

**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**

MARKED

**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**

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**Company Name:** Goodwill Industries of South Mississippi, Inc.

**Address:** 1955 Pass Road

**City/State/Zip:** Biloxi, MS 39531

**Telephone:** (228) 863-2323

**Fax Number:** N/A

**E-Mail Address:** [vburton@goodwillsms.org](mailto:vburton@goodwillsms.org)

**Printed Name of Authorized Signer:** Vicki Burton

**Signature and Date:**



07.07.25

## 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](http://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: Goodwill Industries of South Mississippi, Inc.

Signature and Date:

 07-07-25

Name and Title: Jicki Burton, President/CEO

## 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: Goodwill Industries of South Mississippi, Inc.

Signature and Date:  07-07-25

Name and Title: Vicki Burton, President/CEO

*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.    **51Years**
- ☐ 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.

Goodwill Industries of South Mississippi, Inc. has been providing vocational evaluation and training to individuals with disabilities through the Mississippi Department of Rehabilitation Services (MDRS) for 51 consecutive years. Since its inception in 1974, Goodwill Industries of South Mississippi, Inc. has been committed to providing this service in partnership with the Mississippi Department of Rehabilitation Services. What started as a service in one location has now expanded to twelve locations across the Goodwill Industries of South Mississippi territory.

In addition to providing workforce training to individuals with disabilities, Goodwill of South Mississippi also has a history of providing workforce training to individuals impacted by the criminal justice system, individuals receiving SNAP and TANF benefits, the unhoused participating in comprehensive programs, students preparing to enter college and students currently enrolled in college classes. These services include, but are not limited to, Hands-On Training, Digital Skills Training, Virtual Reality Career Exploration & Training, Resume Writing, and Job Placement Assistance.

In 2024, Goodwill Industries of South Mississippi, Inc. began the process of expanding their workforce development services. This expansion was made possible by a grant from Goodwill Industries International, which allowed the organization to provide Digital Skills Training and Virtual Reality Career Exploration and Training. These training opportunities are provided to individuals with barriers to employment as listed above.

Goodwill Industries of South Mississippi, Inc. will not require any corporate expansion to handle this new service, as staff is in place, and additional staff will be hired as the program expands.

**Company Name: Goodwill Industries of South Mississippi, Inc.**

**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 provided at sites available to accommodate the needs of the events. Site selection will occur for each event with approval from the school district and the Mississippi Department of Rehabilitation Services.

**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.

Principal Officers:

Vicki Burton, President/ CEO

Paige Derouen, Chief Operating Officer

Dee Enroth, Vice President of Contracts & Facilities

LeAnna Saucier, Director of Workforce Development

Laura Cirone, Director of Human Resources

Direct services will be directed and provided by:

LeAnna Saucier, Director of Workforce Development

Crystal Brown, Senior Programs Manager

Kailey Garland, Program Manager

Additional workforce staff will be included and utilized at events.

See Attached Resumes

**Company Name: Goodwill Industries of South Mississippi, 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 three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person.□

Mississippi Department of Rehabilitation Services, Office of Vocational Rehabilitation

Start Date - 1974 continuing through current date

Summary of Work - Provide vocational evaluation and training to individuals with disabilities serving numerous participants as funds are available

Contact person – DeAunna Ruzicka @ (228) 575-3789

Mississippi Gulf Coast Community College

Start Date – 2022 continuing through current date

Summary of Work – Operate a Career Center providing career exploration, resume assistance, and placement assistance to students

Contact person – Dr. Tammy Franks @ (228) 497-7700

Magdalene House

Start Date – 2023

Summary of Work – Partner to provide training for individuals impacted by the criminal justice system

Contact person – Diane Bennett @ (228) 586-3510

**Company Name: Goodwill Industries of South Mississippi, Inc.**

**VICKI D. BURTON**

106 Northwind Drive. Brandon, MS 39047. 601-540-4714. vburton@goodwillsms.org

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**SKILLS**

Growth Mindset | Collaborative Communication | Budgeting | Succession Planning | Leading by Example  
Ethical Decision Making | Approachable | Transparent | Decisive | Innovative | Fearless

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**WORK HISTORY**

June 2024 – Present

**President/CEO**

Goodwill Industries of South Mississippi

- Oversee all operations of a nonprofit focused on assisting individuals with barriers to employment receive workforce training

July 2019 – June 2024

**Vice President of Workforce Development**

Goodwill Industries of Mississippi

- Increased Workforce Development staff by 467%
- Increased number of people served by 544%
- Generate and submit all Workforce Development budget proposals
- Create and oversee budgets for all Workforce Development grants
- Facilitate, coordinate, and oversee Workforce Development and Training Programs, including Vocational Rehabilitation
- Created Customer Service Employment Academy with a National Certification
- Awarded Governor's discretionary funds to carry out the Digital Skills Program
- Acquired virtual reality pilot grant from Goodwill Industries International, the first in the state of MS
- Developed and acquired funding for Virtual Reality Career Exploration pilot
- Expanded Workforce Development across territory
- Created multiple partnerships with private, state, and non-profit organizations

June 2016 – June 2019

**Deputy Director Office of Business Development/  
State Workforce Development Liaison**

Mississippi Department of Rehabilitation Services

- Managed 14 direct reports touching thousands of businesses in the state of Mississippi
- Developed relationships with private businesses and persuaded them to work with Vocational Rehabilitation by hiring individuals with disabilities, providing work-based learning opportunities, and internships for VR clients

- Provided training for private businesses working with VR on disability etiquette, ADA accommodations, etc.
- Solicited school districts in MS to work with Vocational Rehabilitation to provide transition services to students with disabilities through contracts with MDRS
- Assisted Director with all supervision of staff and duties pertaining to the Office of Business Development statewide
- Served as MDRS Representative/Liaison to four (4) Workforce Areas and MS State Workforce Investment Board (SWIB)

Nov. 2011 – June 2016

**Regional Manager**

Mississippi Department of Rehabilitation Services

- Developed annual succession plan for staff for business continuity
- Directly supervised 11 managers overseeing the vocational rehabilitation and community rehabilitation program activities at 19 locations across central Mississippi with 240 employees and clients to promote team driven provision of services at MDRS
- Provided administrative leadership to all phases of VR programs within the state in coordination with state office administration
- Ensured coordination of activities with other regional areas and other programmatic divisions of the agency
- Executed budget creation, recommendation, request, approval, and subsequent expenditures
- Maintained effective public relations with other state agencies and the public
- Recommended personnel for hire and termination as needed
- Served as liaison to human resources department while ensuring staff follow agency policies and procedures
- Maintained CARF accreditation at nine community rehabilitation program locations in the region

Aug. 2007 – Nov. 2011

**District Manager**

Mississippi Department of Rehabilitation Services

- Supervised 22 direct reports providing services to approximately 1,400 clients at any given time
- Provided administrative leadership to all staff and the Vocational Rehabilitation program within the district
- Facilitated total operations of four locations
- Recommended personnel for hire and termination as needed
- Trained new staff when hired
- Directed fiscal accounting and budgeting activities for the district
- Maintained effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy

- Planned, directed, and coordinated the activities of counselors, counselor assistants, and support staff in a large central MS district
- Formulated and interpreted policies, rules, and regulations as necessary
- Aided in coordination of services among nine other districts in the state and with other human service agencies/non-profits in Mississippi

Jan. 2002 – Aug. 2007

### **Facility Manager**

Mississippi Department of Rehabilitation Services

- Managed 15 direct reports training 115 clients and overseeing 20 contracts simultaneously for various businesses in the state of Mississippi
- Exercised full authority in administering the operations of a community rehabilitation facility, specializing in vocational evaluation and work adjustment training for individuals with disabilities
- Planned, directed, and coordinated both the rehabilitation activities and the running of a business through managers and subordinate personnel to provide an environment where clients could be trained and ultimately return to the workforce
- Facilitated total operations of six locations through staff consisting of 75% of individuals with disabilities, including multiple AbilityOne contracts
- Maintained full CARF accreditation during tenure
- Interpreted, formulated, recommended, and/or implemented policies, rules, and regulations as necessary
- Offered/sold Ability Works' services to private businesses to provide contract work in the facility for the training program
- Encouraged Vocational Rehabilitation counselors to refer clients to facility to receive services.
- Directed fiscal accounting, budgeting, and payroll activities
- Responsible for leading Jackson facility from number 17 (out of 17) to number one in terms of Clients served, profitability percentage, and contract work generated during tenure as manager
- Turned a 10-year operating deficit into revenue generation in a two-year period with a yearly profit increase for the next three years

