

ATTACHMENT A
Proposal Cover Sheet

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

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

PLEASE MARK YOUR ENVELOPE:

Mississippi Department of Rehabilitation Services
Attention: Lee Shirley, Director of Contracts
1281 Highway 51 North
Madison, Mississippi 39110
Request for Qualifications for Comprehensive Training Events for MDRS Clients
No. 3120003152
Opening Date: 12:00 PM CST, Thursday, July 10, 2025
SEALED PROPOSAL PACKAGE – DO NOT OPEN

Company Name: WESSON-MONROE, LLC

Address: 683 HILLCREST LOOP

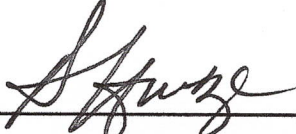
City/State/Zip: PETAL, MS 39465

Telephone: 601-550-9554

Fax Number: _____

E-Mail Address: wessonmonroe@gmail.com

Printed Name of Authorized Signer: Stephanie Howze

Signature and Date:  7/9/2025

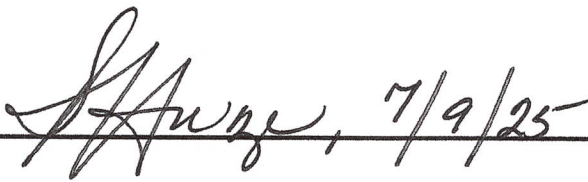
ATTACHMENT B

Authorization and Acknowledgements

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

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

Company Name: WESSON-MONROE, LLC

Signature and Date:  7/9/25

Name and Title: President and CEO, STEPHANIE HOWZE

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.

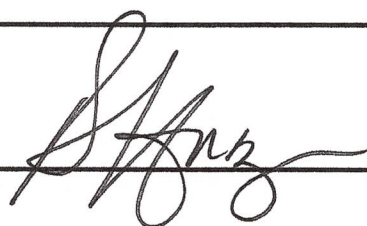
3. Certification of Independent Price Determination.

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: WESSON-MONROE, LLC

Signature and Date:  7/9/25

Name and Title: President and CEO, STEPHANIE HOWZE

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

Wesson-Monroe, LLC (Wesson-Monroe), established February 2019, is in its sixth year of operation. Since its start, Wesson-Monroe, as a Third Party Pre-ETS training provider for MDRS, has provided comprehensive Pre-ETS instructions and activities across all five required categories. This past year, we also served as a Job Extravaganza provider. Since 2019, we have collaborated with counselors and school personnel to provide in-person, virtual, and hybrid services for students within 5 of the 10 MDRS districts. Our ability to work well with VR Counselors and build relationships with school personnel has allowed us to serve students across multiple school districts, as we worked to fill requests for services.

Wesson-Monroe's core team and network of professionals have experience in education, workforce development, and training, especially in the WIOA arena. They have worked extensively with WIOA grant funding and are deeply knowledgeable of programming requirements. Given the possibility of future changes, our team is diligently monitoring ongoing legislation and activities surrounding WIOA. Nonetheless, we are certain that our team is immensely qualified to design and deliver Comprehensive Training Events for MDRS clients that are WIOA compliant.

Collectively, our team has over 50 years of experience developing and implementing both large and small scale student focused events to promote job and career counseling, training and education opportunities, and/or employment services. Individually, they have developed and hosted college admissions and enrollment events, job/career fairs, hiring events, workshops, and seminars. They have collaborated with employers to promote and provide wide scale skills and knowledge testing for hiring. These events have targeted diverse demographics and occurred at both public and private venues. Our team is particularly skilled in creating engaging and interactive, informational, and learning events for students and populations with varied learning styles and abilities.

Wesson-Monroe's team has a vast array of experience working with businesses, industries, organizations, and economic developers to develop and implement various employment related events. Because of our close connection and alignment with businesses and industries, our Pre-ETS training activities often include opportunities for students to engage with employers. In addition to organizing and developing two Job Extravaganzas, over the past six years, we have also created and hosted multiple events, similar in concept to the extravaganza, for the students we serve. We have hosted "show and tell" events and workshops supported by businesses, industry, and others through active participation. When feasible, we arrange for students to engage with employers and others that align with their career interests.

We believe the unique combination of skills and experience possessed by our core team and our network will allow us to successfully provide Comprehensive Training Events for MDRS clients. We have sufficient capacity and do not require corporate expansion to provide the desired services. We have always been able to provide adequate staff, with appropriate training. If selected, our team is available, able, and ready to deliver.

Company Name: WESSON, MONROE, LLC

ATTACHMENT D
Company Questionnaire (Page 2 of 3)

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

2. Service Location

Wesson-Monroe will coordinate with MDRS personnel, school representatives, businesses, and others to provide services in locations such as:

- Schools
- Community/Civic Centers
- Multi-Purpose Centers/Armories
- Local community colleges' workforce centers
- Area businesses and organizations with adequate and/or accommodating venues
- Appropriately sized private venues

3. Personnel

As you review the attached resumes, we ask that you consider our team's experience and transferable knowledge and skills. Each member has experience working directly or indirectly to prepare students and/or other individuals to obtain or retain competitive integrated employment. Collectively our team has a skill set that is conducive to program development, event planning and training facilitation. Our proposed team has experience collaborating with business and industry, partnering with educators, and, most importantly, creating learning opportunities for students. We are confident that our team's diverse skillset, depth of knowledge, and relevant experience will allow Wesson-Monroe to create and host evidence based comprehensive job training events for MDRS clients.

In addition to our proposed team, consisting of both full and part-time members, we utilize a business model that allows for the quick onboarding of additional qualified individuals to serve students, as needed. We take great care to recruit individuals who have the appropriate knowledge and skill to provide Pre-Employment Transition Services for students with disabilities. Our current pool of potential team members resides within commuting distances of our proposed service area. We have over 35 potential members ready to assist with any staffing requirements related to creating and hosting comprehensive training events. All have specific or transferable skills and experience needed to successfully staff a training event. In addition to being knowledgeable and skilled in the appropriate subject matter, our prn team members are flexible and mobile, so that we can serve the students in the most desirable location. All individuals hired meet or exceed the qualifications outlined by MDRS.

