

**ATTACHMENT A**  
**Proposal Cover Sheet**

The Mississippi Department of Rehabilitation Services is seeking qualifications from qualified contractors to provide Pre-Employment Transition Services for MDRS clients.

Qualifications are to be submitted as listed below, on or before **10:30 AM CST, Friday, October 17, 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 Pre-Employment Transition Services**  
**No. 3120003211**  
**Opening Date: 10:30 AM CST, Friday, October 17, 2025**  
**SEALED PROPOSAL PACKAGE – DO NOT OPEN**

**Company Name:** CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_

**Printed Name of Authorized Signer:** Aseelah Harrison-Williams

**Signature and Date:**  9/19/25


## 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 3120003211 and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Request for Qualifications, RFQ 3120003211, and the attachments herein;
3. That the company agrees to all provisions of this Request for Qualifications, RFQ 3120003211, 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: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

Signature and Date:  9/19/25

Name and Title: ASEELAH HARRISON-WILLIAMS, 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: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

Signature and Date:  9/19/25

Name and Title: ASEELAH HARRISON-WILLIAMS, 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. ☐
- 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. ☐

For more than 10 years, the responding provider has contracted with private, city, state and federal workforce related agencies to provide workforce development programming, vocational, empowerment, employment, and/or supportive related services to underserved populations. Through its Community Rehabilitation Program and Transition Fairs, the respondent provides innovative and practical training and services that equip young people with knowledge, skills, and valuable resources that could lead to a lifetime of success. As a part of the in-school youth program and cultivated by the states' pre-employment transition programs, students develop and enhance their career goals and work skills through career readiness training, as well as other core services and soft skills training. For over five and a half years, hundreds of students have successfully participated in CDTI sponsored transition, career, college, and senior day fairs and went on to transition to into the workforce and/or post-secondary institutions.

During its transition, career, college, and/or senior day fairs, the respondent affords youth the opportunity to participate in pre-vocational services, such as hands-on job exploration and assessment, self-advocacy, work-readiness, soft skills training, post-secondary counseling, and unpaid work experiences. Services include career exploration, job shadowing, work/job sampling, transition conferences, financial literacy, entrepreneurial guidance, on-site and virtual worksite college and workplace tours, and/or other supportive and follow-up related opportunities. This agency has developed a robust resource to referral pipeline that exposes youth to post-secondary opportunities throughout its service area. Subsequently, hundreds of youth participants have successfully transitioned to post-secondary programs, including vo-tech, two-year colleges, and 4-year colleges and universities.

Practical on-site training and work-based learning opportunities offer state-funded paid and unpaid work experiences for student trainees who successfully complete the work readiness program. The provider has partnered with over 75 community companies and organizations to deliver work-based learning opportunities, mentorships, internships, pre-apprenticeships, speaking engagements, practical experiences, transition conferences and webinar training. By taking a vested interest in youth, the respondent's collaborative partnerships have taken a positive step toward helping shape the future of community youth, thereby uplifting local communities.

Company Name: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

## 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. ☐ In-School services shall be provided at the local, community based schools as well as libraries. Work-based learning activities shall be provided at community-based businesses and companies.
- Potential Satellite locations:
- 705 Keating Rd, Batesville, MS 38606
  - 1150 Wildcat Dr, Clarksdale, MS 38614
  - 2201 Gordon Ave, Yazoo City, MS 39194
  - Hwy 3 & Cherry St., Moorhead, MS 38761
  - 2981 Harris Parkway S. Ext., Robinsonville, MS 3866
  - 1000 Riverside Drive #3, Clarksdale, MS
  - 703 Darby St Lambert, MS 38643
  - 102 Ed Perry Blvd, Oxford, MS 38655

#### 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, parent organizations, and subsidiaries. Additionally, please provide copies of all applicable permits, professional certifications and/or licenses from the applicable certifying authority, and a list of all principals. A principal of an offeror is defined as a person or entity who has a 5% or greater ownership interest in the offeror and all individuals in senior-level management positions, regardless of whether those individuals have an ownership interest in the offeror ☐

Aseelah Williams, President/Pre-ETS HR Manager & Program Coordinator, will oversee day-to-day operations of pre-ets contract and manage employees.

April Jackson, Youth Employment Specialist/Transition Specialist, will coordinate pre-ets programming and provide training and services to students.

Deja Green, Youth Employment Specialist/Transition Specialist, will coordinate pre-ets programming and provide training and services to students.

Annie Burkhead, Youth Employment Specialist/Transition Specialist, will coordinate pre-ets programming and provide training and services to students.

Brenda Hopson, Youth Employment Specialist/Transition Specialist, will coordinate pre-ets programming and provide training and services to students.

Quentasha Williams, Youth Employment Specialist/Transition Specialist, will coordinate pre-ets programming and provide training and services to students.

Sylvia Gray- Pre-ETS Contract Compliance Manager, will oversee compliance measures of pre-ets program.

Company Name: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

**ATTACHMENT D**  
**Company Questionnaire (Page 3 of 3)**

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

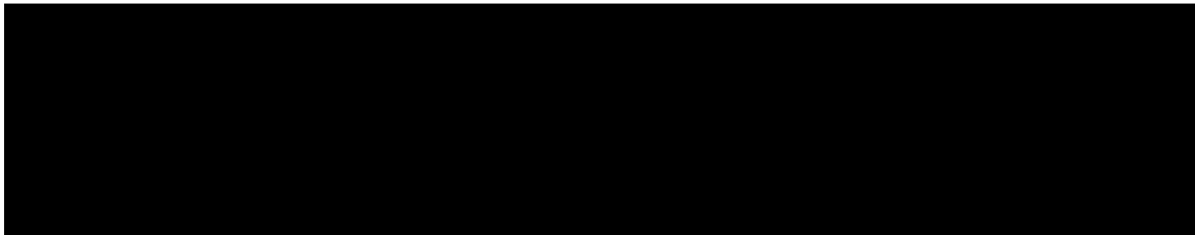
**4. References**

- 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. □

Arkansas Rehabilitation Services, Workforce Services Division  
Pre-Employment Transition  
Contracted since 2018  
-Kimberly Clark & Maryanne Caldwell M.S., CRC  
Statewide Pre-ETS Manager  
(501)515-9893 Cell; (479)582-1286 Office

Arkansas Rehab. Services Community Rehabilitation Services including Job Placement & SE  
-Ms. Iresa Stubblefield, CRC/CESP  
Community Program Development Manager  
PO Box 3781, Little Rock, AR 72203; Office: 501-296-1620 F: 501-296-1687  
1-800-330-0632; Iresa.stubblefield@arkansas.gov

National Disability Institute/American Dream Employment Network  
SSA Ticket-to-work Vocational/Employment Services (Nationwide/Telephonic/Virtual)  
Financial Benefits Counseling, Advisement & Planning- Social Security & Veterans Benefits  
Contracted since 2020  
Partnership Plus with the State of Arkansas  
-Mary Lynn ReVoir | Co-Director American Dream Employment Network  
Office: 202-765-2373; www.AmericanDreamEN.org



Company Name: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

**Management Summary: Provide a cover letter indicating the underlying philosophy of the firm in providing the service. (Marked)**

### **Cover Letter**

Career Development & Training Institute, LLC (CDTI) is a Community Rehabilitation Provider (CRP) operating in North Mississippi and the Mississippi Delta. CDTI provides pre-employment transition training, services, and consulting to empower and improve work and college readiness opportunities and personal development of youth with disAbilities in Mississippi. The CRP provides vocational, pre-employment, vocational, transition fairs and jamborees as well as ticket-to-work services to youth and adults with disabilities within the tri-state area. Its underlying philosophy is that all individuals have the right and ability to dream, be educated and trained, secure employment, and achieve personal success.

The founder, employees, and affiliates of the CDTI have 50+ years' accumulated experience in education, management, curriculum development, job placement, and vocational rehabilitation counseling. The company is a small business and is headquartered in a Qualified Opportunity Zone.

The implementation of the CDTI's pre-employment transition program was designed by the need to develop programs that facilitate a project-based curriculum, while simultaneously providing youth participants with skill sets, knowledge and resources that will increase their marketability in the workforce and higher educational institutions. The proposed innovative programs will not only provide instructions but also create an environment in which youth can gain practical experiences that will facilitate development of their skills in less commonly taught practices.

## ATTACHMENT F

### Areas of Coverage

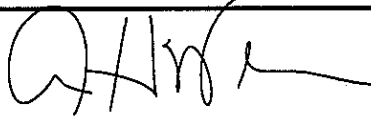
**List of Counties where Pre-ETS can be performed:**

Marshall, Panola, Calhoun, Coahoma, Tate, Lafayette, Grenada, Quitman, Yazoo, Copiah, LeFlore, Tunica,  
Washington, Sharkey, Holmes, Tallahatchie, Yalobusha, Sunflower, and/or Bolivar Counties

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Company Name: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

Signature and Date:



9/19/25

ASEELAH HARRISON-WILLIAMS, PRESIDENT/CEO

Name and Title:



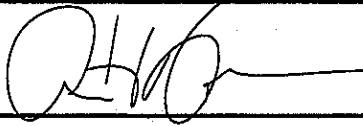
## ATTACHMENT G

### Additional Data

CDTI, LLC is contracted with the American Dream Employment Network of the National Disability Institute to provide ticket-to-work and benefits counseling services and supports to social security beneficiaries.

Company Name: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

Signature and Date:



9/19/25

Name and Title: ASEELAH HARRISON-WILLIAMS, PRESIDENT/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:**

  X   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: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

Signature and Date:  9/19/25

Name and Title: ASEELAH HARRISON-WILLIAMS, PRESIDENT/CEO

## EXHIBIT D

### Statement of Qualifications

~~Contractor's proposal shall be detailed within this Exhibit.~~

The I-RISE Pre-Employment Transition Programming connects student participants to training and resources that help build successful lives and outcomes after high school. The purpose of our training courses is to deliver content, resources, and hands on experiences that are most likely to produce and improve positive post-secondary and career outcomes for students with disabilities. By participating, students experience practical and hands-on soft skills, work readiness, and work simulations as well learn of various resources that will aid in transitioning from high-school to the workforce or post-secondary programs. Programming involves multiple stakeholders such as employers, employment support agencies, benefit specialists, legal counsel, advocacy organizations, community resources, and representatives from community colleges, universities and career and technical schools.