### **EDUCATION**

#### **Auburn University**

Auburn, AL

M. Ed. Rehab Counseling

#### **MS. University for Women**

Columbus, MS

#### **Jackson State University**

Jackson, MS

B.S. Physical Education

#### **Holmes Community College**

Goodman, MS

A.A. Physical Education

#### **University of Southern MS**

Hattiesburg, MS

### **LEADERSHIP TRAINING AND AFFILIATIONS**

- Georgia State University Leadership Program
- MDRS LEADERS Succession Planning Initiative 2004-2005
- State Executive Development Institute 2009
- Rehabilitation Association of Mississippi President 2011/20-year member
- Southeastern Region of National Rehabilitation Association Vice- President 2011
- Governmental Affairs Summit 2010-2011
- Mississippi State Personnel Board Basic Supervisory Training
- South Central MS Works Workforce Development Board 2011-2016
- Southeastern Employment & Training Association
- Goodwill Industries International Executive Development Program – 2023 Graduate

# LEANNA MORGAN SAUCIER

18603 Elkwood Dr. Gulfport, MS 39503 | 228-224-9848 | [leannamorgan77@hotmail.com](mailto:leannamorgan77@hotmail.com)

## Professional Profile

Highly motivated professional with proven record of exceeding in fast paced public relations, fundraising, and sales related roles. Progressive thinker and results driven leader with personable, dynamic and resourceful talents that consistently produces exceptional outcomes. Experienced with recruitment, employee engagement, and retention initiatives to support organizational development.

### Relevant Qualifications:

- Detail-oriented; possesses a wide range of managerial, organizational, and technical principles
- Team player who demonstrates ability to motivate individuals and diverse teams & foster enthusiastic community involvement and/or employee engagement
- Skilled at relationship building cultivating talent in others to create effective campaign support, project support and buy-in from others
- Proven problem-solving skills, flexibility, adaptability, and aptitude for making sound decisions in stressful situations
- Customer service & employee/donor/client driven— Outstanding and persuasive communicator with well-developed presentation and motivational skills

## Education

- **William Carey University** May - August 2005  
Hattiesburg, MS *Alternate Route Teaching Program*
- **University of Southern Mississippi** August 2001  
Hattiesburg, MS  
*Bachelor of Arts, Broadcast Journalism* *Minor: English*  
*Emphasis: Radio, Television, & Film*
- **Jefferson Davis Junior College** Gulfport, MS **1996-1998**

## Employment

- Memorial Health System** Gulfport, MS 2020- present  
*Workforce Development Manager, Human Resources Department*
- Builds and leverages internal and external community collaborations with community partners to grow relationships to support HR recruitment efforts

- Oversees and coordinates internal career fairs and participates in external job-related career/community fairs.
- Manages career-related and educational programs such as high school affiliations, job shadowing programs & more
- Assists internal and external applicants with career growth including resume assistance, career pathing and career development
- Oversees employee engagement initiatives such as:
  - Organizing an internal college fair
  - Employee recognition STAR award program
- Serves on Employee Crisis Fund Committee and DEI committee and Employee Advisory committee
- Oversees career fairs recruitment budget and purchases

**United Way of South Mississippi**      Gulfport, MS      5/2015- 3/2020  
*Director of Resource Development*

- Responsible for all aspects of fundraising for UWSM including special events, overseeing campaign committees & volunteers, and a multitude of fast paced day-to-day fundraising duties
- Coordinated campaigns with company leaders to get their United Way campaign completed successfully by deadline
- Cultivated relationships and collaborations with business leaders and companies/non-profit agencies
- United Way presentations and Board presentations & engagement
- Oversaw campaign supplies/events budget for purchases and expenses

**WJZD, Inc.**      Gulfport, MS      6/2006 - 7/2010 & 1/2012 -5/2015  
*Account Executive*

- Proposed and created innovative marketing campaigns to help local/national businesses benefit from effective radio advertising on WJZD
- Responsibilities included meeting with potential clients and working with media agency buyers
- Created proposals, promotions, copywriting, and scheduled commercials to air
- Cultivated interpersonal skills by building and nurturing an excellent rapport with my clients to keep them advertising with WJZD

**Harrison County School District**      Gulfport, MS      8/2010 - 5/2011  
*10th Grade English Instructor and World Literature & African American Literature electives (Grades 9-12<sup>th</sup>)*

- In Literature classes, primarily focused on studying the works and authors appropriate for the subject matter
- Actively participated in many school programs such as a sponsor for the Harrison County Junior Leadership organization and organized schoolwide fundraisers for Child Abuse Prevention Month

**Harrison County School District**      Gulfport, MS      8/2005 - 5/2006  
*7th Grade English Instructor at North Gulfport 7th Grade*

- Actively participated in many school programs such as the Literacy Awareness Committee and planning the Black History Program

**Hattiesburg Public Schools**      Hattiesburg, MS      8/2004 - 5/2005  
*7<sup>th</sup> and 8<sup>th</sup> English Instructor at N.R. Burger Middle School*

**WDAM TV**      Moselle, MS      3/2002 - 8/2004  
*Copywriter/Sales Assistant /Producer*

- Worked closely with clients, account executives, videographers, and production directors to create effective local television advertising.
- Specific duties included the following:
  - Initial client consultation
  - Scheduling a commercial shoot & writing script
  - Overseeing all pre-production aspects
  - Trafficking paperwork for commercial airtime
  - Completing co-op invoices for reimbursements

**WDAM TV**      Moselle, MS      10/2001 - 3/2002  
*Production Assistant*

**WDAM TV**      Moselle, MS      5/2001 - 7/2001  
*Production Intern*

## Professional Affiliations

- Lighthouse Business Professional Women – Joined as member in 2020; Board of Directors, 2021-present, Board Co-Chair 2023-24
- Steps Coalition – Board Member from 2019 – Present; Treasurer
- Like Minded Ladies – Member 2021
- MS Gulf Coast Chamber of Commerce – Coast Young Professionals 2013-2016; Chamber Champion 2016 - 2020; Leadership Gulf Coast Board of Directors 2019-Present

- Gulfport Rotary Club- 2020 Program Chair & Board Member 2019-2022, Current Member
- Bay St. Louis Rotary Club- Youth Chair & Board Member 2016-2019
- Leadership Gulf Coast Graduate, 2018
- Founder of minority professional networking & community service organization, Urban Coast Connection, 2007-2010
- The National Association of Black Journalists 1999-2003

## Awards & Recognition

- Named *Gulf Coast Woman Magazine's* 2023 "**100 Successful Women to Know**"
- 2022 **Shuck Cancer Honoree** for American Cancer society
- Women's Resource Center's **2020 Gala for Babies Celebrity**
- 2020 Success Women's Conference **Top Influencer Award**
- Named *Gulf Coast Woman Magazine's* 2020 "**100 Successful Women to Know**"
- MS Gulf Coast Chamber **One Coast Award finalist**, 2019-2020
- **Woman of Achievement finalist**, 2018 - Non-Profit Category
- Pink Lotus Project 2018 **PowHer Award** - Non-Profit finalist

## Community Service

- Speaker at Boys and Girls Club "Great Futures Forum", 2023
- Panelist for Boys and Girls Club "My Hair, My Crown" event, 2022.
- Organized *Frugal Fashionista* fundraising event for Memorial Hospital Foundation's Breast Cancer Fund, 2022
- Volunteer at Gulf Coast Food Truck Festival, 2021-2022
- Created *Breakfast at Tiffany's* fundraising event, 2021 & 2022
- Volunteer for the Gulfport Juneteenth Festival, 2019-2022
- United Way Dragon Boat Festival volunteer, 2021-2022
- Habitat for Humanity's Woman Build Team, 2020
- Success Women's Conference Committee Co-chair, 2018 & Success Women's Conference Volunteers Co-Chair & speaker, 2018-2019
- Blessed Gyrls Rock Conference volunteer, 2016-2017
- Biloxi Chamber's Junior Leadership Committee & Speaker, 2016-2017
- Volunteer with Pink Lotus Project non-profit organization (speaker and Project Prom Dress Drive, 2013-2018)

# Crystal Brown

714 Pine Ave E. St, Wiggins, MS  
601-528-1367 | mrsbrown81@hotmail.com

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## EDUCATION

### **Bachelor of Science in Human Services**

Emphasis: Child & Family Welfare

Kaplan University

Completion Date 12/2013

### **Associate of Applied Science**

Emphasis: Office System Technology

Mississippi Gulf Coast Community College

Completion Date 05/2003

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## PROFESSIONAL EXPERIENCE

### **Workforce Development Case Manager/Evaluator**

Goodwill Industries of South MS

2019 – Current

- Provide exceptional customer service in person or on the phone
- Conduct initial certification for individuals wishing to enter the program
- Conduct annual re-certification evaluation for all active disable employees
- Build and maintain internal and external customer satisfaction
- Efficiently perform and maintain data entry of confidential client information
- Demonstrate professionalism and possess a professional appearance
- Perform other related duties as assigned.