Company Name: WESSON-MONROE, LLC

ATTACHMENT D
Company Questionnaire (Page 3 of 3)

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

4. References

Wesson-Monroe's primary contract, for the past 5-1/2 years, has been with MDRS. Therefore, we ask that you consider our service to MDRS, as evidence of our ability to fully execute a contract to create and host training events for MDRS clients.

Our other most recent contract that required the utilization of the same skillset needed to successfully provide comprehensive training events to MDRS clients was with The City of Moss Point. It required the organization and facilitation of Citywide Public Hearings, as required for their 2023 CDBG Annual Action Report. Executing Public Hearings can require coordination with businesses, creating public awareness, performing outreach and marketing, securing, and scheduling venues, developing agendas, and documenting session activities.

For over 20 years, as workforce development practitioner, Stephanie Howze worked directly and indirectly with businesses and industries to develop and host large training and hiring events, job fairs, career fairs, workshops, and seminars. She has relevant experience working with WIOA Funding and has remained connected to workforce development efforts and initiatives throughout the state and country.

Mr. Dexter Holloway,
Assistant Executive Director for
Accountability and Monitoring
Mississippi Community College Board
Jackson MS 39211
601-432-6518

Ms. Shalika Hooker, Program Manager Accelerate MS
Jackson, MS 39215-1699
shooker@acceleratems.org
601-757-0291

Mr. Tom Hewlett, Director
Community Development
City of Moss Point, MS 39563
228-474-2345

Company Name: WESSON-MONROE, LLC

NELLIE SATCHER

PROFESSIONAL PROFILE

- Hands-on, results-driven Human Resources/Workforce Development/Talent Management Professional
- Develops and implements programs to attract, hire, and retain a diverse workforce
- Strategic Partner to Government agencies, Municipalities, Employers, Colleges, and nonprofits
- Implements and initiate innovative ideas and projects that advance a diverse and inclusive workforce
- Experienced working with budgets following Local, State, and Federal guidelines
- Experienced solving problems related to attracting and retaining highly qualified diverse talent
- Superior people skills with the ability to motivate and influence a diverse audience

EXPERIENCE

Human Resources Director

City of Laurel

2017- present

- Administer outreach and other activities to attract, hire and retain a diverse workforce
- Oversee and monitor various programs to ensure all program/contract goals are met
- Oversee department budgets to ensure positions are available and filled within financial guidelines
- Communicate with the media and represent the city in various diverse functions
- Administer, coach, and facilitate HR and employment related training for department heads and staff
- Manage and investigate employee grievances
- Compile reports and documentation according to master schedule

Branch Director II/Human Resources Manager

**MS Department of Employment Security (Meridian WIN Job Center)
(Meridian, Philadelphia, and Kemper WIN Job Centers)**

2010 - 2017

- Managed daily branch operations, activities, and other duties associated with WIOA for 3 WIN Job Centers
- Conducted outreach and activities as part of the MDES mission of "Helping Mississippians Get Jobs"
- Facilitated government programs and monitored workforce funds to meet all programs/contract goals
- Partnered with colleges and employers to train workers for public and private sector jobs
- Communicated with media and represented MDES in various capacities and functions
- Administered, coached, and facilitated Benefits, EEOC, Sexual Harassment and Workplace Safety training
- Managed and analyzed daily, weekly, and quarterly reports for reporting data
- Monitored activities to ensure timely and professional delivery of services
- Devised and implemented performance strategy to promote Center improvement

Employment Interviewer II/ Human Resources Specialist

MS Department of Employment Security (Hattiesburg WIN Job Center)

2001-2010

- Implemented "Hire Expectations" training program to develop marketable jobseekers
- Provided marketing, recruitment, scheduling, and job placement for diverse applicants
- Managed and monitored the center's training programs, promoted completion and employment transition
- Partnered with local employers to facilitate and implement "On-The-Job" training for employees
- Developed relationships with employers to solicit job listings for talent pipeline development strategies
- Interviewed potential applicants and referred qualified applicants for job placement
- Accurately ensured applicant and employer records met government compliant requirements

NELLIE SATCHER

EDUCATION AND TRAINING

**Grand Canyon University – Phoenix,
AZ Doctor of Education in Organization
Leadership Emphasis in Christian
Ministry – student**

**William Carey College - Hattiesburg, MS
Master of Business Administration
B.S. in Psychology, Minor- English
Gerontology Certification**

Mississippi Department of Employment Security- Jackson, MS

- MDES-Managers Basic Supervisor Training
- NVTI-Leadership for Integration of Veteran Services
- Empowered Hiring: Employees with Disabilities
- ABC's of Customer Service
- Steven Covey- 7 Habits of Highly Effective People

PROFESSIONAL ACTIVITIES

- Member of Society for Human Resource Management (SHRM) 2018 - present.
- MS President of International Association of Workforce Professionals 2009 -2013
- Member of Chamber of Commerce Meridian, MS (EMBDC) 2010-2018
- District VII Area President (MS, AL, and TN) I.A.W.P. 2012-2013
- Notary, State of Mississippi

HOPE WHITESIDE

PROFESSIONAL PROFILE

- Instructional design director and principal learning design consultant
- Utilizes technology to spark interactive digital teaching, e-learning, and research solutions
- Creates innovative e-learning programs for educators and instructors.
- Resolves issues, mitigates risks, and leverages decision making, through engagement with stakeholders
- Skilled project manager with talent and technical knowledge for problem-solving and evaluation

EXPERIENCE

Director-Level Instructional Designer & Principal Learning Design Consultant

The University of Alabama

April 2017 – Present

Instructional Learning Design & Dev.