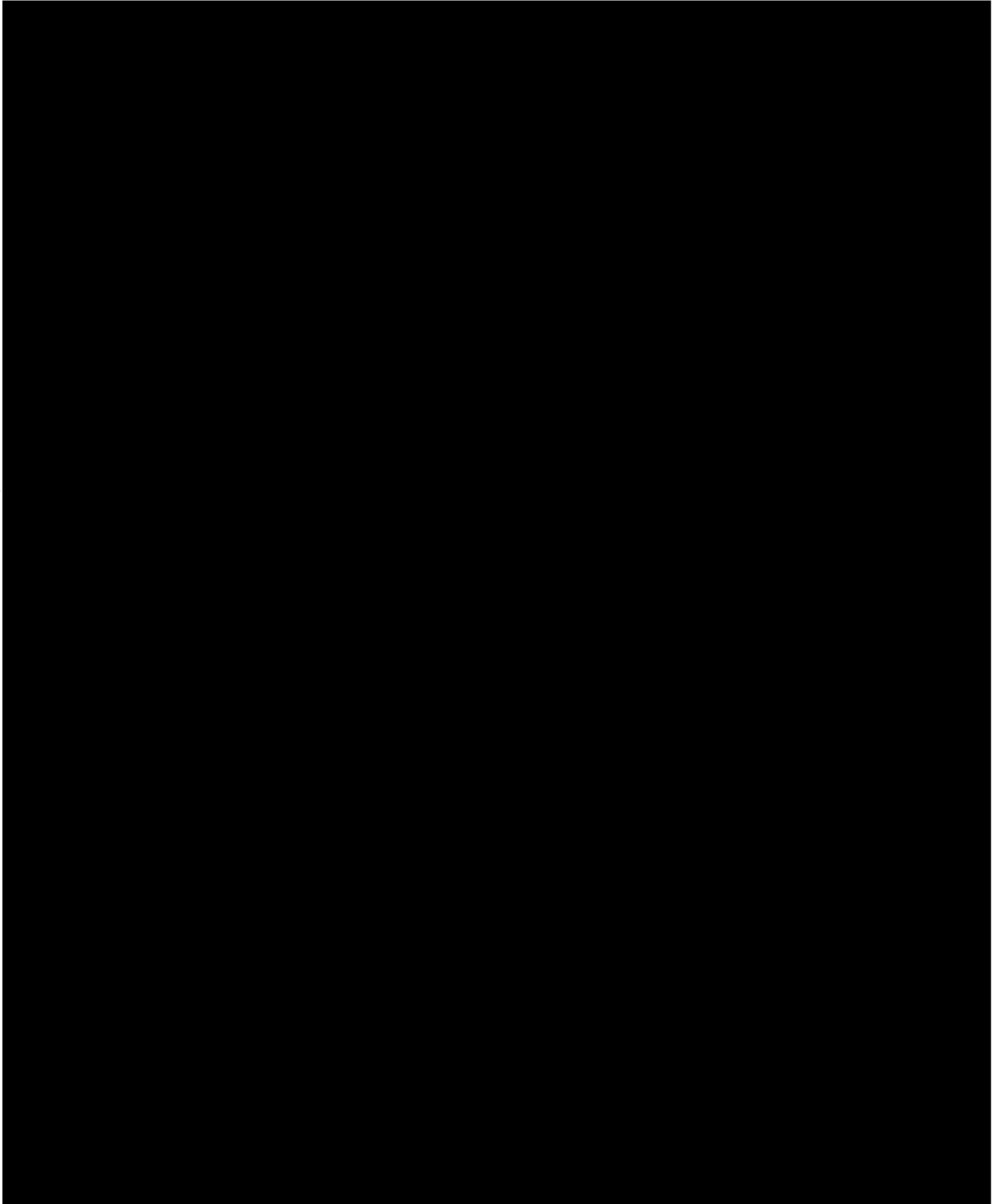
I-RISE pre-employment trainings include but are not limited to:

1. Career Exploration Workshops: Transition specialist and consultants conduct engaging, practical, and hands-on workshops aimed at introducing students to a spectrum of career possibilities. Through interactive sessions, students explore various industries, job roles, and career pathways, fostering informed decision-making regarding their future endeavors.
2. Work Readiness Training: We offer comprehensive training sessions that equip students with crucial job readiness skills.  
Topics covered include resume building, interview preparation, communication skills enhancement, soft-skills and workplace etiquette.
3. Self-Advocacy Workshops: Our training specialists, consultants and stakeholders facilitate workshops focusing on empowering students to advocate for themselves effectively. This includes fostering self-awareness, understanding individual strengths, and developing strategies to navigate challenges in academic and professional settings.
4. Post-Secondary Education Planning: We provide guidance and support in navigating the complexities of post-secondary education. Stakeholders and consultants assist students in understanding college applications, financial aid options, and selecting suitable educational pathways aligned with their aspirations.
5. Work-Based Learning Experiences: Students experience practical work-based learning opportunities, paid work experiences, including work simulations, company and employer tours, job shadowing, and mentorship programs. These experiences offer invaluable insights into real-world work environments, enhancing students' understanding of various industries and career roles.

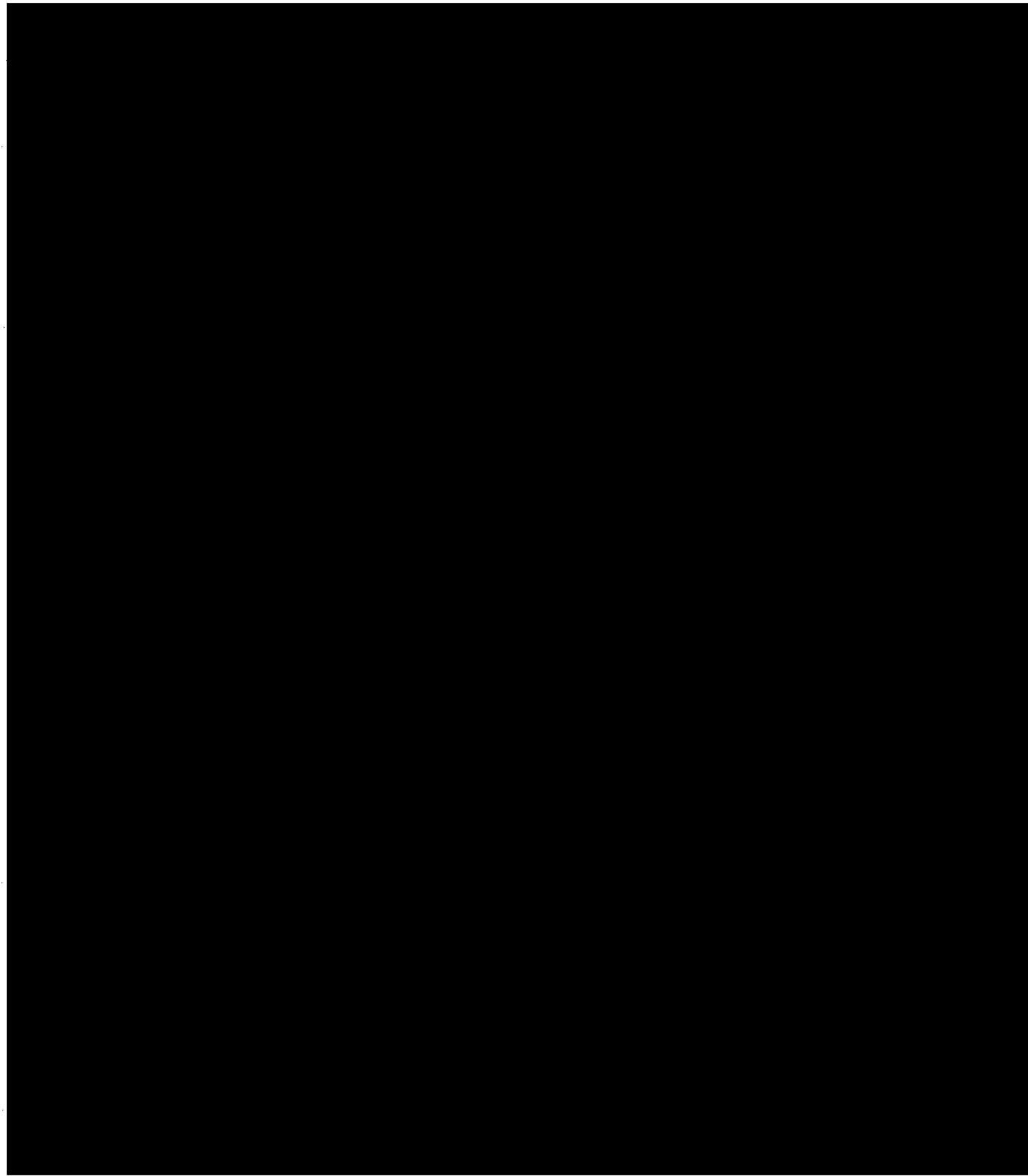
Other Potential Transition interest areas and themes that will be tailored to schools and communities:

- Identifying and reaching long-term career goals
- Assistance with college applications and test preparation
- Special services for students with disabilities at colleges
- Training for families and youth looking for adult living options
- Coordination with other families and youth looking for adult living options
- Financial issues including social security, financial aid, scholarships
- Benefits planning for SSI recipients
- Information from training and education organizations
- Information about legal issues such as guardianship