### **Family Advocate**

Community Development Institute, Gulfport, MS

2018 – 2019

- Identify and recruit Head Start eligible families and children, including children with disabilities and underserved populations.
- Provide appropriate follow-up when absences are frequent.
- Respect the diverse values and cultures of the families served.
- Recognize and identify each family's risk and protective factors.
- Establish professional roles and boundaries in working with families.
- Recognize and promote family's readiness and willingness to participate in the program.
- Orient families to the program according to the established orientation plan.
- Make home visits and contact the family as needed or required by agency plans and procedures.
- Provide support to families of children with disabilities.
- Facilitate parent/guardian involvement in the program.
- Participates in activities designed to ensure program quality.
- Actively participate in two-way communication among co-workers to ensure all staff is informed of pertinent information as it pertains to the center and classroom activities.
- Build relationships based on mutual trust and rapport.
- Approaches all issues with a win-win attitudes that respects the dignity of all parties.
- Meet scheduled deadlines and perform routine tasks with minimal supervisions.
- Demonstrate the knowledge of and the ability to effectively use communications tools (e.g., telephone system, email, fax, computer software, etc.)

### **Qualified Intellectual Disability Professional**

South MS Regional Center, Long Beach, MS

2016 – 2018

- Maintains line of communication between social workers, therapists, nursing staff, physicians/providers and patients/families to ensure coordination of treatments for optimal patient care.
- Demonstrates the ability to be flexible, organized and function under stressful situations.
- Maintains a good working relationship with other departments.
- Interacts professionally with patient/family and involves patient/family in the formation of the plan of care.
- Participates in weekly treatment planning for each patient, works cooperatively as a member of the interdisciplinary treatment team completes progress notes and discharge plans in a timely fashion.
- Assist with Discharge Planning processes to assure patient needs are addressed prior to discharge.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Develops orientation and staff development programs for bureau employees.
- Plans and conducts training sessions for health care providers and their staffs.
- Develops and recommends policies and procedures for the bureau and assures that they are maintained.
- Conducts in-state review of survey findings, conclusions, and recommendations.
- Monitors licensure and certification actions taken on health care providers.
- Monitors the maintenance of licensure and certification processes.
- Monitors the gathering and utilization of appropriate statistical data and the preparation of required statistical reports.
- Monitors the maintenance and storage of records.
- Reviews the scheduling of surveys of all health care providers.
- Performs related or similar duties as required or assigned

### **Programmer**

South MS Regional Center, Long Beach, MS

2014 - 2016

- Performs residential supervisory duties such as reviewing/approving leave requests for staff requested time off.
- Performance Appraisal
- Review Reports
- Ensuring shift coverage
- Inform supervisors of agency/community homes communication, policy changers, in-service requirements etc.
- Develop and implement training programs, personal planning system paperwork for client's individual support plans
- Coordinates projects/programs, activities
- Train staff on carrying out training objectives
- Research and collects requested information.
- Exercises judgment in solving routine problems
- Coordinates activities of staff based on project/program needs.
- Review the work of staff for quality and accuracy
- Assists in the management and organization of special projects/programs which includes serving as a liaison to agency personnel, to other public and private agencies, and/or to the general public.
- Ensure work performed by staff are in regulation with state and federal laws and regulation pertinent to health care provider
- Monitors the maintenance of licensure and certification process
- Perform related or similar duties as required or assigned

**Director of First Impressions/Administrative Assistant**  
Delta Career Education, Gulfport, MS

2011-2014

- Provides excellent customer service through face-to-face contact, incoming calls, and email correspondence to students, vendors, faculty and staff
- Generation and distribution of campus correspondence to students and graduates for acceptance, registration, and inactive status
- Organizes and plans campus events including orientation, graduation, awards ceremonies, and faculty and director's meetings
- Responsible for the auditing and organization of student's files according to Department of Education Federal Guidelines
- Proficient in CampVue Database for processing student's personal information including posting grades, attendance, and status changes

**Professional References**

- Brittany Parish, 228-547-1475
- Wendy Krodolfer, 601-408-0094
- Genitha Ray, 228-868-2778

# Kailey Garland

Special Education

## Contact

613 East 5<sup>th</sup> Ave  
Wiggins, MS 39577  
601.818.9963

[Kailey.garland7011@icloud.com](mailto:Kailey.garland7011@icloud.com)

## Education

University of Southern Mississippi  
Hattiesburg, MS  
BS in Special Education  
GPA 3.87

## Key Skills

Communication  
Adaptability  
Problem Solving  
Organizational Skills  
Inclusive Instruction  
Differentiated instruction

## Objective

A dedicated and compassionate special education professional seeking a role where I can leverage my skills in intervention and community outreach to support individuals facing complex challenges.

## Experience

2024 - PRESENT

**Peer Support Specialist** | Canopy Children Solution

- Advocates, represents, supports and assists youth and their families.
- Provides psycho-education group sessions for families as needed.
- Maintain communication among families, the community, Child Protective Services and clinic staff.
- I support families' emotional well-being with empathy and personal experiences of overcoming challenges to help families have hope.

2023 – 2024

**Teacher Assistant** | Harrison Central Elementary

- Classroom preparation: Setting up the classroom and materials before class.
- Classroom management: Helping maintain discipline and a safe learning environment.
- Lesson planning: Assisting with lesson plans and preparing materials.
- Student support: Helping students with classwork and special needs.
- Student behavior: Monitoring student behavior and attitudes.
- Student independence: Helping students become more independent etc.

2021 – 2023

**Student Intern** | USM

My primary responsibilities were to assist the Lead Teacher in maintaining a safe, clean, and engaging learning environment. As an Intern, I was gradually given opportunities and responsibilities to learn how to meet the training requirements and develop the competencies needed for effective teaching.

## References

Available upon request

## 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](http://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](http://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].

MARKED

ATTACHMENT F

Areas of Coverage

List of Counties where training events can be performed:

Counties of priority are George, Hancock, Harrison, Jackson, Pearl River, and Stone.

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

80 - 120 students will be the target goal for each event

Company Name: Goodwill Industries of South Mississippi, Inc.

Signature and Date:  07-07-25

Name and Title: Vicki Burton, President/CEO

MARKED

ATTACHMENT G

Additional Data

Acceptance of Conditions - Goodwill Industries of South Mississippi, Inc. offers no exceptions to the general terms and conditions of the Request For Qualifications.

Goodwill Industries of South Mississippi, Inc. possesses insurance. See Attached.


Goodwill Industries of South Mississippi, Inc. possesses Mississippi Workers' Compensation Coverage. See Attached.

Goodwill Industries of South Mississippi, Inc. provides the following additional information. We receive no form of funding from Federal, State, local government entities, public or private foundations to assist in providing Comprehensive Training Events for MDRS Clients.

Goodwill Industries of South Mississippi, Inc. is a 501(c)3 company registered with the Mississippi Secretary of State's Office.

Goodwill Industries of South Mississippi, Inc. has no history of ever being debarred.

Company Name: Goodwill Industries of South Mississippi, Inc.

Signature and Date:  07.07.25

Name and Title: Vicki Burton, President/CEO



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/21/2025

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 13th St 4th floor Gulfport MS 39501		<b>CONTACT NAME:</b> Vicki Smith <b>PHONE (A/C, No, Ext):</b> 228-863-5362 <b>FAX (A/C, No):</b> 228-863-1957 <b>E-MAIL ADDRESS:</b> vicki.smith@cadenceinsurance.com		
<b>INSURED</b> Goodwill Industries of South Mississippi 1955 Pass Rd Biloxi MS 39531  License#: PC-1092395 GOODWIL-01		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Bridgefield Employers Insurance Company		10701
		INSURER B: GuideOne Elite Insurance Company		42803
		INSURER C: GuideOne Insurance Company		15032
		INSURER D:		
		INSURER E:		
INSURER F:				

## COVERAGES

CERTIFICATE NUMBER: 1524853278

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			010046787	5/21/2025	5/21/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 25,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
C	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>  <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			010046788	5/21/2025	5/21/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	196-49306	9/1/2024	9/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Professional Liability Abuse & Molestation			010046787	5/21/2025	5/21/2026	Each Claim Each Claim Aggregate	\$1,000,000 \$1,000,000 \$3,000,000

## CERTIFICATE HOLDER

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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MEMBER OF GREAT AMERICAN INSURANCE GROUP  
A Stock Insurer • P.O. Box 988 • Lakeland, FL 33802-0988

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY INFORMATION PAGE**

NCCI Carrier Code Number 34169

Policy number 196-49306

**Item 1. Insured**

RISK I.D. 230346437

Name Goodwill Industries of South Mississippi  
and  
Mailing 11975 Seaway Rd. Suite A-140  
Address Gulfport, MS 39503

☐ Individual ☒ Corporation  
☐ Partnership ☐ Subchapter "S"  
☐ Other

Other Workplaces not shown above:

FEIN 64-0547585

SEE EXTENSION OF INFORMATION PAGE ITEM 1

**Item 2. Policy Period**

The policy period is from 09/01/24 12:01 a.m. to 09/01/25 12:01 a.m. at the insured's mailing address.