- Design user-friendly course content aligning with industry standards, to meet client needs
- Ensure curriculum development, design, and delivery of instructional materials align with standards
- Leverage planning and technology to spark positive, interactive learning for the organization,
- Devise consultative strategies and analytical abilities to deduce training needs and effectiveness
- Evaluate existing learning materials, instructional plans, and syllabus content
- Design content (i.e., e-learning modules, educational videos and content, and storyboards)

Project Management & Leadership Focus:

- Manage full project life cycle: planning, monitoring, control, communication, and documentation
- Orchestrate meetings, updates, and project reports to build awareness
- Foster project performance and data integrity by leveraging project management tools
- Track goal attainment and progress and maintain accurate project information
- Deduce challenges and render consistent feedback for processes, scope changes, and budgets

Educational Technologist

Synergetics DCS, Inc.

Oct. 2015 – Nov. 2016

- Infused job aids, presentation collateral, and support materials and generated digital assets
- Enhanced and customized educational technology content for targeted learning groups
- Enhanced training effectiveness and fostered cultural change by conducting needs assessments
- Functioned as technical expert, evaluating training effectiveness, impact, and completion
- Implemented evaluation techniques and leveraged psychological research and measurement tools
- Fostered efficiency and information gathering through online repository of resources and services
- Designed and delivered data visualization programs to advise and inform district and school leaders
- Cultivated instructional excellence, enhancement, and effectiveness by rendering strategic counsel and advisement to teachers and promoting and positioning effective technology instructional practices

WIN Office Technology Instructor

Pearl River Community College

Sept. 2011 – Oct 2015

- Conducted hands-on learning sessions to ascertain technology usage and implementation
- Conceptualized, designed, delivered & evaluated learning programs, materials, & curriculum
- Designed curriculum with measurable objectives, assessments, & instructional plans/syllabus content
- Leveraged adult learning guidelines and principles to facilitate classroom instruction
- Offered individualized learning plans to address student learning challenges and obstacles

HOPE WHITESIDE

Intern

DOT USA, Cisco 21st Century School Program TeachUp!

Apr. 2008 – May 2009

- Conceptualized, designed, and wrote school website content from start-to-finish
- Collaborated on instructional design and learning objectives with teachers
- Designed and produced instructional material and implemented new instructional technology tools
- Facilitated professional development workshops and training
- Catalyzed the effective usage of instructional technology and best practices
- Researched innovative methods to incorporate technology into teaching strategies

EDUCATION

The University of Alabama-Tuscaloosa, AL

Ph. D-Instructional Leadership w/ a minor in Instructional Technology

May 2022

College Teaching Certificate

Aug 2020

The University of Southern Mississippi-Hattiesburg MS

M.S.- Instructional Technology & Design

May 2012

B.S.- Instructional Technology & Design

May 2008

KEY COMPETENCIES

Adobe Suite

Articulate Rise 360

Articulate Storyline

Curriculum Development

Google Suite

Hybrid, Blended, Online & Distance Learning

Learner Assessments

Instructional Design Theories & Models

Instructor Training & Development

Microsoft Office Suite

Microsoft Teams

Project Management & Performance

Instructional & User Experience Design

Instructor Training & Development Quality

Web Design

WordPress

GRANTS and PROJECTS

- The National Science Foundation's Racial Equity in STEM Education Program
- Promoting STEM Literacy Among African American Families in Rural Alabama
- Project IMPACTSS (Industry and Mentorship Partnerships to enhance Agency and Career awareness for Teachers and Students through STEM) |Spring 2023
- Rural Water Education (RWE) Partnership for Place Based STEM Learning in Out-of-School Programs |Spring 2023
- University of Alabama Graduate School Conference and Research Support Funding, Spring 2019

JAMMIECA GODFREY

PROFESSIONAL PROFILE

- Innovative and results-driven professional Educator with excellent ability to encourage and motivate learners
- Experienced in developing and implementing learning strategies and techniques to help students succeed
- Strong ability to utilize data to increase student programs and outcomes
- Proven ability to develop collaboratives within the school and community to foster exceptional outcome

EXPERIENCE

Assistant Visiting Instructor

University of Southern Mississippi

Aug. 2022 – Aug. 2024

- Created student-centered, critical inquiry-based preparation program for teacher candidates and students
- Established a strong orientation to retain, support, and mentor students
- Researched, developed, and revised strategies aligned for achieving overall course objectives
- Utilized differentiated instructional approaches, assignments, resources, and teaching strategies
- Implemented innovative assignments and projects aligned with state and national standards
- Provided instructional training in elementary education, curriculum and instruction, and special education
- Analyzed and evaluated student performance to provide constructive, professional feedback
- Provided support for short-term and long-term academic achievement

Educator/Edgenuity Site Facilitator

Lamar County School District

Jul. 2013 – Aug. 2022

- Contributed to development, implementation, and updating of educational plans for special needs students
- Assisted with 504 plans, transition plans (post-secondary plans), and IEPs (Individual Education Programs)
- Utilized data to develop instructional resources aimed at providing accommodations and modifications
- Tracked student progress and prepared reports for parental and student informational sessions
- Maintained accurate/complete student records required by laws, district policies, and administration
- Analyzed students' strengths/weaknesses and reviewed past performances on state tests, semester exams,
- Planned and organized cooperative teaching arrangements to deliver dynamic learning experiences

Middle School Instructor

ST. Tammany Parrish School Board/ Pine View Middle School

Jul. 2011 - Jul. 2013

- Created working relationships with students, parents, teachers, administrators, and school personnel
- Partnered with community members for the success of career day and reward breaks.
- Conducted analysis to evaluate student performance and develop processes for improvement
- Optimized student achievement through the integration of math, science, and social studies
- Leveraged advanced learning tools and technologies to meet the emerging needs of education
- Formulated results-driven lesson plans, resulting in boosting students' engagement
- Conducted analysis to gather data and submitted it to management to streamline decision-making
- Organized, and chaired class projects, field trips, guest speakers, and experiential activities
- Delivered appropriate guidance to students on learning from those activities

JAMMIECA GODFREY

Instructor

Jefferson Davis County School District

Jul. 2009 to Jul. 2011

G.W. Carver Elementary School/ Bassfield Elementary School

- Strategized, scheduled, and conducted assessments in compliance to inform instruction
- Delivered classroom instruction, formulated daily lesson plans and testing material
- Administered assessments, recommended learning achievements, and generated improvements
- Leveraged advanced, innovative methods/materials to produce effective learning experiences
- Provided vital leadership in driving increased student performance on standardized testing
- Boosted students' confidence and competencies by mentoring and coaching students
- Through coaching and mentoring of students, optimized performance scores and completion of work
- Ensured and maintained compliance with state administrative regulations and board of education policies
- Adhered to school and local school system procedures and rules.