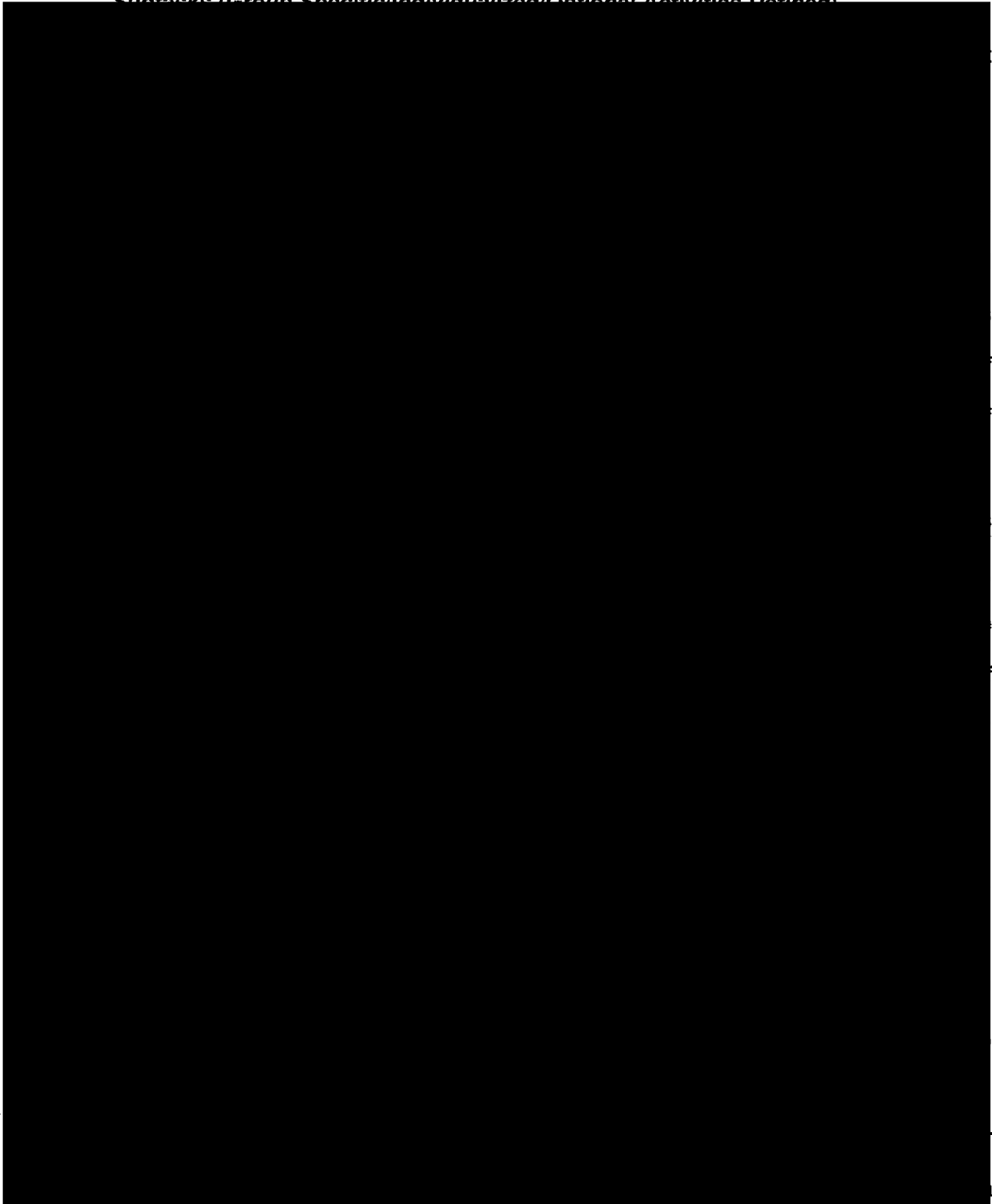
**Proposal: Describe in detail how the service will be provided; (Marked);**



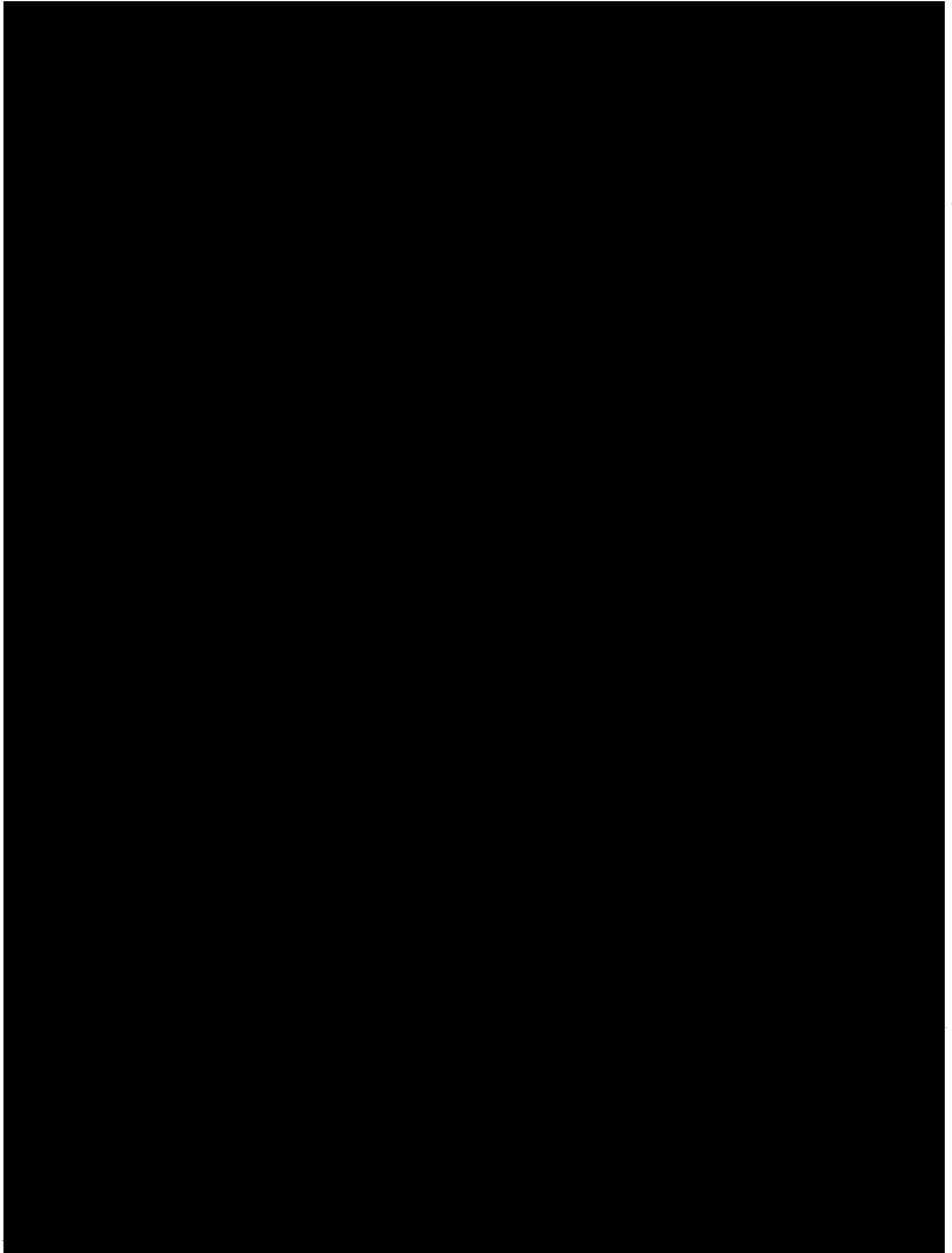
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**Subtasks (Group Specific/Individualized/Optional Activities Defined)**

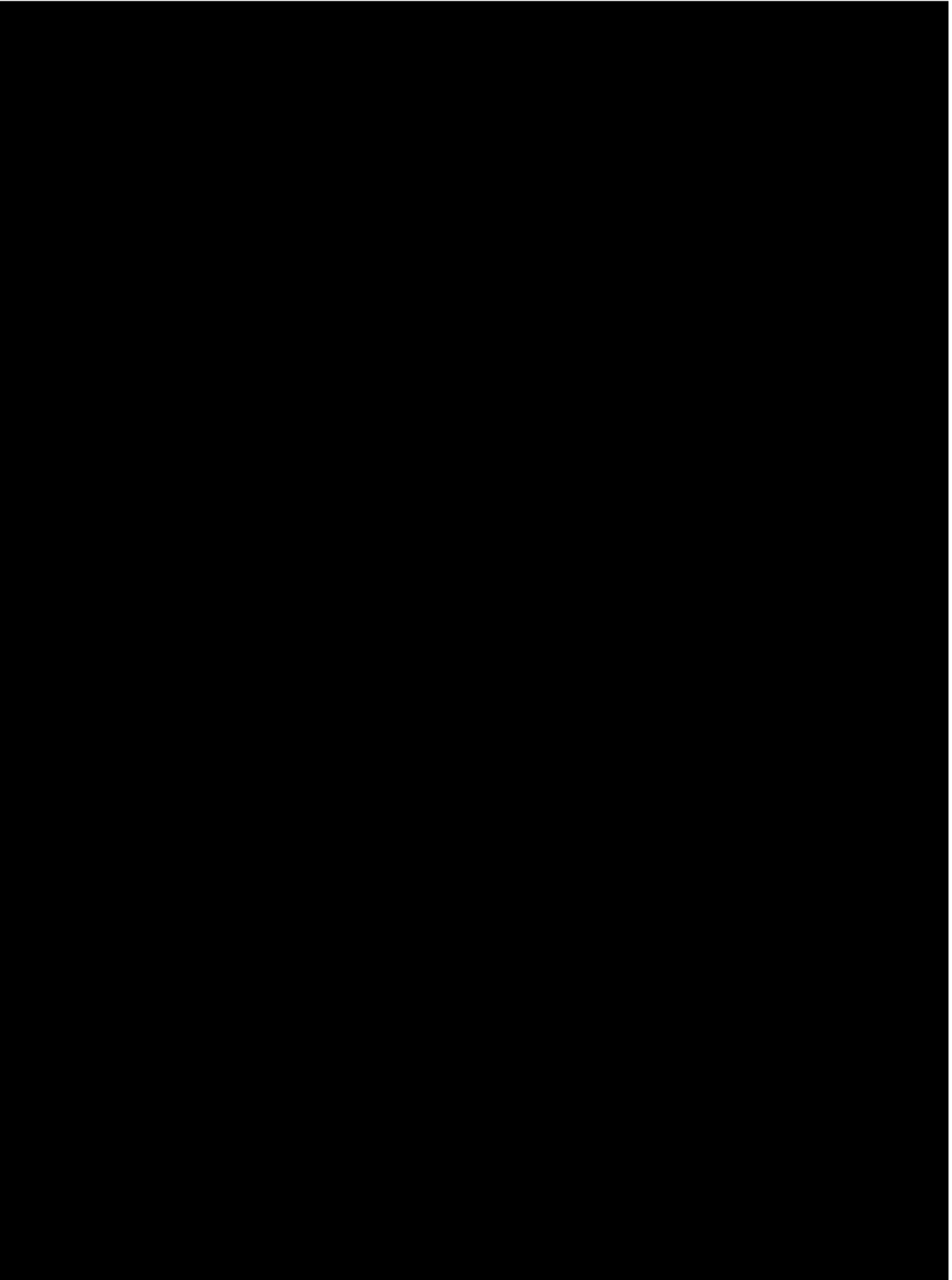


particular career area or job.