**Item 3. Coverage**

- 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 | \$ 1,000,000 | each accident |
| Bodily Injury by Disease  | \$ 1,000,000 | each employee |
| Bodily Injury by Disease  | \$ 1,000,000 | policy limit  |
- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:  
AL, AR, FL, GA, IN, KY, LA, NC, OK, SC, TN, TX, VA
- D. This policy includes these endorsements and schedules:  
SEE EXTENSION OF INFORMATION PAGE ITEM 3.D

**Item 4. Premium**

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 Renumeration	Rate per \$100 of Renumeration	Estimated Annual Premium
SEE EXTENSION OF INFORMATION PAGE ITEM 4 - PREMIUM				

Total Estimated Annual Premium \$ 137,891.56

Expense Constant \$ 180.00

Minimum Premium \$ 979.00

Total Cost \$ 138,071.56

Countersigned by

Date 07/22/24

7245 Cadence Insurance, Inc.

cml Date Prepared: 07/22/24

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**  
**EXTENSION OF INFORMATION PAGE - ITEM 1 - SCHEDULE OF INSURED AND OTHER WORKPLACES**

**CARRIER:** Bridgefield Casualty Insurance Company  
P.O. Box 988  
Lakeland, FL 33802-0988  
(863)665-6060

**AGENCY:** Cadence Insurance, Inc. - 7245  
525 E Capitol St Fl 2  
Jackson, MS 39201  
(601)366-3436

**INSURED:** Goodwill Industries of South Mississippi  
**DBA:**  
11975 Seaway Rd. Suite A-140  
Gulfport, MS 39503

**POLICY NUMBER:** 196 - 49306  
**POLICY PERIOD:** 09/01/24 - 09/01/25

Insured and Other Workplaces

Goodwill Industries of South Mississippi  
11975 Seaway Rd. Suite A-140  
Gulfport, MS 39503-0000  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
2407 31st St  
Gulfport, MS 39501-6524  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
2301 31st St  
Gulfport, MS 39501-6509  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
200 W Railroad St  
Long Beach, MS 39560-4517  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
2396 Pass Rd  
Biloxi, MS 39531-2236  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
3018 25th Ave  
Gulfport, MS 39501-0000  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
69 Hardy Court Shopping Ctr  
Gulfport, MS 39507-2501  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
1955 Pass Rd  
Biloxi, MS 39531-4103  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Date Prepared: 07/22/24

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**  
**EXTENSION OF INFORMATION PAGE - ITEM 1 - SCHEDULE OF INSURED AND OTHER WORKPLACES**

**CARRIER:** Bridgefield Casualty Insurance Company  
P.O. Box 988  
Lakeland, FL 33802-0988  
(863)665-6060

**AGENCY:** Cadence Insurance, Inc. - 7245  
525 E Capitol St Fl 2  
Jackson, MS 39201  
(601)366-3436

**INSURED:** Goodwill Industries of South Mississippi  
**DBA:**  
11975 Seaway Rd. Suite A-140  
Gulfport, MS 39503

**POLICY NUMBER:** 196 - 49306  
**POLICY PERIOD:** 09/01/24 - 09/01/25

Insured and Other Workplaces

Goodwill Industries of South Mississippi  
318 Highway 90  
Waveland, MS 39576-2672  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
2403 Denny Ave  
Pascagoula, MS 39567-2417  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
795 Memorial Blvd  
Picayune, MS 39466-4626  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Mississippi Goodworks Inc.  
1501 29th Ave  
Gulfport, MS 39501-2844  
FEDERAL ID# 64-0921721  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
10541 Diberville Blvd  
Diberville, MS 39540-2463  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
12057 Highway 49 # US  
Gulfport, MS 39503-3177  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
12134 Old 63 S  
Lucedale, MS 39452-6628  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Goodwill Industries of South Mississippi  
2957 Bienville Blvd  
Ocean Springs, MS 39564-4305  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

Date Prepared: 07/22/24

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**  
**EXTENSION OF INFORMATION PAGE - ITEM 1 - SCHEDULE OF INSURED AND OTHER WORKPLACES**

**CARRIER:** Bridgefield Casualty Insurance Company  
P.O. Box 988  
Lakeland, FL 33802-0988  
(863)665-6060

**AGENCY:** Cadence Insurance, Inc. - 7245  
525 E Capitol St Fl 2  
Jackson, MS 39201  
(601)366-3436

**INSURED:** Goodwill Industries of South Mississippi  
**DBA:**  
11975 Seaway Rd. Suite A-140  
Gulfport, MS 39503

**POLICY NUMBER:** 196 - 49306  
**POLICY PERIOD:** 09/01/24 - 09/01/25

Insured and Other Workplaces

Goodwill Industries of South Mississippi  
4402 E Aloha Dr Ste 18  
Diamondhead, MS 39525-3305  
FEDERAL ID# 64-0547585  
NONPROFIT CORPORATION

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**  
**EXTENSION OF INFORMATION PAGE - ITEM 3.D - SCHEDULE OF FORMS AND ENDORSEMENTS**

**CARRIER:** Bridgefield Casualty Insurance Company  
P.O. Box 988  
Lakeland, FL 33802-0988  
(863)665-6060

**AGENCY:** Cadence Insurance, Inc. - 7245  
525 E Capitol St Fl 2  
Jackson, MS 39201  
(601)366-3436

**INSURED:** Goodwill Industries of South Mississippi  
**DBA:** 11975 Seaway Rd. Suite A-140  
Gulfport, MS 39503

**POLICY NUMBER:** 196 - 49306  
**POLICY PERIOD:** 09/01/24 - 09/01/25

Schedule of Endorsements

It is hereby understood and agreed that the following forms and endorsements are attached to and are a part of this policy.

Form Number:	Edition:	Description:
WC 00 03 02	04-84	Designated Workplaces Exclusion Endt
WC 00 03 08	04-84	Partners, Officers and Others Exclusion Endt
WC 00 03 10	04-84	Sole Proprietors, Partners, Officers, Others Cover
WC 00 04 04	04-84	Pending Rate Change Endt
WC 00 04 06	08-84	Premium Discount Endt
WC 00 04 14 A	01-19	90-Day Notification of Change in Ownership Endt
WC 00 04 19 A	08-22	Part Five - Premium Amendatory Endt
WC 00 04 21 F	08-22	Catastrophe(Other Than Certified Acts of Terrorism
WC 00 04 22 C	01-21	Terrorism Risk Ins. Program Reauthorization Act Di
WC 00 04 24	01-17	Audit Noncompliance Endt
WC 00 04 25	05-17	Experience Rating Modification Factor Revision End
WC 23 06 01	07-18	MS Cancellation, Nonrenewal and Renewal Endt
WC 99 03 03	11-11	Employers Liability Coverage Endt
WC 99 04 66	01-19	MS Consent to Rate Endt
WC 99 06 09	05-17	Legal Action/Collection Endt

# MISSISSIPPI WORKERS' COMPENSATION

## NOTICE OF COVERAGE

- I. Please take notice that your Employer is in compliance with the requirements of the Mississippi Workers' Compensation Law, and maintains workers' compensation insurance coverage with the following:

Bridgefield Casualty Insurance Company

(Name of Insurance carrier or self-insurance)

P.O. Box 80439, Baton Rouge, LA 70898-0439

(225) 926-3264

(Address and telephone number)

- II. Individual workers' compensation claims will be submitted to and processed by:

Summit Consulting LLC/Summit Claims Center

(Name of third party claims administrator or claim office)

P. O. Box 80793, Baton Rouge, LA 70898-0793

(225) 928-0820

(Address and telephone number)

- III. This workers compensation coverage is effective for the following period:  
September 1, 2024 to September 1, 2025

- IV. All job related injuries or illness should be reported as soon as possible to your immediate supervisor, or to the person listed below:

(Name of employer contact person)

(Title and Department/Division)

- V. Please be advised that any person who willfully makes any false or misleading statement or representation for the purpose of obtaining or wrongfully withholding any benefit or payment under Mississippi Workers' Compensation Law may be charged with violation of Miss. Code Ann. §71-3-69 (Rev. 2000) and upon conviction be subjected to the penalties therein provided.