EDUCATION

University of Southern Mississippi -Hattiesburg, MS

**Ph.D. – Education Research, Evaluation, Statistics, and Assessment
(Student)**

University of Southern Mississippi – Hattiesburg, MS

**M.S – Education Research, Evaluation, Statistics, and Assessment
2021**

Liberty University – Lynchburg, VA

M.Ed. – Administration and Supervision 2011

B.S. – Business & Finance 2009

KEY COMPETENCIES

Curriculum Development

Data Analyses

Events Management

Instructional Design

Lesson Planning

Program Management

Record-Keeping

Regulatory Compliance

Report Writing

Stakeholder Coordination

Technology Application

Technology Integration

Testing

Training

ASSOCIATIONS/CERTIFICATIONS/CIVIC AFFILIATIONS

- Mississippi Teacher and Administration License American
- Statistical Association
- Quality Matters Applying the QM Rubric
- Hattiesburg Alumnae Chapter of Delta Sigma Theta Sorority, Inc. ▪
 - 1st Vice President
 - Risk Management Coordinator
 - 2nd Vice President
- National Pan-Hellenic Council of Hattiesburg ▪ Treasurer

TITANIA PAGE

PROFESSIONAL PROFILE

- Resourceful and result-driven professional Educator, specializing in Special Education
- Trained in artistic mediums, including Mild/Moderate Behavior, Severe/Profound, and Disability Studies
- Skilled at helping individuals reach their optimum potential and become lifelong learners
- Deliver differentiated learning experiences for students with varying needs & abilities
- Collaborative educator with outstanding interpersonal skills to cultivate and sustain strong relationships

EXPERIENCE

Exceptional Inclusion Educator – 8th

Grade ELA Hattiesburg Public School District

- Managed time within the classroom to keep to a schedule of core curriculum
- Lead the educational goals of students annually
- Used differentiated instruction, hands-on activities, and technology to teach core curriculum to students
- Met needs of students with various physical, cognitive, emotional, and Language skills challenges
- Created lesson plans aligned with common core and district guidelines
- Developed Individualized Education Programs (IEP's) for students
- Assisted failing and advanced students per tutoring

Reading/ELA, Community Based, Behavior Modification, Transitional Position Jackson Public School District

- Assessed students' skills and determined their educational needs
- Collaborated with General Education Teachers to coordinate lesson plans according to students' IEPs
- Met the needs of students with various challenges in physical, cognitive, emotional, and Language skills
- Planned and used appropriate instructional and learning strategies, activities, materials, and equipment
- Worked with gen ed teachers to modify regular curricula for special education students with assignments
- Implemented instructional, therapeutic, and/or skill development program for assigned students
- Collaborated with students, parents, and other members of staff to develop IEP with selected committee

Reader/Scriber

Jackson State University – Office of Disability Accommodations

- Provided aid with academic and daily living skills to people with disabilities
- Provided services to support mission of The Office of Disability Accommodations Department
- Collaborated and communicated with faculty and staff during semester, regarding students' needs
- Read textbooks, exams, and course work into audio format or directly to students with a disability
- Provided strong oral, verbal, and vocabulary skills to read standardized paragraphs at screening
- Abided by the university and departmental policies and procedures

Reader/Scriber

The University of Southern Mississippi – Office of Disability Accommodations

- Provided aid with academic and daily living skills to people with disabilities
- Collaborated and communicated with faculty and staff to meet students' needs during semester
- Kept supervisor abreast of additional services needed from students
- Read textbooks, exams, and course work into audio format or directly to students with a disability
- Provided strong oral, verbal, and vocabulary skills to read standardized paragraphs at screening

TITANIA PAGE

Exceptional Education Educator: PK – 2nd Grade Hattiesburg Public School District

- Managed time within the classroom to keep to a schedule of core curriculum
- Lead the educational goals of students annually
- Used differentiated instruction, hands-on activities, and technology to teach core curriculum to students
- Created lesson plans aligned with common core and district guidelines
- Developed Individualized Education Programs (IEPs) for students
- Assist failing and advanced students through tutoring
- Promoted student motivation, participation, and effective listening skills

EDUCATION

Jackson State University – Jackson, MS
Educational Specialist – Special Education
Degree Conferred: Current

Jackson State University – Jackson, MS
M.A. – Special Education
Degree Conferred: December 2009

Jackson State University Jackson, MS
B.S. – Special Education Severe and Profound
Degree Conferred: August 2005

Jackson State University – Jackson, MS
B.S. – Special Edu. Mild to Moderate/Disability Studies
Degree Conferred: Selective Classes

CERTIFICATIONS & CREDENTIALS

Licensure Specialty Areas:

Inclusion Specialist: 6th -8th Grade

Transition Specialist: 6th -Post Secondary

Behavior Modification

Learning Strategies Intervention – ELA/Reading

KEY COMPETENCIES

Curriculum Development
Differentiated Instruction
IEP Modification
Mild/Moderate Disabilities

Program Development
Special Education
Teaching
Training

BEVERLY ELLIS-JACKSON

PROFESSIONAL EXPERIENCE

United States Navy (Active Duty)

Chaplain

Newport, Rhode Island and Ft. Jackson, South Carolina. U.S.A.,
March 2011 to May 2012.