*Proprietary Information*





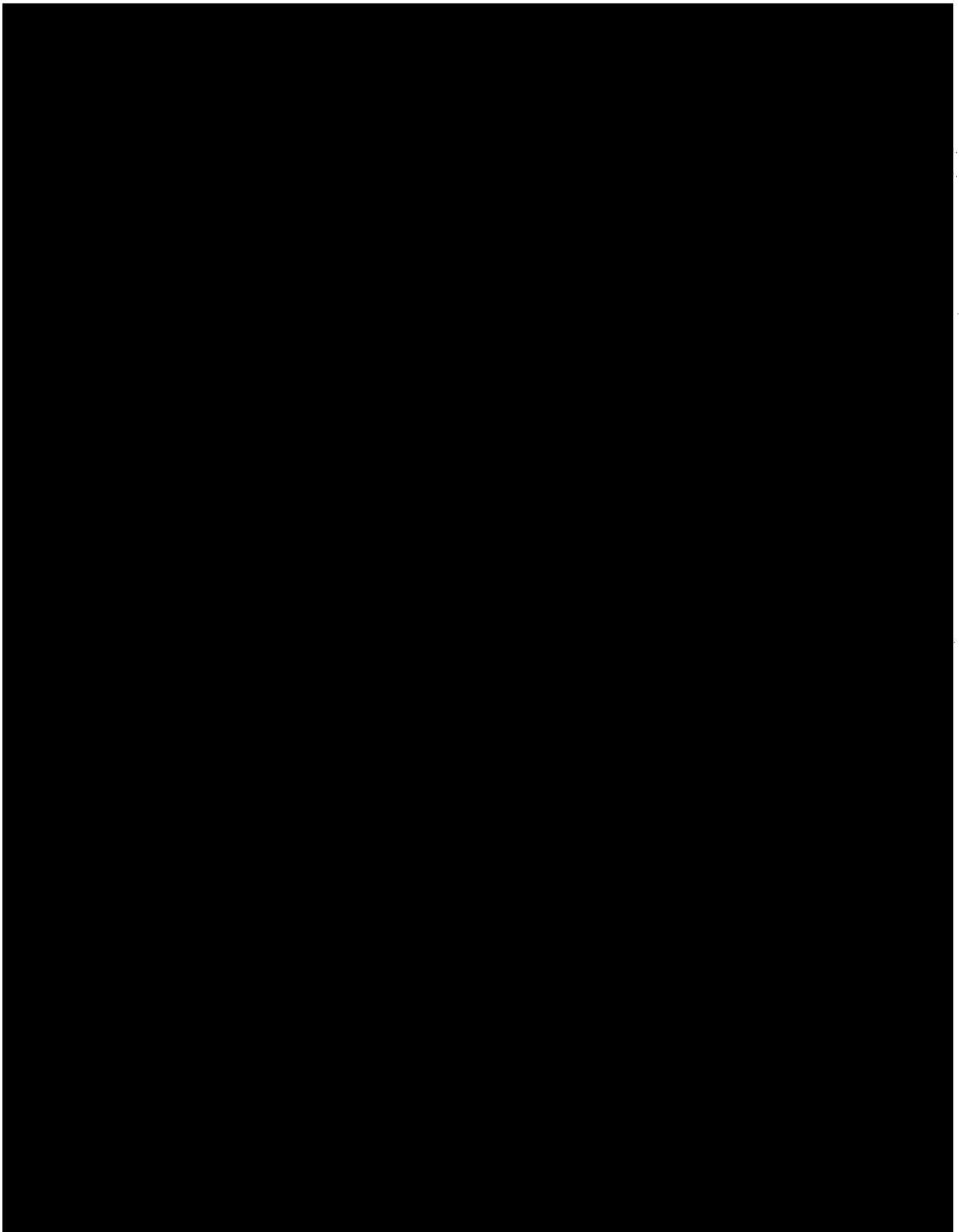
## **Attachment D**

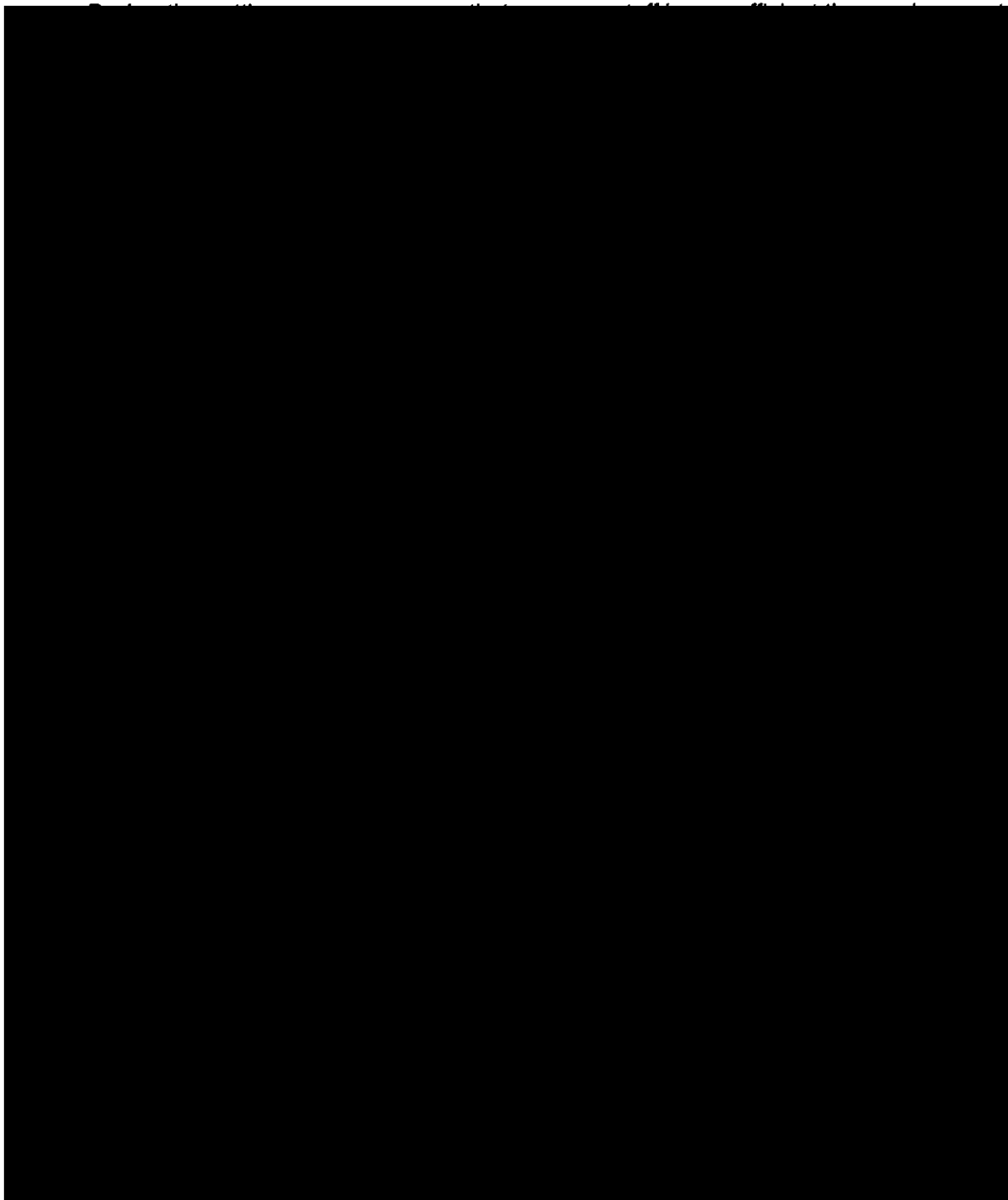
### **Company Questionnaire**

**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.**



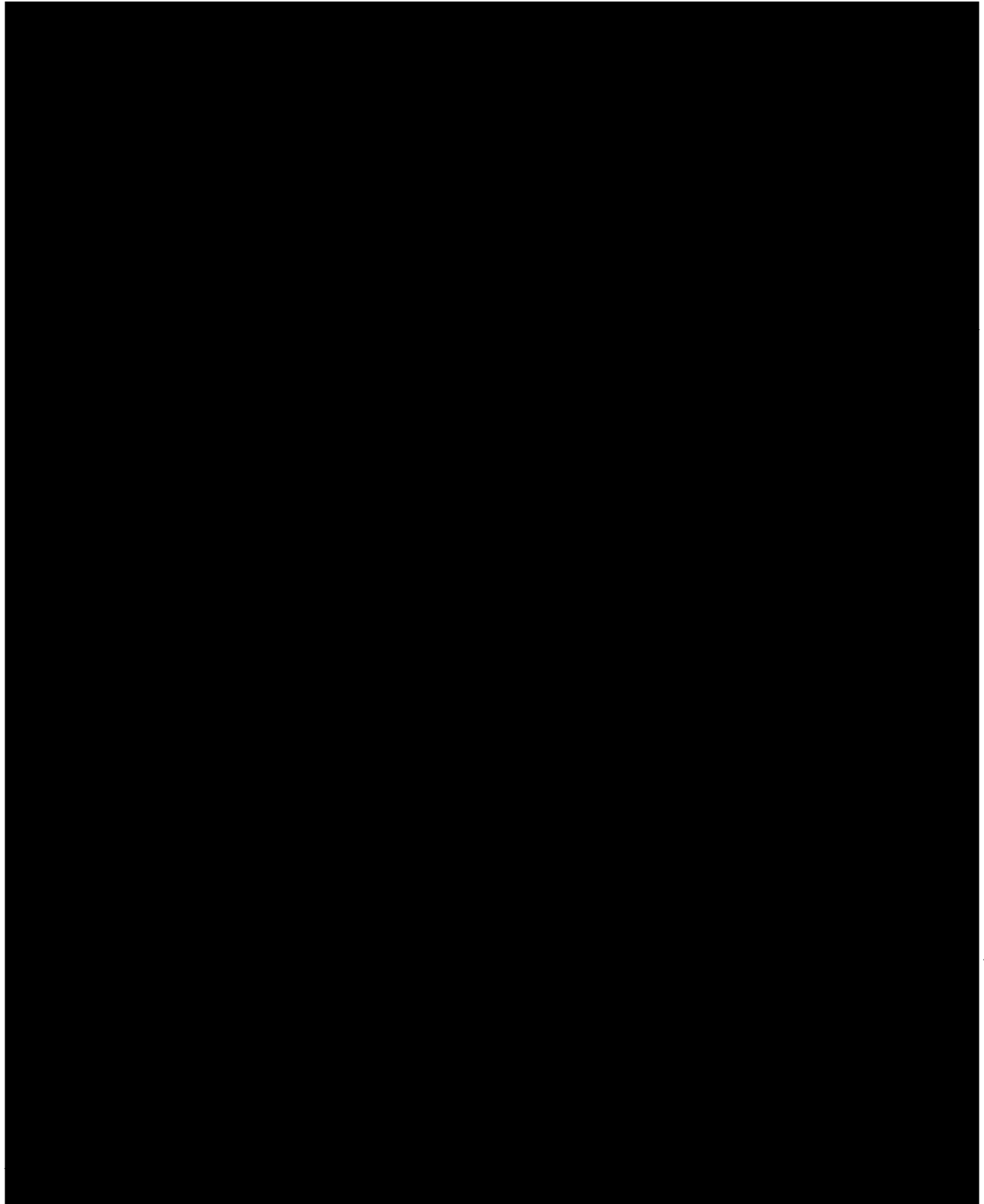
The respondent has contractual agreements with the Mississippi Department of Rehabilitation