Address any reply to: P. O. Box 737, Atlanta, Georgia 30301

# Department of the Treasury

District Director

## Internal Revenue Service

Date:

FEB 21 1975

In reply refer to:

411-12:HWA



▷ Goodwill Industries of South Mississippi  
Inc.  
2300 14th Street  
Gulfport, Mississippi 39501

Advance Ruling Period Ends: December 31, 1976

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you can reasonably be expected to be an organization of the type described in sections 170(b)(1)(A)(vi) and 509(a)(1). Accordingly, for your first three tax years, you will be treated as an organization which is not a private foundation.

At the end of your first three tax years, however, you must establish with the Internal Revenue Service that for such three years you were in fact an organization of the type described in section 170(b)(1)(A)(vi). If you establish this fact with the Service, you will be classified as a section 509(a)(1) organization for all purposes beginning with the first day of your fourth tax year and you must normally meet the requirements of section 170(b)(1)(A)(vi) thereafter. If, however, you do not meet the requirements of section 170(b)(1)(A)(vi) for your first three tax years, you will be classified as a private foundation as of the first day of your fourth tax year. Furthermore, you will be treated as a private foundation as of the first day of your first tax year for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation for your first three tax years, unless notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin. However, a grantor or donor may not rely on such determination if he was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

This determination letter modifies our letter of October 9, 1974, holding you exempt under section 501(c)(3) to the extent that it is inconsistent with this letter.

SE DIR A FORM AUD-246 (3-73)

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible under sections 2055, 2106, and 2522 of the Code.

If your sources of support, or your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,

*W. L. Womack*

Exempt Organization Specialist

# State of Mississippi



## Office of Secretary of State Jackson

*I, Heber Ladner, Secretary of State, do certify that the Charter of Incorporation hereto attached entitled the Charter of Incorporation of*

GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI, INC.

*was, pursuant to the provisions of Title 21, Code of Mississippi of 1942, as amended, Recorded in the Records of Incorporations in this office, in*

PHOTOSTAT BOOK, NUMBER TWO-HUNDRED ELEVEN,

PAGES 392-396.



*Given under my hand and the Great Seal of the State of Mississippi hereunto affixed this 1st day of July, 1974.*

*Heber Ladner*

Secretary of State

# State of Mississippi



EXECUTIVE

OFFICE

JACKSON

The within and foregoing Charter of Incorporation of

GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI, INC.

is hereby approved.

In testimony whereof, I have hereunto set  
my hand and caused the Great Seal of  
the State of Mississippi to be affixed  
this the 27th day of June, A. D., 1974.

*William T. Waller*

Governor

By the Governor

*Heber Ladner*

Secretary of State



7. This corporation shall not be required to make publication of its charter, shall issue no shares of stock, shall divide no dividends or profits among its members, shall make expulsion the only remedy for non-payment of dues, shall vest in each member the right to one vote in the election of all officers, shall make the loss of membership, by death or otherwise, the termination of all interest of such members in the corporate assets, and there shall be no individual liabilities against the members for corporate debts, but the entire corporate property shall be liable for the claims of creditors.

NOTE:—This application must be filed with Secretary of State within six (6) months of the date of the last acknowledgment. The signatures of the incorporators must agree with their names as they appear in the resolution, article 2 of the charter and in the acknowledgment.

Signatures: Paul M. White, Jr.  
Charles R. Galloway  
Charles Brueck, Jr.

Incorporators

### ACKNOWLEDGMENT

STATE OF MISSISSIPPI

County of HARRISON

This day personally appeared before me, the undersigned authority PAUL M. WHITE, JR.,

CHARLES R. GALLOWAY, and CHARLES BRUECK, JR.

incorporators of the corporation known as the GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI,  
who acknowledged that (he) (they) signed and delivered the above and foregoing charter of incorporation as  
(his) (their) act and deed on this the 17th day of June, 1974

STATE OF MISSISSIPPI

County of \_\_\_\_\_

This day personally appeared before me, the undersigned authority \_\_\_\_\_

incorporators of the corporation known as the \_\_\_\_\_

who acknowledged that (he) (they) signed and delivered the above and foregoing charter of incorporation as  
(his) (their) act and deed on this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Received at the office of the Secretary of State this the 18 day of June  
A.D., 1974, together with the sum of \$25.00 deposited to cover the recording fee, and referred to the  
Attorney General for his opinion.

Heber Bodner  
Secretary of State

Jackson, Miss., JUNE 26, 1974

I have examined this application for a charter of incorporation and am of the opinion that it is not violative of the Constitution and laws of the State, or of the United States.

A.F. Summers  
Attorney General

By George M. Summers  
Assistant Attorney General

NOTE:—In case all incorporators are together when acknowledgment is taken, one acknowledgment will be sufficient.

7

STATEMENT OF FEES

Filing	1400	.05
Recording	1400	Words @ 3.55
15c per 100		
Certificate		.50
Indexing 15c each		
Separate Subdivision		
Total Fees		7.10

STATE OF MISSISSIPPI, COUNTY OF HARRISON, FIRST JUDICIAL DISTRICT:

I hereby certify that this instrument was received and filed for record at 11 o'clock  
and — minutes 6 M. on 8 day of August, A. D. 1924  
and recorded Aug 9, 1924 in Records of Charters  
Book 13 Pages 397-402

G. N. Creel, Chancery Clerk  
By Blanche L. Coppel

E C & Co Lang

MINUTES OF MEETING OF GENERAL MEMBERSHIP  
OF GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI  
HELD APRIL 19, 1974

A general membership meeting of Goodwill Industries of South Mississippi, an unincorporated association, was held at the Board Room of Gulf National Bank beginning at 9:30 o'clock a.m., Friday, April 19, 1974. Mr. Paul M. White, Jr., assumed the chair and announced the presence of a quorum.

A general discussion was had relating to the progress being made in South Mississippi by Goodwill Industries of South Mississippi, and an explanation made as to the purposes and requirements for establishing a non-profit corporation to continue the operations of the association. The discussion was participated in by Mr. Nelson A. Kittle, Regional Representative, who presented requested information to the group. After discussion, on motion duly made, seconded and unanimously carried, it was agreed that the non-profit corporation be chartered and organized.

Sidney Smith then moved the adoption of the following resolution:

BE IT RESOLVED, by the members of Goodwill Industries of South Mississippi, an unincorporated association, that Charles R. Galloway, Paul M. White, Jr., and Charles Brueck, Jr.; all adult resident citizens of the State of Mississippi, be and they hereby are authorized, empowered and directed to apply for a charter of incorporation of a Mississippi non-profit corporation under the corporate title of "GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI, INC."

BE IT FURTHER RESOLVED, that the said persons be, and they are further authorized, empowered and directed to do and perform each and every act necessary or convenient in obtaining the aforementioned charter of incorporation of a non-profit corporation.

There being no further business, on motion, the meeting was adjourned.

*Charles Brueck, Jr.*

Charles Brueck, Jr., Secretary

\* \* \*

CERTIFICATE

I, Charles Brueck, Jr. Secretary of the unincorporated association known as GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI, do hereby certify that the foregoing is a true, accurate and complete copy of minutes of a meeting of said association held April 19, 1974, containing a resolution designating three members of the association to apply for a charter for a non-profit corporation, as the same appears duly of record in the minutes of said association in my custody and control.

CERTIFIED, this the 17th day of June, 1974.

*Charles Brueck, Jr.*

Charles Brueck, Jr., Secretary

Furnished by Heber Ladner, Secretary of State, Jackson, Miss.

Use this form and acknowledgments in making application for Charter of Incorporation in Mississippi. Non-profit.

## THE CHARTER OF INCORPORATION OF

GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI, INC.

1. The corporate title of said company is:

GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI, INC.

2. The names and post office addresses of the incorporators are:

(The application must show affirmatively that all incorporators are adult resident citizens of Mississippi, and attach a certified copy of resolution of an existing association authorizing, directing and empowering the incorporators to make application for a grant of charter.)

Name	Street & No.	City	State
Charles R. Galloway	2300 14th Street	Gulfport, Miss.	39501
Paul M. White, Jr.	Gulf National Bank	Gulfport, Miss.	39501
Charles Brueck, Jr.	United Gas Co.	Gulfport, Miss.	39501

All Incorporators are adult resident citizens of the State of Mississippi.