United States Army Reserve and National Guard

Chaplain, Patient Administrator and Administrative Specialist

Hattiesburg, Mississippi and Ellenwood, Georgia. U.S.A.,
April 1995 to March 2011.

Families United Services Social Worker (Contractor)

Fayetteville, Georgia. U.S.A.,
October 2010 to February 2011.

Georgia Army National Guard

Behavioral Health Services

Behavioral Health Specialist and Case Manager

Ellenwood, Georgia. U.S.A.,
April 2010 to September 2010.

Dobbins Army Air Base Regional Care Team Chaplain

Marietta, Georgia. U.S.A.,
November 2006 to April 2010.

Georgia Department of Family and Children Services

Certified Supervisor and Case Manager

Clayton and DeKalb County Georgia.
August 2006 to April 2010.

Pine Belt Mental Healthcare Resources

Program Coordinator, Outreach Specialist, Grant Manager,

Adult and Children's Clinician, Adult Case Manager and Day Treatment Specialist

Hattiesburg, Mississippi. U.S.A.,
September 1993 to June 1996.
August 1999 to June 2006.

Sickle Cell Foundation

Supportive Services Counselor

Tallahassee, Florida. U.S.A.,
August 1998 to March 1999.

State of Georgia,

Georgia Highland Center Director

Dalton, Georgia. U.S.A.,
July 1996 to July 1997.

State of Florida,

Health and Rehabilitative Services Public Assistant Specialist II

Tallahassee, Florida. U.S.A.,
June 1994 to June,
1996.

BEVERLY ELLIS-JACKSON

EDUCATION

Clark Atlanta University, Atlanta, GA. U.S.A.

PHD Candidate. Social Work (Social Policy/Administration)

Cognate: Masters Public Administration

PH.D Courses. Clinical Psychology Jackson State University. Jackson, MS

Luther Rice Seminary and University. Lithonia, Georgia

M.DIV.-Theology

May 2010

The Florida State University School of Social Work, Tallahassee, Fl

M.S.W-Clinical Social

August 1999

The University of Southern Mississippi School of Social Work, Hattiesburg, Mississippi

B.S.W- Social Work

May 1993

PROFESSIONAL, ACADEMIC, COMMUNITY, AND SCIENTIFIC EXPERIENCE

- National Association of Social Workers (NASW, Georgia)
- Member National Baptist Association
- Member of the Professional Black Officer's Association
- City of Hattiesburg, Medal of Valor, Hattiesburg, Mississippi. U.S.A., January 1999.
- Certified Traumatologist Specialist
- Florida State University Traumatology Institute
- Certified Eye Movement and Desensitization Reprocessing Level I and II (EMDR)
- Certified Grief and Bereavement Counselor
- Member American Businesswomen Association
- Member of National Association of Professional Women
- United States Navy, Naval Air Station Pensacola Clinical Social Worker (Intern)
- The Florida State University, Traumatology Institute Marriage and Family Therapist and Traumatologi

PROFESSIONAL PROFILE

- Committed to leading with honesty, integrity, compassion, humility, purpose, and vision
- Proven ability to develop teams for implementation of successful training programs and initiatives
- Knowledgeable and skilled in designing, developing, and implementing organizational solutions
- Experienced implementing and managing state and federal funded grants
- Resolute and motivated to help others maximize their potential

EXPERIENCE

Chief Executive Officer Wesson-Monroe, LLC

Feb 2019 – present

- Oversee the strategic direction of company to promote growth
- Lead efforts in planning and developing services and products
- Engage with other businesses and organizations to develop partnerships
- Establish programmatic and financial policies and procedures for contracts
- Identify and pursue new business opportunities
- Responsible for overall accountability and integrity of services and products
- Interact with other team members to develop a positive company culture
- Lead efforts in developing management team
- Advise and assist with the development of trainers
- Oversee company's compliance to local, state, and federal business regulations and laws

Project Director/Business Specialist/Workforce Project Manager Pearl River Community College

Jan 2013 – May 2019

- Implemented the college's first registered apprenticeship program-first in state for community college
- Implemented use of WET-Funds internship set-aside funds to create WBL for short-term training
- Provided financial and administrative oversight for \$500,000.00/year 5-college consortium project
- Served as project manager for SMPDD/MS Works \$125,000.00 contract
- Coordinated and cooperated with MDES staff on accessing WIOA funds for training program participants
- Successfully implemented week-long skills training for approximately 135 Camp Shelby soldiers
- Worked with MDRS staff to provide training for eligible participants
- Designed short-term skills training plan to offer customer service, warehouse, and trades'-helper training
- Provided career guidance to unemployed, underemployed, and incumbent workers and trainees
- Supervised and evaluated contracted instructors and staff
- Collaborated with companies to develop training plans and curriculum to meet their workforce training needs
- Procured training curricula, equipment, and supplies, negotiating with vendors, when necessary
- Monitored financials and prepared monthly requests for reimbursement
- Collaborated & coordinated with partner agencies to achieve grant objectives and contract deliverables
- Ensured grants and contracts comply with Federal and State Regulations
- Prepared and submitted requests for grant modification and extensions
- Worked with economic development, government, and area businesses to offer relevant quality training
- No findings or deficiencies reported by State or Federal Monitors and Auditors

Project Manager

July 2006 - July

2012

Jones County Junior College

- Managed DOL Funded H1B High Growth and Pathways to Construction Grants and MDES funded Inmate Training Grant. Total of all grants exceeded \$1.5M
- Developed, established, & monitored short-training programs
- Developed and implemented participant selection criteria
- Coordinated with MDES to provide follow-up services to program participants
- Supervised contracted instructors and staff
- Procured training material, equipment, and supplies
- Monitored financials and prepared monthly requests for reimbursement
- Collaborated & coordinated with partner agencies to achieve grant objectives
- Ensured grant activities complied with Federal and State Regulations
- Prepared and submitted requests for grant modification and extensions
- Achieved 100% of program goals and met performance measures
- No findings or deficiencies reported by State or Federal Monitors and Auditors