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## Curriculum Outline

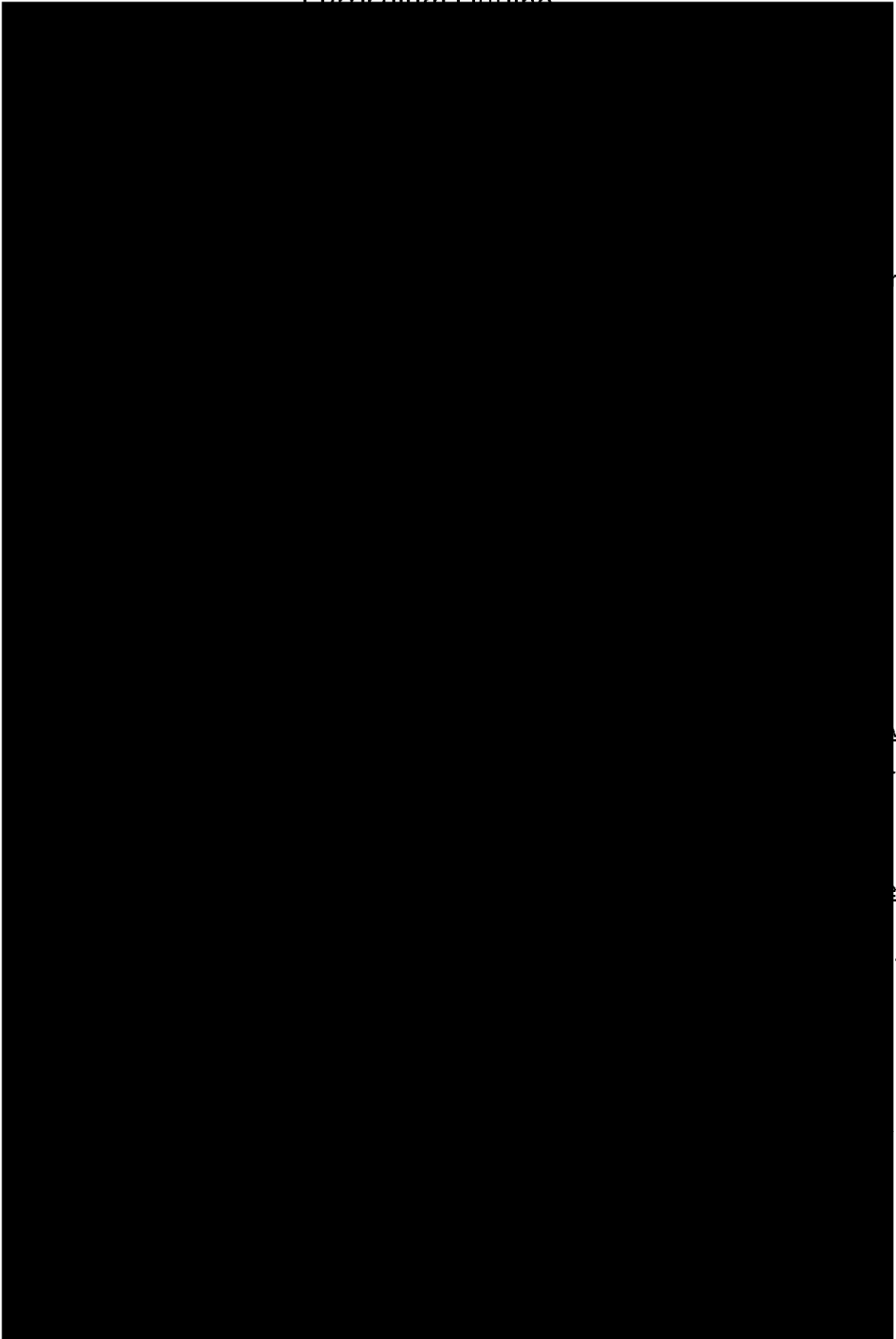


# Curriculum Outline

## Unit 2: Knowing Thy Self & Exploring Careers (*Career Exploration*)

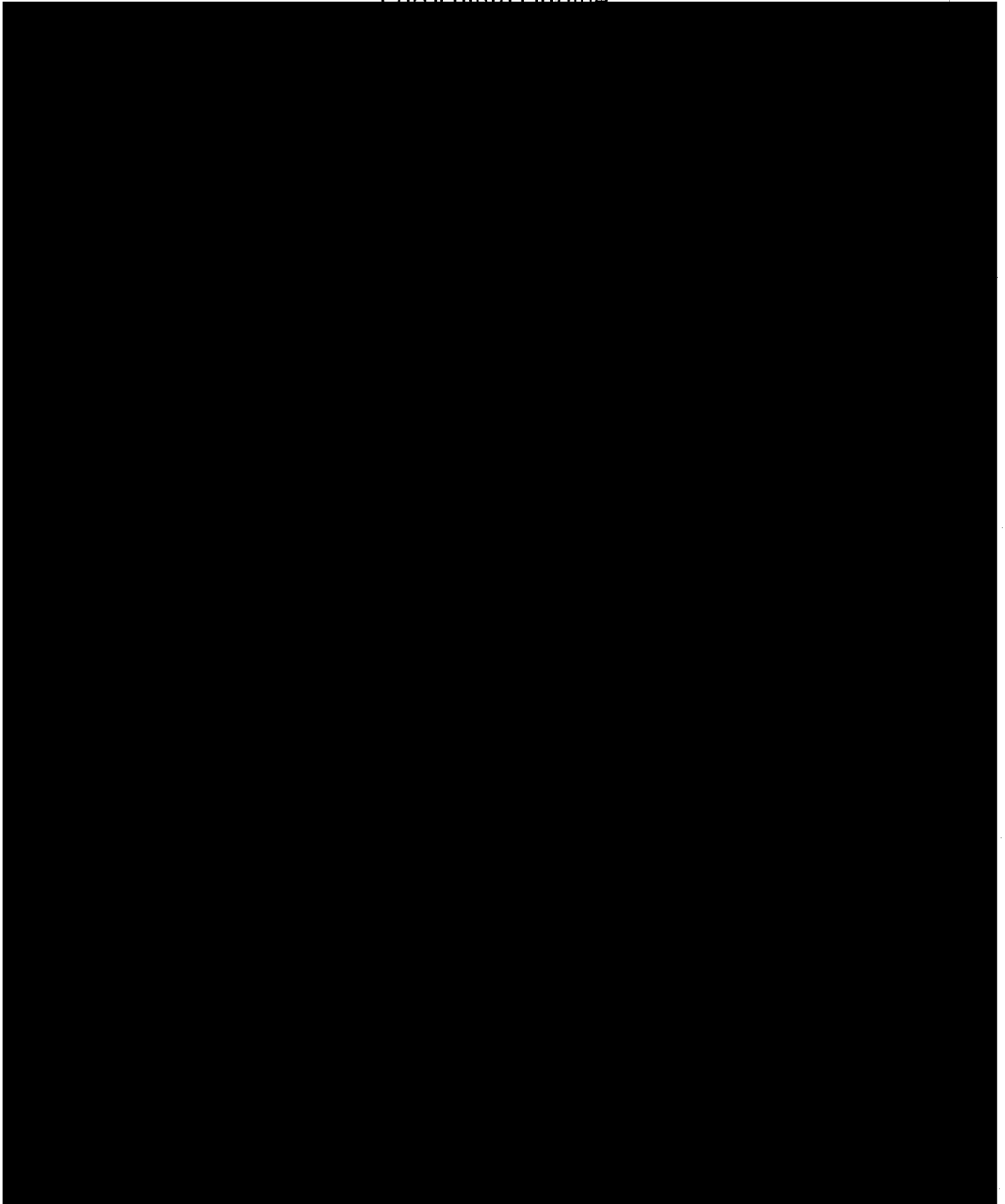


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[https://www.merck.com/planning/5/105.html#1/](#)

