health for treatment of work-related injuries. They provide quality care to return the employee to work as soon as it's safe to do so. Below is a list of their convenient locations.

In the case of a medical emergency, call 911 or utilize the nearest hospital.

CROSSGATES/BRANDON LOCATION

1645 W Government Street, Suite F
Brandon, MS 39042

Mon-Fri: 8am-8pm | Sat: 9-5pm | Sun: 1-7pm

TOWNSHIP/RIDGELAND LOCATION

1051 Highland Colony Parkway, Suite E
Ridgeland, MS 39157

Mon-Fri: 8am-8pm | Sat: 9-5pm | Sun: 1-7pm

LAKE HARBOUR/RIDGELAND LOCATION

786 Lake Harbour Drive
Ridgeland, MS 39157

Mon-Fri: 8am-8pm | Sat: 9-5pm | Sun: 1-7pm

OLD FANNIN/FLOWOOD LOCATION

1710 Old Fannin Rd
Flowood, MS 39232

Mon-Fri: 8am-8pm | Sat: 9-5pm | Sun: 1-7pm

NE JACKSON/I-55 FRONTAGE RD N LOCATION

4880 I-55 Frontage Road N
Jackson, MS 39211

Mon-Fri: 8am-8pm | Sat: 9-5pm | Sun: 1-7pm

HATTIESBURG / HWY 98 LOCATION

6176 US Hwy. 98
Hattiesburg MS 39402

Mon-Fri: 8am-8pm | Sat: 9-5pm | Sun: 1-7pm

For Scheduling or More Information Contact:

employers@trustcarehealth.com

Stephanie Clarke, Manager of Business Development | 601-707-3282
Scarlet Middleton, Manager of Care Coordination | 601-499-0951
Fax: 601-499-0939