Dislocated Worker Program Coordinator

September 2003 – July 2006

Pearl River Community College

- Facilitated communication, coordination, and collaboration between government agencies and colleges to promote and provide Rapid Response Services to dislocated workers
- Established partnerships and networks to provide supportive services and resources to clients
- Collaborated with clients and college personnel to develop individual training plans
- Conducted employment training workshops and classes for clients
- Developed program procedures that became the state's model to service clients
- Developed and implemented participant tracking system that served as program's best practice
- Created and maintained database on all clients, documented services, training & outcomes
- Worked with college personnel to write and submit requests for training grants
- No findings or deficiencies reported by State or Federal Monitors and Auditors
- Achieved 100% of program goals and met or exceeded performance measures

Supervisor, Storeroom-(I)/(Asst. Materials Analyst)

August 2000 – May 2002

Georgia Pacific

- Monitored, evaluated, and analyzed inventory (approximate value, \$9M) activity
- Coordinated sale of surplus assets, consumables, and scrap –increased recovery by 25%
- Compiled budgetary and cost savings analysis
- Managed daily operations of storeroom
- Supervised and evaluated performance and efficiency of department and seven (7) personnel
- Enforced OSHA and company safety standards
- Served as a Safety Team Leader and United Way Campaign Coordinator and Team Leader

Senior Buyer/Planner

January 2000 – July 2000

York International ESG

- Developed supplier partnerships & agreements: negotiated contracts, monitored/evaluated performance
- Implemented credit card purchasing & corporate national account program to purchase supplies & equipment
- Served as ISO Auditor and Plant Safety Auditor
- Coordinated participation in Angel Tree Project & Salvation Army Bell Ringers

STEPHANIE S. HOWZE

Manufacturing Support Services Manager Beloit MillPro Services

April 1991 – December 1999

- Directed and managed activities of the Manufacturing Support Services Unit: Customer Services & Sales, Purchasing, Quality Assurance, and Production Control
- Orchestrated unit reorganization and restructuring plan
- Established Standard Operating Procedures for business unit
- Initiated and developed employee evaluation policies and procedures
- Developed and implemented training programs at both the local and national level
- Prepared budgets, forecasts, and benchmarks for business unit
- Managed Capital Improvement Projects for business unit and southeastern region
- Leadership Facilitator on World-Wide Quality Council & North America ISO Committee
- Champion for installation of MAPICS XA Software – \$20M project

EDUCATION

Belhaven University-Jackson, MS
MPA

William Carey College (Carey University)-Hattiesburg, MS
MBA-Executive Leadership

University of Southern Mississippi-Hattiesburg, MS
BS-Paralegal Studies; Minor, Accounting

PAST AFFILIATIONS & TRAININGS

- SETA, member
- National Council Workforce Education (NCEW), member
- NCEW, Graduate, Inaugural Leadership Development for Workforce Professionals Class
- National Council Workforce Education, Panelist, 2018
- SHRM, attendee of monthly meetings
- ATD, Association for Talent Development
- ADP, Leadership Pinebelt
- Mid-South Community College Fellowship
- Hattiesburg Little League Association, Board Member
- Zion Chapel AME Church, Feeding Ministry, Coordinator
- United Way Giving Campaign Chair, Georgia Pacific & York International

KORI HOWZE

PROFESSIONAL PROFILE

- Skilled in the creation and delivery of customized training and professional development materials and events
- Training and development professional with passion to assist non-traditional job applicants/employees
- Advocate and supporter of guided personal and professional development programs for youth
- Promoter of inclusive and acceptable workplace
- Experienced and skilled organizer and facilitator of large public and private training events

EXPERIENCE

Trainer

Summer 2020 – present

Wesson Monroe

- Provide Pre-ETS for eligible high school students
- Design and develop appropriate curriculum to facilitate student learning
- Engage and instruct students in various training modules and components of pre-employment
- Coordinated local resources and personnel to expand learning opportunities for students
- Develop opportunities for students to engage with public & private entities for Pre-ETS
- Maintain appropriate documentation to record & track student participation & progress

Human Resources

May 2022 – May 2025

City of Meridian

- Provided administrative support and assistance to Human Resource Director
- Coordinated hiring process for vacant city positions
- Conducted screening and second interviews with applicants
- Conducted orientation and onboarding activities for new employees, including review of documentation
- Attended and participated, as needed, in Civil Service and City Council meetings
- Assisted with the development, design, and delivery of HR related training for city employees
- Enrolled and registered city employees in various benefit and wellness programs
- Established and managed employment related documents, forms, and records for city employees

Branch Circulation Clerk & Volunteer Recruiter

Spring 2017 – Summer 2020

Orange County Library System, West Oaks Library Branch

- Utilized library's systems, policies & procedures to accurately process patron and library activities
- Provided ongoing administrative support to the branch's management team
- Planned & implemented 3 library programs per month for large public population
- Assisted with major biannual programs, designed to attract large public crowds
- Composed & proofread memos, letters, reports, and presentations

Volunteer Recruiter

- Attained and reviewed all volunteer applications-assisted manager with interview and selection
- Coordinated initial and ongoing volunteer training as needed
- Evaluated and provided monthly feedback on dress code compliance, attendance, and job performance
- Documented volunteer disciplinary issues, termination, and/or separation

Kori Howze**Substitute Teacher**

Fall 2014 - Spring 2017

Kelly Educational Staffing

- Helped students remain on tasks, engaged, and focused
- Monitored and documented attendance, grades, student successes & disciplinary actions
- Managed daily classroom activities to comply with the school's policies and procedures

Community Support Specialist: Adult Services

Spring 2013 – Spring 2014

Pine Belt Mental Healthcare Resources

- Communicated and engaged with 75 clients to assess mental health & medication compliance
- Collaborated with health and wellness professionals to address and evaluate client's needs
- Responded, investigated, & reported emergency and crisis conditions, such as abuse & neglect
- Utilized de-escalation and conflict resolution strategies as needed