## Curriculum Outline





# Curriculum Outline

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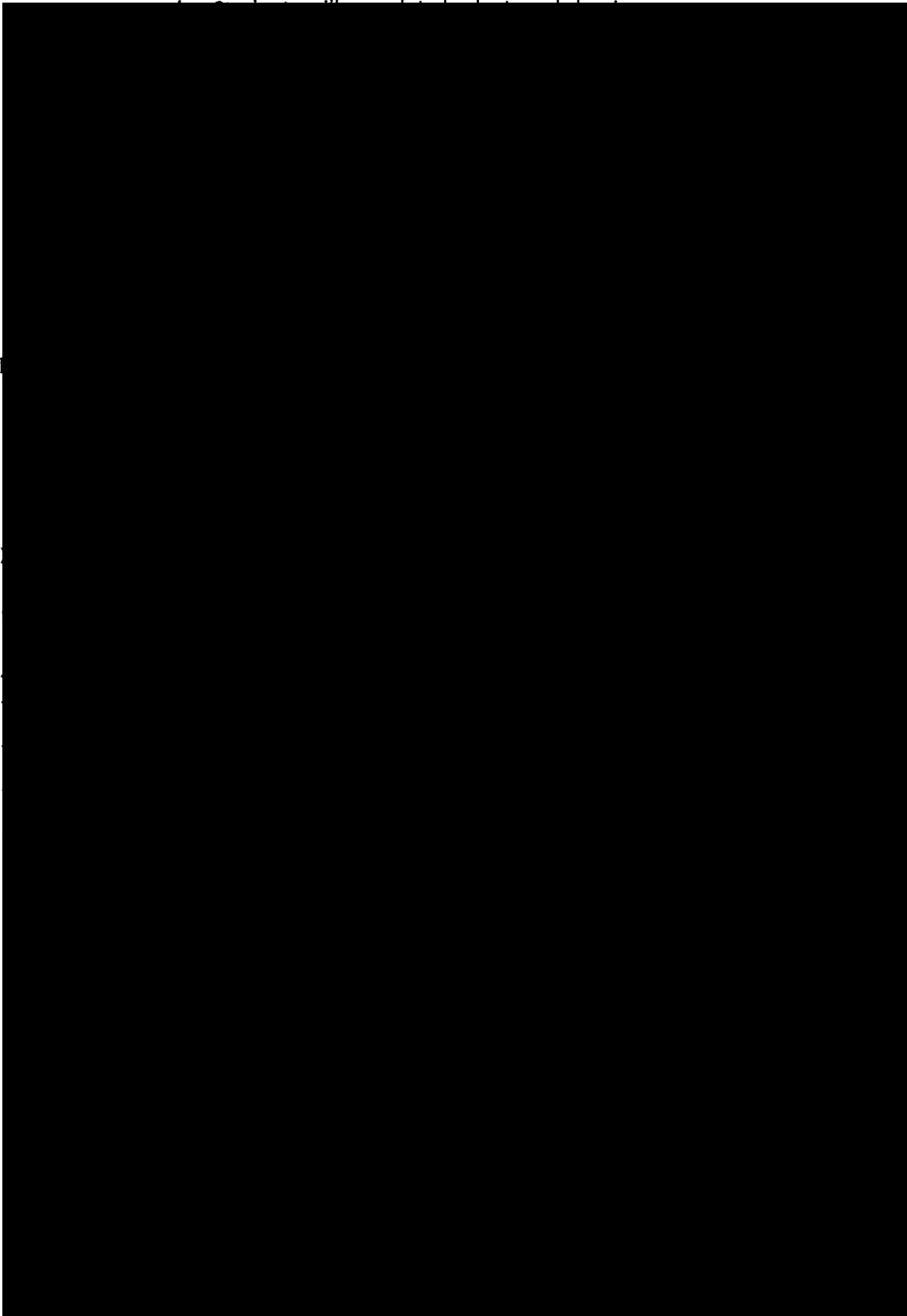
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<https://www.youtube.com/watch?v=55C1A02H1g8>

# Curriculum Outline



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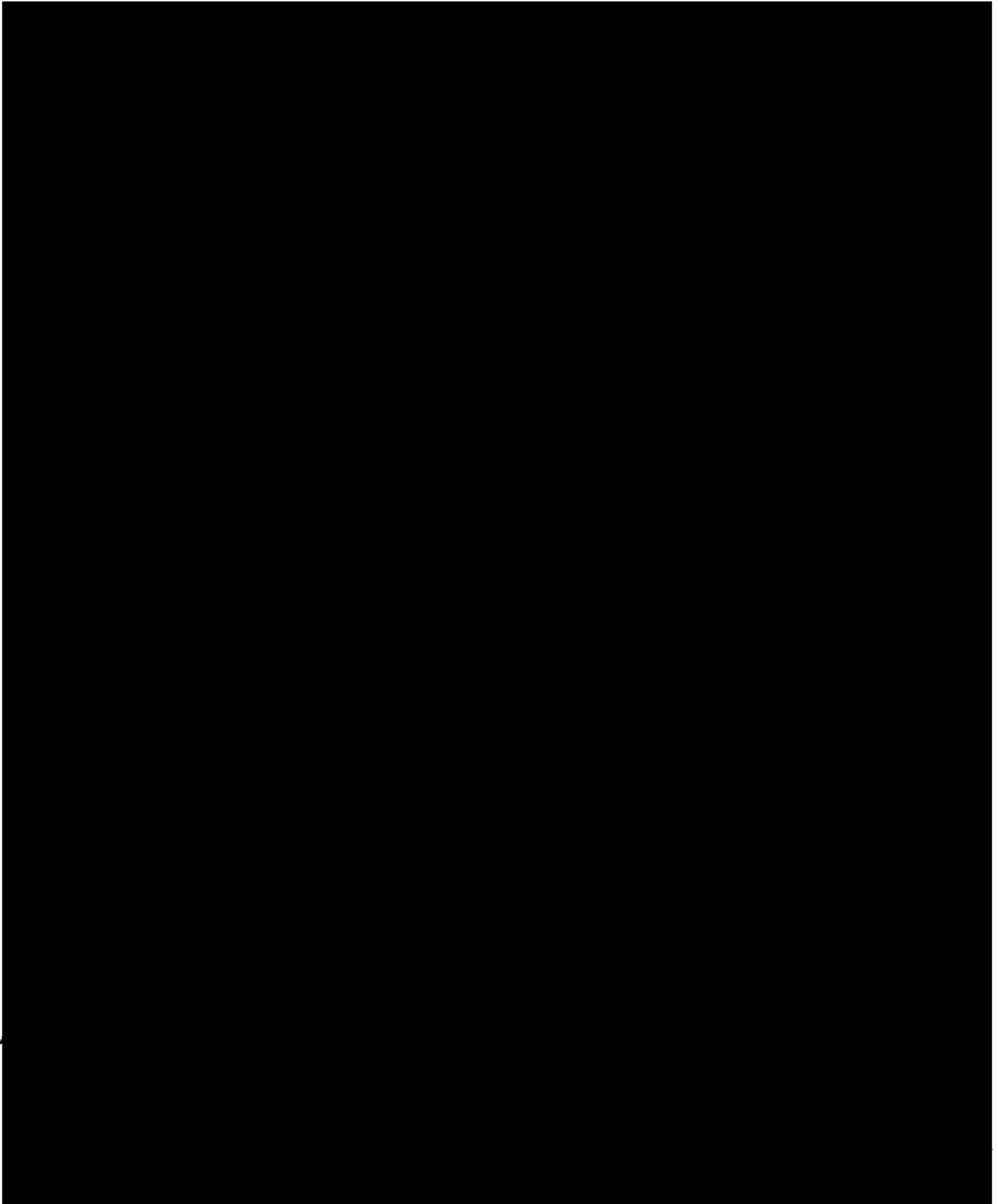
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## Curriculum Outline

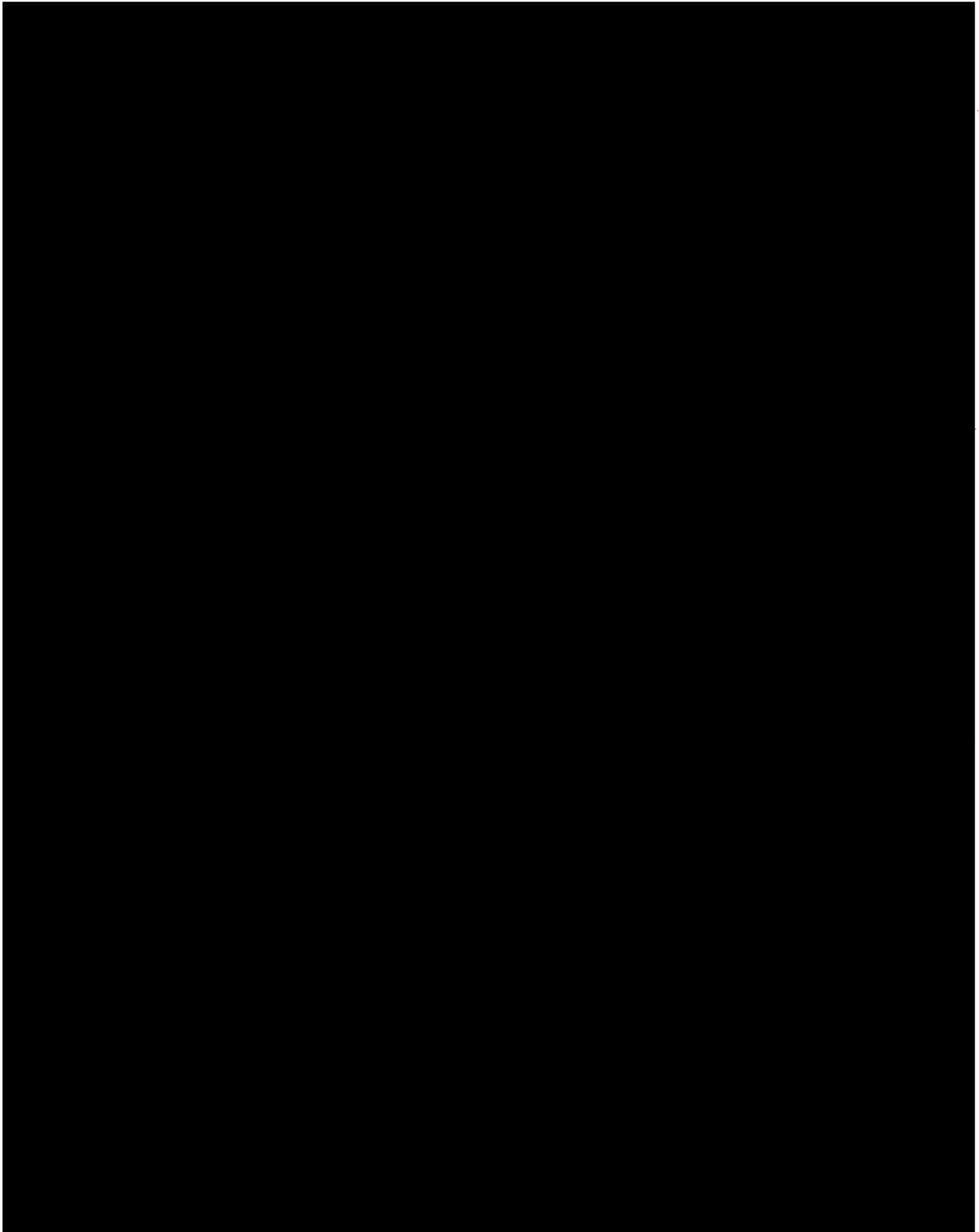
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Topic 9: Building a Network/References

## Curriculum Outline



## Curriculum Outline



## Curriculum Outline

V.