3. The domicile is at 2300 14th Street, Gulfport, Mississippi 39501

(Street and No.)

(City)

(State)

4. (Here set out that the corporation is Non-Profit and no shares of stock shall be issued and the type of organization, As authorized by the provisions of Section 5310.1, Recompiled (Revised) Code of Mississippi of 1942, and amendments thereto.)

This corporation is Non-Profit, and no shares of stock are to be issued. This corporation is organized exclusively for religious, charitable and educational purposes, and is of the type authorized by Section 79-11-1 of the Mississippi Code of 1972, Annotated.

5. Period of existence shall be perpetual.

6. The purpose for which it is created, not contrary to law, including a statement of the rights and powers that are to be exercised by said corporation, which said rights and powers shall be limited to those reasonably necessary to accomplish the stated purpose of the association being incorporated:

This corporation is organized and to be operated exclusively for religious, charitable, and educational purposes. It is not organized for profit nor shall any of its net earnings inure in whole or part to the benefit of private stockholders, members or individuals. No substantial part of the activities of this corporation is attempting to influence legislation by propaganda or otherwise, nor participating in any political campaign in behalf of any candidate for public office.

It shall provide rehabilitation services, training, employment and opportunities for personal growth as an interim step in the rehabilitation process for the handicapped, disabled and the disadvantaged who cannot be readily absorbed in the competitive labor market or during such time as employment opportunities for them in the competitive labor market do not exist. By the inspiration of religion, through the skillful use of recognized techniques of rehabilitation, social work, life guidance, evaluation, training and useful employment, this corporation shall seek to assist the handicapped, the disabled and the disadvantaged to attain the fullest development of which they are capable.

## Articles of Incorporation

The undersigned, pursuant to Section 79-4-2.02 (if a profit corporation) or Section 79-11-137 (if a nonprofit corporation) of the Mississippi Code of 1972, hereby executes the following document and sets forth:

## 1. Type of Corporation

☐

Profit

☒

Nonprofit

## 2. Name of the Corporation

MISSISSIPPI GOODWORKS, INC.

3. The future effective date is  
(Complete if applicable)

## 4. FOR NONPROFITS ONLY: The period of duration is

years or

☒

perpetual

## 5. FOR PROFITS ONLY: The Number (and Classes) if any of shares the corporation is authorized to issue is (are) as follows

Classes

# of Shares Authorized

If more than one (1) class of shares is authorized, the preferences, limitations, and relative rights of each class are as follows:

(See Attached)

## 6. Name and Street Address of the Registered Agent and Registered Office is

Name

JOHN GALLOWAY

Physical Address

1300 25<sup>TH</sup> ST SUITE 204

P.O. Box

4248

City, State, ZIP5, ZIP4

GULFPORT

MS

39502-4248

## 7. The name and complete address of each incorporator are as follows

Name

LE ROY J. MODENBACH

Street

2407 31<sup>ST</sup> STREET

## Articles of Incorporation



City, State, ZIP5, ZIP4

GULFPORT,

Ms

39501-6524

Name

Street

City, State, ZIP5, ZIP4

Name

Street

City, State, ZIP5, ZIP4

Name

Street

City, State, ZIP5, ZIP4

8. Other Provisions

☐

See Attached

9. Incorporators' Signatures (please keep writing within blocks)

Deby J. Mendenhall

## 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.

**X** \_\_\_\_\_ 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: Goodwill Industries of South Mississippi, Inc.

Signature and Date:  07.07.25

Name and Title: Vicki Burton, President/CEO

**STATE OF MISSISSIPPI  
DEPARTMENT OF REHABILITATION SERVICES  
CONTRACT FOR PROFESSIONAL SERVICES**

1. Parties. The parties to this contract are the Mississippi Department of Rehabilitation Services (hereinafter "MDRS") and Goodwill of South Mississippi, Inc. (hereinafter "Contractor").
  2. Purpose. The purpose of this contract is for MDRS to engage Contractor to provide certain professional services as set forth in RFQ 3120003152, issued by MDRS and incorporated herein by reference. Contractor is one of the vendors selected through the above referenced RFQ.
  3. General Terms and Conditions. This contract is hereby made subject to the terms and conditions included in Exhibit "A", attached hereto and incorporated herein, captioned "General Terms and Conditions."
  4. Scope of Services. Contractor will perform and complete in a timely and satisfactory manner the services described in Exhibit "B", attached hereto and incorporated herein, captioned "Scope of Services."
  5. Consideration. As consideration for the performance of the services referenced in Exhibit "B", MDRS agrees to compensate Contractor as provided in Exhibit "B", attached hereto and incorporated herein, captioned "Compensation."
  6. Period of Performance. This contract will become effective for the period beginning September 12, 2025 and ending on September 11, 2026, upon the approval and signature of the parties hereto. MDRS has the option to renew the contract for four (4) successive one-year period(s).
  7. Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth Exhibit "C", attached hereto and incorporated herein, captioned "Notifications."
- In witness whereof, the parties hereto have affixed, on duplicate originals, their signatures on the date indicated below, after first being authorized so to do.

\_\_\_\_\_  
DATE By: \_\_\_\_\_  
Samandra Murphy, Chief of Staff  
Mississippi Department of Rehabilitation Services

\_\_\_\_\_  
DATE By: \_\_\_\_\_  
Vicki Burton, President/CEO  
Goodwill Industries of South Mississippi, Inc.

## EXHIBIT A

### GENERAL TERMS AND CONDITIONS

1. Anti-assignment/subcontracting. Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
2. 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 Mississippi.
3. Attorneys' Fees and Expenses. Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.
4. 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 the MDRS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
5. 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.
6. 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.
7. Conflict of Interest. Contractor represents, to the best of his or her knowledge and belief, that this contract does not present the Contractor with a conflict of interest with respect to any past, current, or potential contract or employment such that the Contractor would be unable to perform impartially and without bias. Contractor must also refrain from using confidential or protected personally identifiable information for any other purpose other than to perform the duties required by this contract.

8. Disputes. Any dispute concerning a question of fact arising under this Contract shall be disposed of by good faith negotiation between duly authorized representative of MDRS and the Contractor. Disputes that cannot be resolved in this manner shall be determined by a court of competent jurisdiction in Hinds County, Mississippi. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of its obligation in this agreement.
9. 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
10. 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 the 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.

11. Entire Agreement. This Contract, RFQ 3150003186, and the Contractor's submitted Statement of Qualifications constitute the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.
12. Failure to Deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, MDRS, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that MDRS may have.
13. Failure to Enforce. Failure by MDRS at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of MDRS to enforce any provision at any time in accordance with its terms.
14. Force Majeure. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters ("force majeure events"). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the

duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

15. HIPAA Compliance. Contractor agrees to comply with the "Administrative Simplification" provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.
16. Indemnification. To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion upon approval of the Office of the Mississippi Attorney General, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.
17. Independent Contractor Status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of MDRS, and MDRS shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. MDRS shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, MDRS shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.
18. Insurance. The Contractor represents that it will maintain workers' compensation insurance as required by the State of Mississippi which shall inure to the benefit of all the Contractor's personnel provided hereunder. The Mississippi Department of Rehabilitation Services reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.
19. Modification or Renegotiation. This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.
20. No Limitation of Liability. Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this

agreement.

21. Non-solicitation of Employees. Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.
22. Ownership of Documents and Work Papers. MDRS shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to MDRS upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from MDRS and subject to any copyright protections. Notwithstanding anything to the contrary, the above information and/or materials do not include any Contractor Pre-existing Material, including but not limited to material that was developed prior to the Effective Date that is used, without modification, in the performance of the Agreement. "Contractor Pre-existing Material" means curriculum (including but not limited to the Next Up curriculum, its videos, and lesson plans), materials, code, methodology, concepts, process, systems, technique, trade or service marks, copyrights, or other intellectual property right developed, licensed or otherwise acquired by Contractor, independent of the services to be rendered under this agreement. To the extent the above described information and/or materials contain Contractor Pre-existing Material, Contractor hereby grants to MDRS an irrevocable, perpetual, nonexclusive, royalty-free, world-wide license to use, execute, reproduce, display, perform, and distribute copies of Contractor Pre-existing Material, but only as they are incorporated into and form a part of the works developed for MDRS pursuant to this agreement.

Additionally, Contractor assures that any and all information regarding clients of MDRS will be kept strictly confidential pursuant to 34 CFR 361.38 and will become the property of MDRS. Contractor assures that MDRS shall have full access to all information collected. The Contractor is prohibited from use of the above described information and/or materials without the express written approval of MDRS.