Camp Counselor

Spring 2011 – Spring 2013

YMCA Birmingham

- Supervised 30 youth ages 6-12 while engaged in homework assignments, activities, and games
- Developed and implemented interactive learning activities and customized events
- Chaperoned and insured a safe and friendly environment on field trips

Office Assistant

Spring 2011- Spring 2011

VA Medical Center at Birmingham

- Provided clerical support to department nurse practitioner and other department staff
- Assisted employees with scheduling appointments with nurse practitioners
- Attained, processed, and filed confidential documentation

EDUCATION**Louisiana State University-Shreveport, LA****MBA Concentration: Human Resource Management****University of Alabama at Birmingham****B.S. Concentration: Exercise Science****Minor: Psychology**

RELEVANT COURSEWORK:

General Psychology
Psychopathology and Culture Personality
Introduction to Sociology
Leadership Communication

Human Behavior and the Social Environment
Leadership and Development
Labor and Employment Law

ATTACHMENT F

Areas of Coverage

List of Counties where training events can be performed:

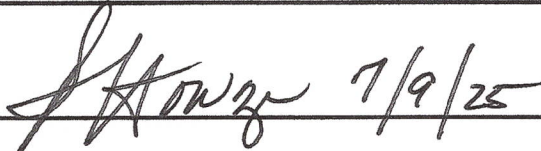
Adams	Holmes	Neshoba
Amite	Jackson	Newton
Claiborne	Jasper	Pearl River
Clarke	Jefferson	Perry
Copiah	Jefferson Davis	Pike
Covington	Jones	Rankin
Forrest	Kemper	Scott
Franklin	Lamar	Simpson
George	Lauderdale	Smith
Greene	Lawrence	Stone
Hancock	Leake	Walthall
Harrison	Lincoln	Wayne
Hinds	Marion	Warren
		Wilkinson
		Winston

Our mobility allows us to work throughout the state, and we are willing to help in areas without providers.

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

Our company's desired maximum number of participants to serve is 125 per event. To allow maximum participation and engagement for students.

Company Name: WESSON -MONROE, LLC


Signature and Date:  7/9/25

Name and Title: STEPHANIE HOWZE, PRESIDENT AND CEO

ATTACHMENT G

Additional Data

Company Name: Wesson-Monroe, LLC

Signature and Date:  7/9/25

Name and Title: Stephanie Howze, President and CEO

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.

_____ 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: WESSON-MONROE, LLC

Signature and Date:  7/9/25

Name and Title: STEPHANIE HOWZE, PRESIDENT AND CEO

**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: Wesson Monroe, LLC

Signature and Date:  7/9/25

Name and Title: Stephanie Howze, President and CEO

MANAGEMENT SUMMARY

Our company is committed to treating every client, partner, and employee with the highest respect, by demonstrating honesty, integrity, and accountability. At all times, our employees will maintain the highest level of professionalism. Our employees will always represent our clients in a manner that is both positive and productive. Furthermore, our employees will utilize every resource at their disposal to help our clients succeed. Our goal, as a Third Party Pre-ETS Provider, is to deliver effective and timely services in a professional manner that will allow students to progress from where they are-to where their commitment, dedication, and abilities can take them.

Our company strives to create immersive student-focused events that narrow the gap between lecture and discussion learning and hands-on training opportunities. We will partner with both public and private employers to design hands-on simulations where students not only watch demonstrations of industry tasks but also can practice those skills, under professional guidance. Using completed student surveys and other documentation that identify career interests within the targeted group of students, we will, when possible, collaborate with employers that align with the career interests of the students.

Our core team, coordinating with the VR Counselors and school personnel, will work to create the most appropriate training events for the students. Each of our team members is knowledgeable of the Pre- ETS requirements and expectations. Each member provides valuable perspectives when planning and designing comprehensive events for students with various abilities, learning levels, and challenges. Our team will never, knowingly, create or host events that place students in harm's way or in an environment that does not promote their potential. Whether selecting employers or securing venues, when possible, we will always consider the students' interests, challenges, and triggers, so that we create environments where students feel comfortable and confident enough to engage and participate.

In addition to creating engaging events our staff is fully determined to provide the most effective and timely training events. Our team always works to provide events steeped in high quality. This is evident by the attainability of the skills/jobs highlighted, business and industry participation, and the engagement and interaction of the students at our events. Therefore, we will continuously seek to identify research-based methods, practices, technologies, and/or curricula to guide the development of our events. We will implement and utilize continuous improvement methods that allow for the consistent upgrade and improvement of each subsequent event. We will continuously look for ways to increase our efficiency and effectiveness, while continuing to provide value-added services. Will utilize tools such as participant surveys to solicit feedback

While we encourage and promote innovation and creativity in the delivery of our services, we will also duplicate best practices, utilize existing resources, and implement proven methodologies to contain costs. However, we will never sacrifice the quality of the event. As a provider of workforce solutions, we seek to lead by learning. We will diligently work to increase our knowledge and sharpen our skills, so that we might be better able to serve the students. We are confident that we can produce positive results for MDRS.

Statement of Qualifications

Collectively, our team has a strong history of creating and hosting pre-employment and other interactive events for diverse populations. They have individual experience working with students with disabilities, un/underemployed individuals, unhoused individuals, military personnel, children, teens, and others. They have worked with business and industry, the public, religious organizations, military, and students. They are a group of creative visionaries who use their transferable skills, in-depth collective knowledge, and varied experiences to design and host training events that are engaging and educational. In addition to subject matter reviews, we will review specific training event methods and technologies to ensure that our events are up-to-date and productive, as well as considerate of different learning abilities and styles.

Our team of talented individuals is ready and qualified to quickly deliver comprehensive pre-employment transition training events for MDRS Clients, if approved to do so. Our company is mobile, unrestricted by contractual or legal obligations and, currently, is only working with MDRS clients. We have a vast network of qualified individuals ready and available to get to work. Additionally, our services can be scaled up or scaled back to meet various levels of demand.