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# Curriculum Outline

## **OPTIONAL- Short-term Programming/Services**

### **Unit 7: What's Next?-Networking, Development, Transition, & Experiences**

- I. Students will gain exposure to community resources by participating in the following activities (*VR counselor & school's choice*):
  - a. **Tours/Field Trip** - Job fairs, Job shadowing, Workplace tours, College/Post-secondary/vo-tech tours, Volunteer Opportunities, (Staff will coordinate all tours/speaking engagements)

#### **Potential Field Trip Options :** (this list will continue to develop)

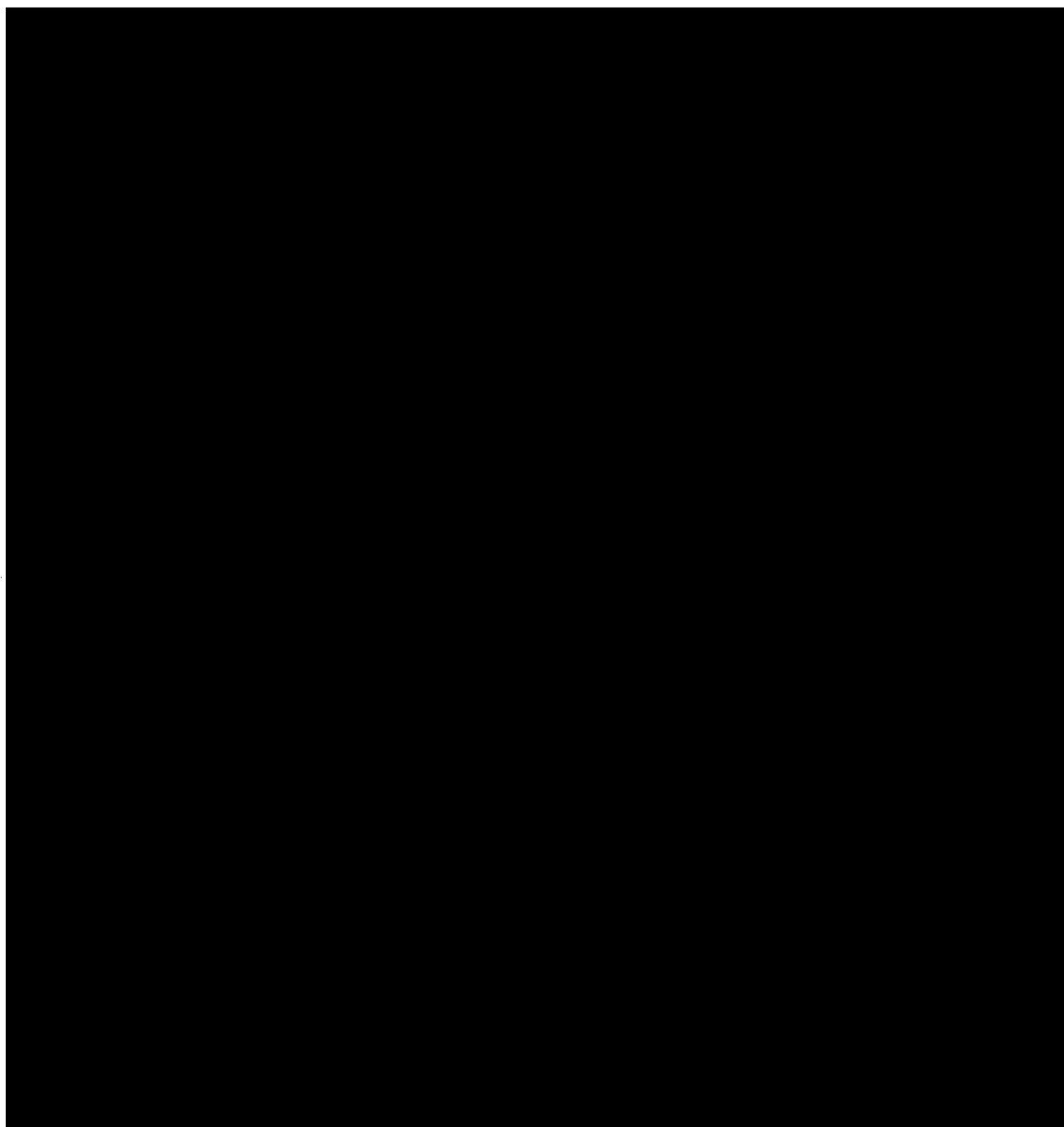
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|---|--|
| <input type="checkbox"/> Crosstown Concourse- Memphis, TN     | <input type="checkbox"/> Bosch, West Memphis, AR             |
| <input type="checkbox"/> Bass Pro, Memphis, TN                | <input type="checkbox"/> MS Workforce/Job Ctr, Byhalia, MS   |
| <input type="checkbox"/> Northwest Community College          | <input type="checkbox"/> Metal Museum- Memphis, TN           |
| <input type="checkbox"/> Nike, Holly Springs, MS              | <input type="checkbox"/> Various Job & Career Fairs, MS & TN |
| <input type="checkbox"/> McKesson, Olive Branch, MS           | <input type="checkbox"/> University of Memphis- Memphis, TN  |
| <input type="checkbox"/> Bluff City Soap, Olive Branch, MS    | <input type="checkbox"/> Ardaugh Group, Olive Branch, MS     |
| <input type="checkbox"/> Magnolia Soap & Bath, New Albany, MS | <input type="checkbox"/> WREG News, Memphis, TN              |