Paper documents containing Personally Identifiable Information must be destroyed by burning, pulping, shredding, macerating, or other similar means that ensures the information cannot be recovered. If there are electronic devices and media (for example, computers, disk drives, CD's, Jump/Flash drives, magnetic tape, etc.) that need to be disposed of, please contact MDRS for further guidance on approved methods on destroying electronic devices and related media.

23. 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. The 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.
24. Personally Identifiable Information. Contractor will not disclose or release any Personally Identifiable Information (PII) to which the Contractor has access except as required to do so to authorized employees and officials within the scope of the Contractor's duties under this contract. Furthermore, Contractor acknowledges that any unauthorized disclosure of the information provided under this contract may violate the terms of Section 1106 of the Social Security Act and the Privacy Act, 5 U.S.C. 552a and subject the Contractor to penalties.
25. Procurement Regulations. This contract 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](http://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.

26. Property Rights. Property rights do not inure to Contractor until such time as services have been provided under a legally executed contract. Contractor has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that the MDRS may terminate this contract at any time for its own convenience.
27. Record Retention and Access to Records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.
28. Recovery of Money. Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to MDRS, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and MDRS. The rights of MDRS are in addition and without prejudice to any other right MDRS may have to claim the amount of any loss or damage suffered by MDRS on account of the acts or omissions of Contractor.
29. 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 bid or proposal.
30. Representation Regarding Gratuities. Contractor 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. Contractor 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 contractor. Contractor 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.
31. Requirements Contract. During the period of the contract, Contractor shall provide all the service described in the contract. Contractor understands and agrees that this is a requirements contract and that the Mississippi Department of Rehabilitation Services shall have no obligation to Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Mississippi Department of Rehabilitation Services for the period of the contract. The amount is only an estimate and Contractor understands and agrees that MDRS is under no obligation to Contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. Contractor further understands and agrees that MDRS may require services in an amount less than or in excess of the

estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

32. Right to Audit. Contractor shall maintain such financial records and other records as may be prescribed by MDRS or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by MDRS, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.
33. Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
34. Stop Work Order. The 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 the 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 the MDRS. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless the MDRS has terminated that part of the agreement or terminated the agreement in its entirety. The MDRS is not liable for payment for services which were not rendered due to the stop work order.
35. Termination.

*Termination for Convenience.* The MDRS may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. The 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 the 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, the MDRS may terminate the contract for default and the Contractor will be liable for the additional cost to the 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.
36. 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.

37. 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](http://www.transparency.ms.gov) and shall be available for at the Agency for examination, inspection, or reproduction by the public. The contractor acknowledges and agrees that the 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.
38. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.
39. 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.

## EXHIBIT “B”

### SERVICES AND COMPENSATION

#### SCOPE OF SERVICES

In fulfillment of the purposes of this Agreement, the Contractor shall provide MDRS with the professional services needed to create and host comprehensive training events for MDRS clients. Services shall be provided in accordance with the terms set forth in the Request for Qualifications RFQ 3120003152 issued by MDRS, and are further described in Exhibit “D”, captioned “Statement of Qualifications”, attached hereto and made a part hereof by reference.

#### COMPENSATION

In furtherance of the performance of the services referenced above, MDRS agrees to compensate the Contractor at the rates listed below. Purchases under this Agreement shall be subject to any limitations contained in Exhibit D. Contractor agrees to ensure the funds subject to this Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as any terms and conditions set forth in the Request for Qualifications.

<b>Pre-Employment Transition Services</b>	<b>Group Rate</b>	<b>Individual Rate</b>
Workplace Readiness Training	\$75.00 per unit/per student	\$85.00 per unit/per student
Work Based Learning Experience	\$100.00 per unit/per student	\$110.00 per unit/per student
Job Exploration Counseling	\$75.00 per unit/per student	\$85.00 per unit/per student
Counseling on Post Secondary Education and Training Opportunities	\$75.00 per unit/per student	\$85.00 per unit/per student
Instruction in Self- Advocacy Training	\$75.00 per unit/per student	\$85.00 per unit/per student

The Contractor shall invoice MDRS monthly as needed. The final invoice to MDRS shall be sent within thirty (30) days after the Agreement ending date. The invoice should have appropriate documentation substantiating actual expenses.

It is expressly understood and agreed that in no event will the total compensation to be paid hereunder exceed the specified amount of XXXXXXXX Dollars (\$XX,XXX XX).

## EXHIBIT "C"

### NOTIFICATIONS

Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For MDRS:

Billy Taylor, Executive Director  
Mississippi Department of Rehabilitation Services  
Post Office Box 1698  
Jackson, Mississippi 39215-1698

[with Copy to Contract Coordinator]

For the Contractor:

Vicki Burton, President/CEO  
Goodwill Industries of South Mississippi, Inc.  
1955 Pass Road  
Biloxi, MS 39531

**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: Goodwill Industries of South Mississippi, Inc.

Signature and Date:  07.07.25

Name and Title: Vicki Burton, President/CEO

## Management Summary

Mississippi Department of Rehabilitation Services  
Billy Taylor, Executive Director  
Lee Shirley, Director of Contracts  
1281 Highway 51 North  
Madison, MS 39110

Dear Sirs:

The respondent respectfully submits a statement of qualifications to provide Comprehensive Training Events for MDRS participants.

As one of the largest organizations to serve and employ people with disabilities in our great state, it is the company's mission to empower individuals through workforce training. Our mission encompasses the proven concept that people with disabilities, of all ages, excel and thrive to obtain employment when given the opportunity and training needed. We are committed to growing and adapting to provide services for the emerging needs of our youth with diverse learning abilities ranging in age from 14 to 21. The Comprehensive Training Events for MDRS participants will allow us to build on our 51 years of workforce training expertise for individuals with disabilities. We will discover, encourage, and build necessary skillsets for their future successes.

The Comprehensive Training Events for MDRS participants will provide career exploration opportunities for students with diverse learning abilities 14 to 21 years of age. This service will be provided by communicating and coordinating with each school district while also maintaining constant interaction with MDRS. Students need a hands-on method to explore careers and make decisions about future professions. This will allow a better understanding of possibilities and set students up to be successful in the future.

The focus of these events will be Job Exploration Counseling. Other areas of Pre-Employment Transition Services (Pre-ETS) will be incorporated into the events, including Counseling on Post Secondary Education & Training Opportunities and Instruction in Self Advocacy. We will also seek options for the inclusion of Workplace Readiness Training and Work-Based Learning Experiences.

Based on the respondent's experience of delivering career exploration and training, the ability to be successful providing Comprehensive Training Events has already been proven. We have the

staff and support in place to provide these students and MDRS the level of service needed for success.

With the full support and enthusiasm of our Board of Directors and staff, we are eager to provide Comprehensive Training Events for MDRS participants. We will offer a dynamic service to our young people that will create a pathway to employment.

Thank you for the opportunity and consideration of our request.

**Comprehensive Training Events for MDRS Clients  
Statement of Qualifications**

Respondent respectfully submits a Statement of Qualifications to provide Comprehensive Training Events for MDRS participants in designated school systems within our six-county territory of Mississippi.

As one of the largest organizations to serve and employ people with disabilities in our great state, it is the company's mission to empower individuals through workforce training. Our mission encompasses the proven concept that people with disabilities, of all ages, excel and thrive to obtain employment when given the opportunity and training needed. We are committed to growth and adapt to serve the emerging needs of our youth with diverse learning abilities ranging from 14 to 21 years of age. The Comprehensive Training Events for MDRS clients will allow us to build on our 51 years of workforce training expertise for people with disabilities. We will discover, encourage, and build necessary skillsets for their future readiness.

Respondent serves six (6) counties in south Mississippi. Our corporate office location is 1955 Pass Road in Biloxi, MS. We propose to offer Comprehensive Training Events for MDRS students in designated school districts within the six (6) counties we serve. As of 2025, we have served Mississippians with disabilities for fifty-one (51) years. In 2024, we averaged approximately 225 employees working at fourteen (14) locations. We proudly opened our 15<sup>th</sup> location in February 2025, and successfully relocated a site to a new, updated location in July 2025. Of the five (5) workforce development staff members currently employed by our organization, two (2) have Master's Degrees in Rehabilitation Counseling, one (1) has a Bachelor's Degree in Human Services, one (1) has a Bachelor's Degree in Special Education, and one (1) has a degree in Education. In addition to the levels of education, this staff has numerous years of experience in various fields. We have three (3) employees in our organization who are former MDRS employees at the leadership level totaling just under 100 years of experience. This organization has a proven history of success in training and preparing individuals with disabilities for employment careers. We have worked with the Mississippi Department of Rehabilitation Services consecutively since 1974 and Mississippi Gulf Coast Community College since 2022.