As previous MDRS RFQs provided a detailed and straightforward outline of the process, requirements, and expectations, we have chosen to adopt and incorporate the agency's previous outline as the basis of our proposed plan of service. Our use of verbatim text was intentional and is not being presented as an original concept. The information was drafted from a previous RFQ. Minor changes were made for clarity and specificity.

Our proposed plan to create and host comprehensive training events for MDRS clients is as follows:

1. Our company will work the appropriate MDRS Vocational Rehabilitation Counselor(s) and school personnel to serve all eligible and authorized students for each event.
 - a. The participants will be eligible for Pre-ETS services and will have completed the appropriate MDRS documentation and have prior approval before we register them to participate.
 - b. We will maintain regular communication with appropriate school and MDRS personnel regarding this process
2. Our company will collaborate with the local school district(s) to arrange transportation for the clients to and from an event site.
3. Our company will provide, at a minimum, one assigned person per student group to assist.
4. Our company will recruit businesses to set up hands-on mock workstations at the event that simulates the work environment and work tasks at the actual businesses.
 - a. Businesses encompassing a wide variety of work environments representing and highlighting the local economy will be invited to participate and will receive publicity for participation.
 - b. Program participants will experience the workstations in small groups.

- c. Each participant will be allowed to revisit a workstation, prior to dismissal, if time permits.
 - d. The number of businesses recruited to each event will be in relation to the number of 5-7 person student groups signed up to attend the event.
(Example: $120 \text{ students} / 6 = 20 \text{ student groups} = 20 \text{ businesses}$).
5. Our company will also recruit individuals, businesses, or other qualified entities to provide Pre- ETS breakout sessions for the event. Sessions will focus on at least two of the five pillars of Pre- ETS.
 6. Our company will secure a site with adequate space, accessibility, and parking to accommodate the activities of the event.
 7. Our company will secure all needed equipment and/or supplies for the event.
 8. Our company will provide additional healthcare personnel and/or security, if necessary.
 9. Our company will work with the MDRS Office of Communications to coordinate publicity for the events on social media, newspapers, television, etc.
 - a. All event publicity will be cobranded to represent MDRS and our company.
 - b. All media and promotional materials will be submitted for MDRS approval first.
 10. Our company will assume responsibility for any qualified pre-approved travel costs, if any are incurred by businesses or speakers actively participating in the event.
 11. Our company will provide supporting documentation to MDRS prior to and upon completion of the event. Such as:
 - a. A detailed program itinerary/agenda will be submitted.
 - b. A written list of program participants will be provided.
 - c. A completed MDRS-VR-61 Pre-ETS Provision Form for each program participant will be sent to the VR counselor(s) in the participant's area, identify required event details.
 - d. Documentation of student specific observations related to participation, interests, challenges, concerns, etc. as required by RFQ
 - e. Documentation of any accommodation, compensatory techniques, or specialized training
 - f. All documentation will be accurately completed and submitted in a timely manner.
 - g. MDRS Approved Invoices with additional required supporting documentation
 12. Our company will conduct pre-event training and polling of students/schools, if possible, to prepare students and teachers, to gauge students' interests, challenges, learning levels, needed accommodations, lunch orders, food allergies, etc.
 13. Our company will conduct post-event surveys/interviews with participating businesses, schools, and attending students to gain feedback on what aspects worked well and what needs improving.

Our desired geographic location represents areas where we have the ability and capacity to quickly respond. We are confident that, if there is a sufficient number of eligible participants in any of these areas, we can successfully create and host a comprehensive training event.

Specifically, we are proposing to create and host training events in the following areas:

Adams	Jackson	Newton
Amite	Jasper	Pearl River
Claiborne	Jefferson	Perry
Clarke	Jefferson	Pike
Copiah	Davis	Rankin
Covington	Jones	Scott
Forrest	Kemper	Simpson
Franklin	Lamar	Smith
George	Lauderdale	Stone
Greene	Lawrence	Walthall
Hancock	Leake	Wayne
Harrison	Lincoln	Warren
Hinds	Marion	Wilkinson
Holmes	Neshoba	Winton

Recognizing the desire to have larger events, we ask that you also consider the possibility of offering events designed specifically for schools whose students could be prevented from participating due to lack of transportation or other resource limitations. In this way, more students could have the opportunity to participate. In the event that such options are allowed, we can scale down our events to offer a more customized local event for individual schools.

Our events will be designed to be delivered to authorized students in coordination with MDRS, the assigned school, and local businesses and industries. Although we will offer events primarily during school hours, we are able and willing to expand the scheduling to offer weekend events, during school breaks, and across the summer, if demand exists.

If selected, we will arrange to meet with district counselors and/or school personnel either in-person or virtually in areas where participant levels are sufficient to meet enrollment thresholds, accommodating facilities are available and accessible without burden, and sufficient businesses exist to garner enough diversity of presenters. When feasible we will work to create and host events centered around students' interests and area/commutable job markets.

In areas where there are insufficient pools of qualified or eligible applicants, we will make ourselves available to assist MDRS personnel, to the extent of our allowable efforts, to create an environment and conditions that will foster support and participation for such an event.

We are committed to selecting the right personnel for these events, if afforded the opportunity to provide services. We have provided resumes for the proposed team to manage and staff any opportunities arising from this RFQ. They are a very versatile group, skilled and experienced in various areas of training and development. They will serve as the core team, responsible for not only the creation and development of the event, but also for the management and administrative requirements of the events, as well. It will be their responsibility to onboard and assign individuals to work at the events. All individuals selected will have at least a 4 year degree and 3 years' experience working with teens and young adults. Additionally, all staff will undergo background checks as required by MDRS.

Acceptance of Conditions:

Wesson-Monroe, LLC has no exceptions to the general terms and conditions of the Request for Qualifications document and to insurance, bonding, and other requirements listed.

Insurance:

Wesson-Monroe, LLC meets all insurance requirements specified for doing business within the State of Mississippi and with state agency. All required insurance certificates will be provided, if selected for a contract award.