In addition to the successful history of providing training services since 1974, we most recently have multiple positive experiences providing Work Based Learning to MDRS participants. Our President/CEO has implemented these Comprehensive Training Events for MDRS clients and Pre-Employment Transition Services (Pre-ETS) very successfully at another organization. We

have the resources in place to continue this success for students to gain the knowledge needed for meaningful careers.

## **Comprehensive Training Events for MDRS Clients**

### **Plan of Services**

#### **Pre-Event Planning:**

- Contact MDRS staff for notification/approval process to conduct event.
- Meet with school district to begin the planning process.
- Return to MDRS staff with a school district in agreement to participate.
- Return to school district to set a location and date.
- Begin regular meetings with staff, MDRS staff, and school district staff.
- Begin coordinating with school district to make sure students are referred to MDRS.
- Discuss student transportation with school district to make sure this is covered by school district.
- Begin contacting businesses to provide career exploration experiences for students.
- Continue follow-up with MDRS to make sure students are eligible to participate.
- Continue searching for businesses to participate while following up with those already in agreement to assure participation.
- Arrange guest speakers and equipment for the group session.
- Coordinate with all organizations to get a count for food needed and get food ordered.
- Work on all the paperwork needed for the actual event, including Sign-In Sheets for vendors, Sign-In Sheets for students, Pre-ETS Provision Forms for every student, Vendor Sheets for every student to get signed, Sample Questions for each student to ask vendors, etc.
- As the event nears follow up services must occur frequently with the school district, MDRS, and vendors. This includes follow-up with MDRS to receive authorization for event.
- Purchase signs and other materials needed.
- Purchase any giveaways needed for students and vendors.
- Arrange time for room set up prior to event.
- Arrange set up time for vendors prior to day of event, notify vendors of this time, and place signs to assure they can find location and entry points.
- Have staff on site to assist with vendor set up the day before.
- Follow-up with food vendor to assure on time delivery and verify amount of food.
- Pre-event training with students/schools will be provided as requested and/or determined necessary by the school district.

#### **Day of Event:**

- Arrange for staff to arrive early and check all stations for signage and any other needs.
- Register vendors as they arrive and direct them to the appropriate location.
- Assign a staff member to visit each vendor and thank them for participating.
- Assign staff to each vendor location as a liaison for vendor and students.
- Set up sign in tables for students.

- Meet with each group of students as they arrive to provide instructions.
- Each student reports to sign-in table to sign in and receive vendor sheets.
- Staff and school district staff then guide students through all vendor locations.
- Students can interact with each vendor and perform the hands-on task, ask the vendor questions about that career, and/or be assisted by an employee to ask questions. This interaction is determined by the individual needs of each student.
- Once students have completed interacting with all vendors, sign-in sheets are returned to staff at the sign-in table. Provision Forms are also signed at this time.
- Serve lunch with guest speakers presenting to students on relevant topics. These topics must be acceptable Pre-ETS categories.
- Conclude event with closing comments, including question and answer session.
- Assist students with returning to buses.
- Clean Up.

### **Post Event:**

- Verify all Provision Forms for completion and correction information.
- Create invoice for billing and submit all information to MDRS.
- Provide needed/requested information to school district.
- Follow up with MDRS and school district for debriefing and future improvements.
- Conduct debriefing with internal staff for suggestions and improvements.
- Post-event follow-up interviews/training sessions with each student, school staff, and participating business. This can be done in-person, virtually, or using surveys, depending on need.

Approximately six (6) events will be provided per year at locations agreed upon by all parties. The goal will be 80 – 120 students participating in each event, but this number will be determined by the school district and MDRS. Each event will be scheduled for a five (5) hour time frame unless otherwise directed by the school district. Counties to be served are George, Hancock, Harrison, Jackson, Pearl River, and Stone.

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 Counselors will provide the Contractor 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 the Contractor has received an MDRS-VR-100 Referral for Contracted Pre-ETS Services Form may participate in the event.

The Contractor 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 student groups. The Contractor shall also ensure that at least one designated individual (such as a peer mentor, staff member, teacher, or volunteer) is assigned to each student group.

The Contractor shall be responsible for securing a suitable event venue. In addition, the Contractor shall procure all necessary equipment and supplies required for the event.

The Contractor will collaborate with the MDRS Office of Communications to coordinate event publicity across social media, newspapers, television, and other platforms.

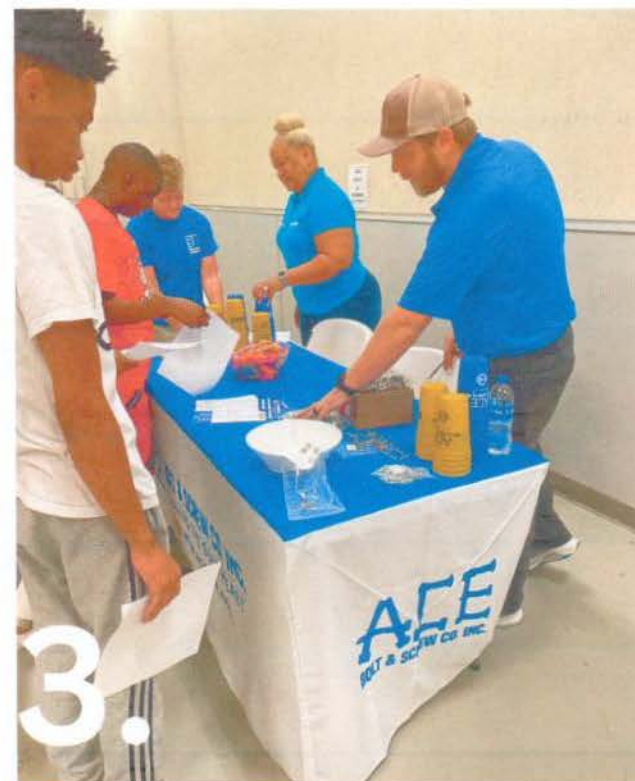
The Contractor shall be responsible for covering all travel-related expenses incurred by businesses and/or speakers participating as requested and agreed upon by Contractor.

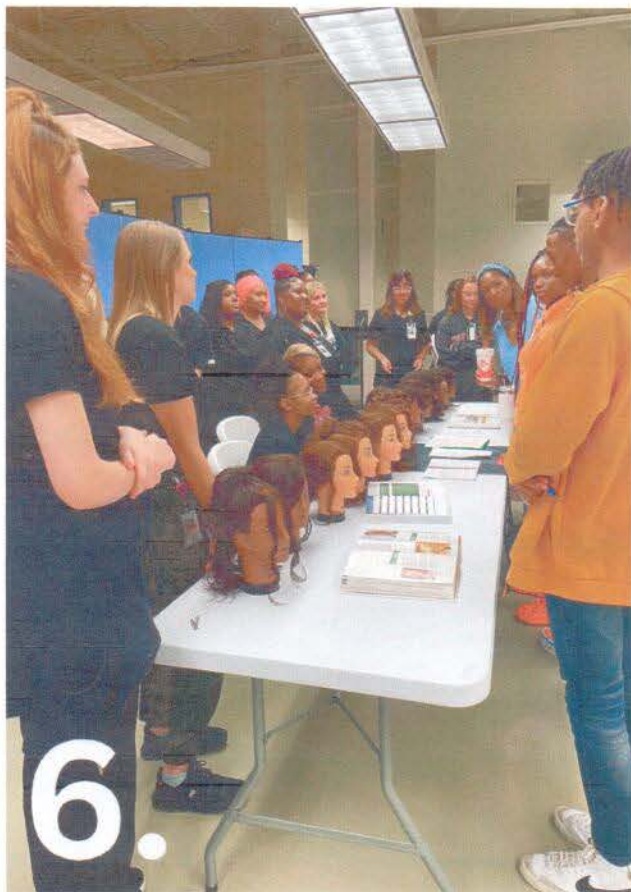
The Contractor must provide a detailed schedule of the event. In addition, the contractor must provide a completed Pre-ETS Provision Form (MDRS-VR-61) for each participant to the VR/VRB Counselor.



## Previous Job Extravaganza Organized by Current CEO

1. Overview of being a police officer
2. Training on cement truck operation
3. Basics of fasteners
4. Hosted 85+ students
5. Forklift simulation





6.

## Previous Job Extravaganza Organized by Current CEO

- 6. Cosmetology demonstration
- 7. Hands-on first aid training
- 8. Overview of being a firefighter
- 9. Basics of cashiering
- 10. Welding simulation



8.



7.



9.



10.