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## Curriculum Outline





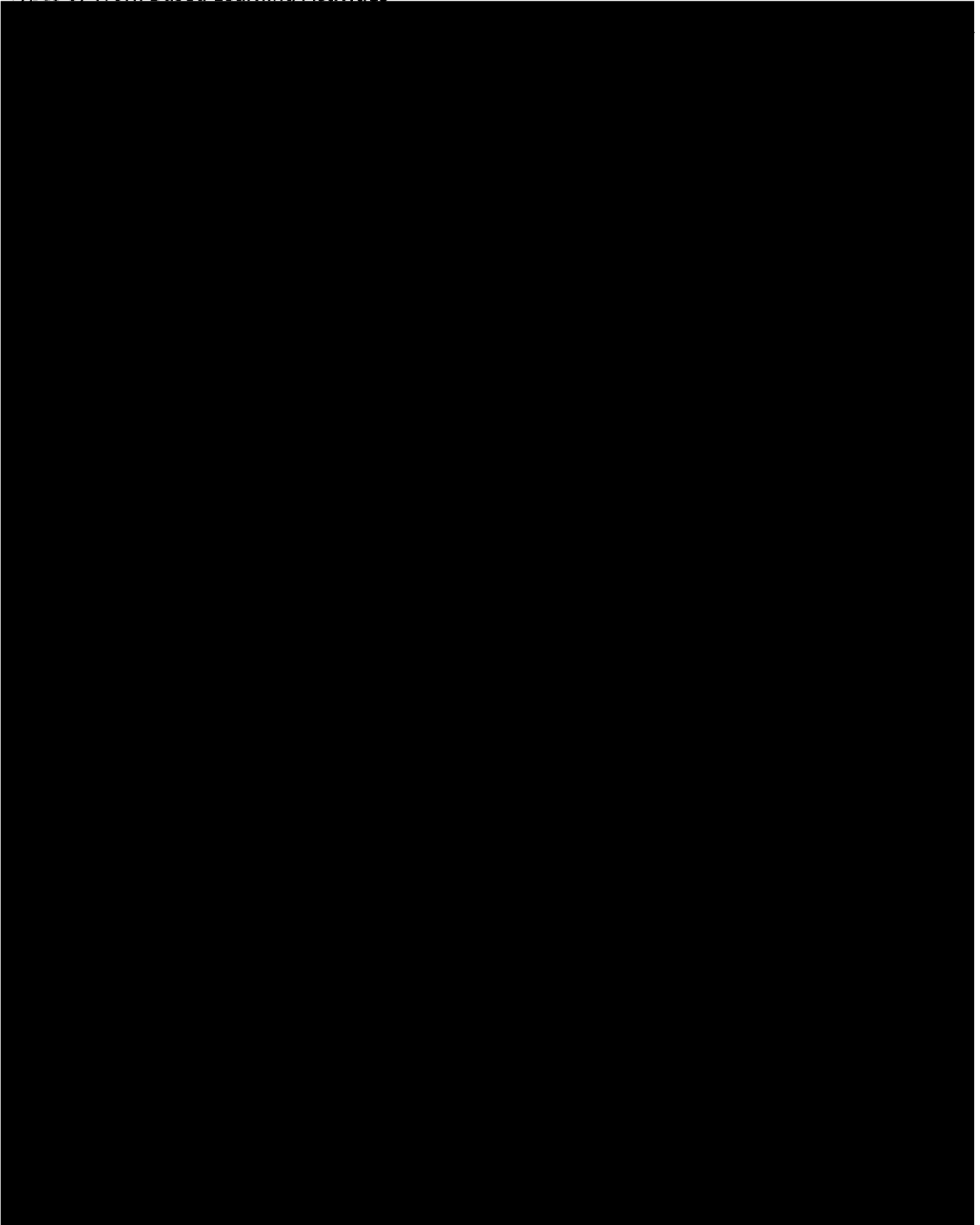
## Curriculum Outline

V. *Student/Employer Orientation:* Employers and students will

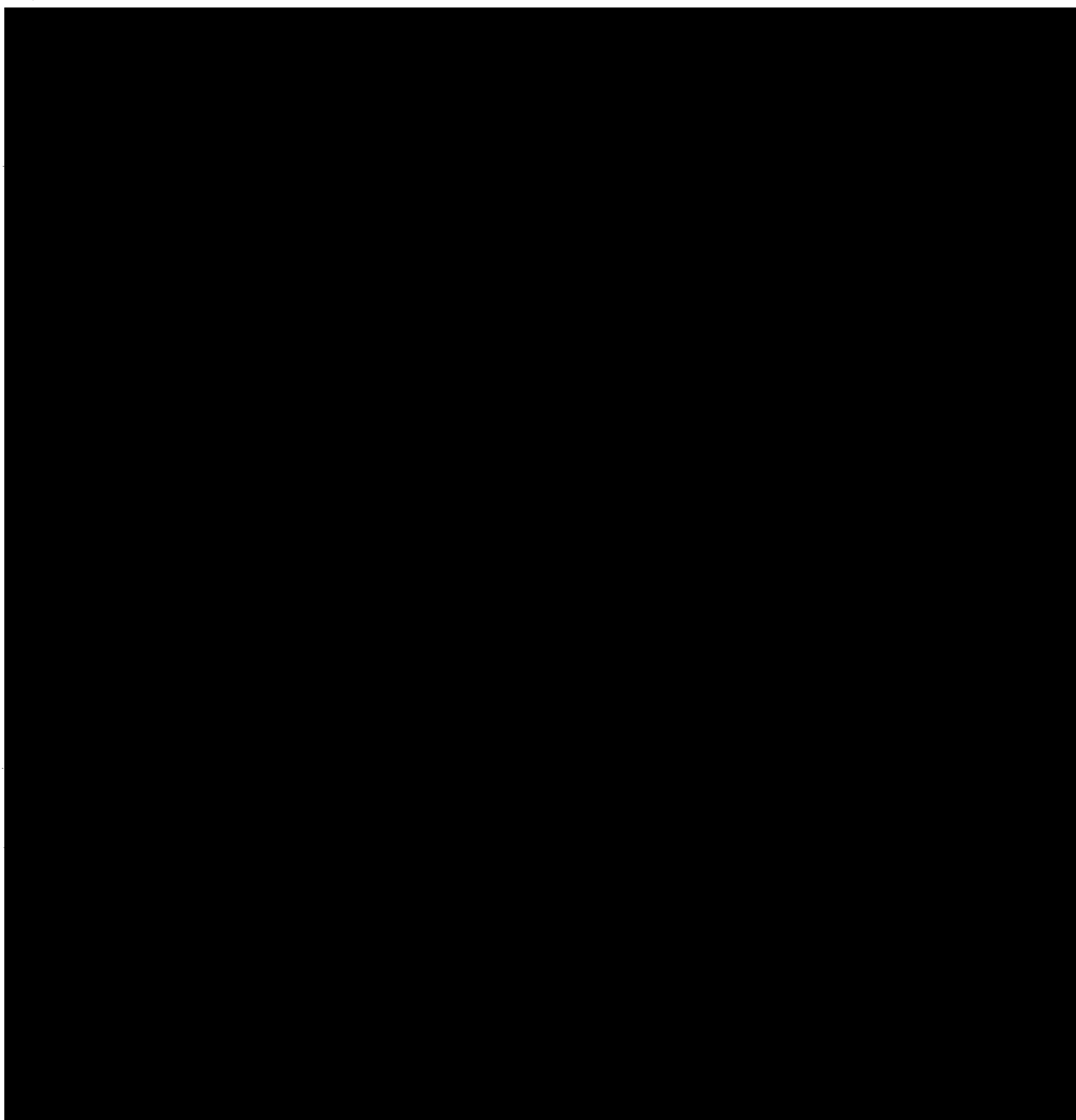


# Curriculum Outline

## *Types of Work-Based Learning Activities*

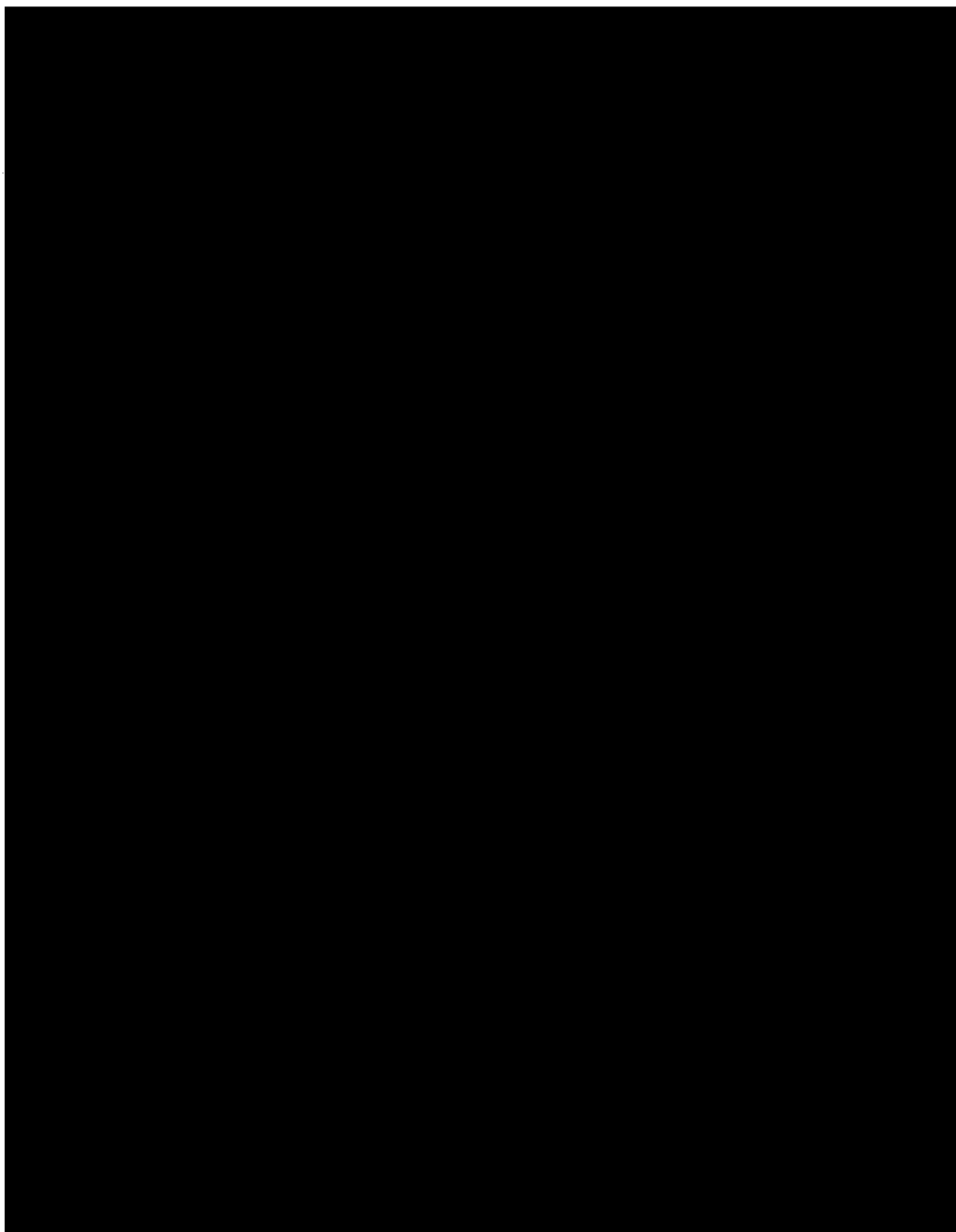


## Curriculum Outline



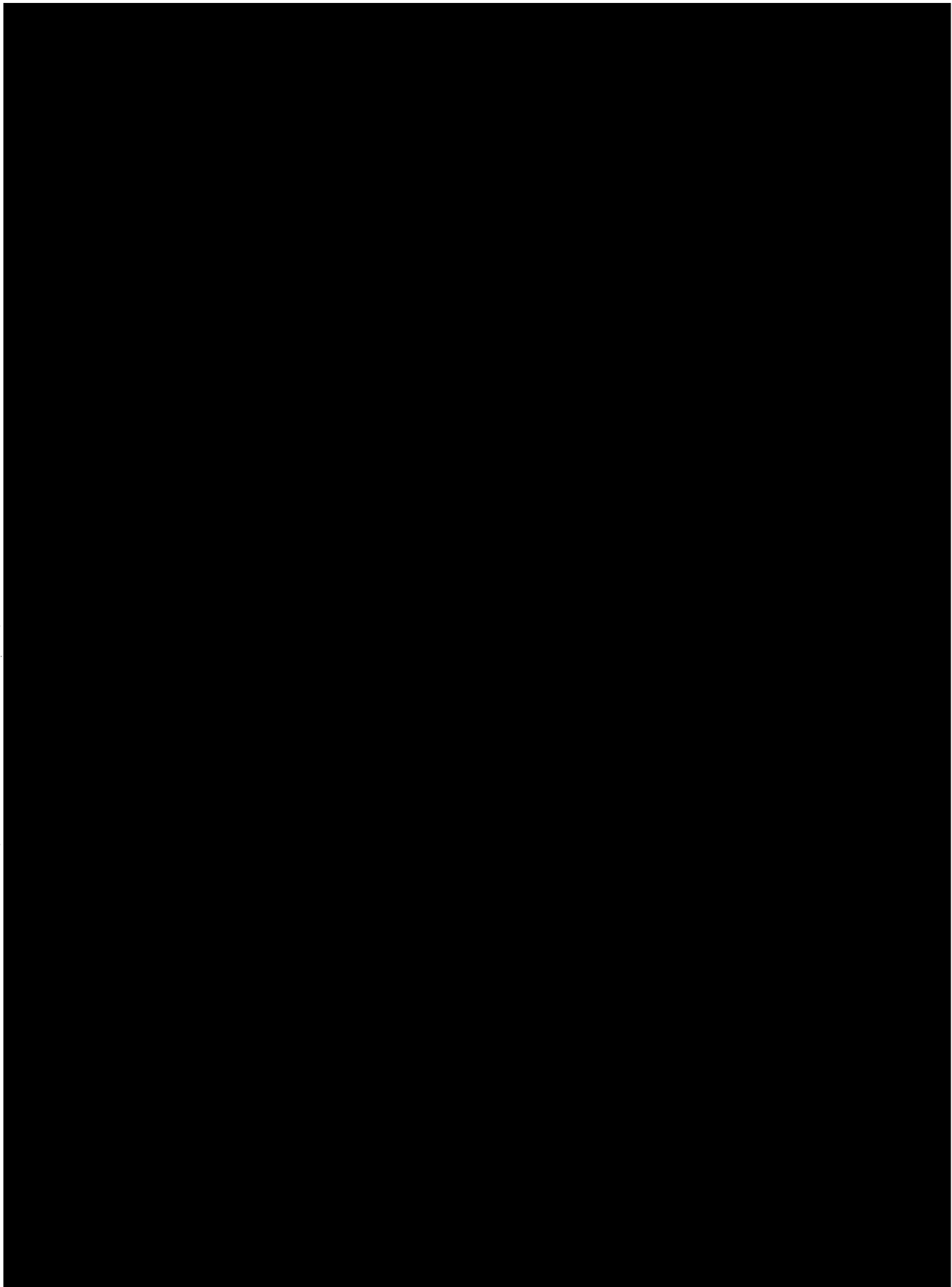
## Curriculum Outline

### *Additional Resources- Quick reference links*



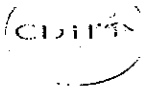
Soft Skills Worksheets, activities, lesson plans and handouts

## Curriculum Outline



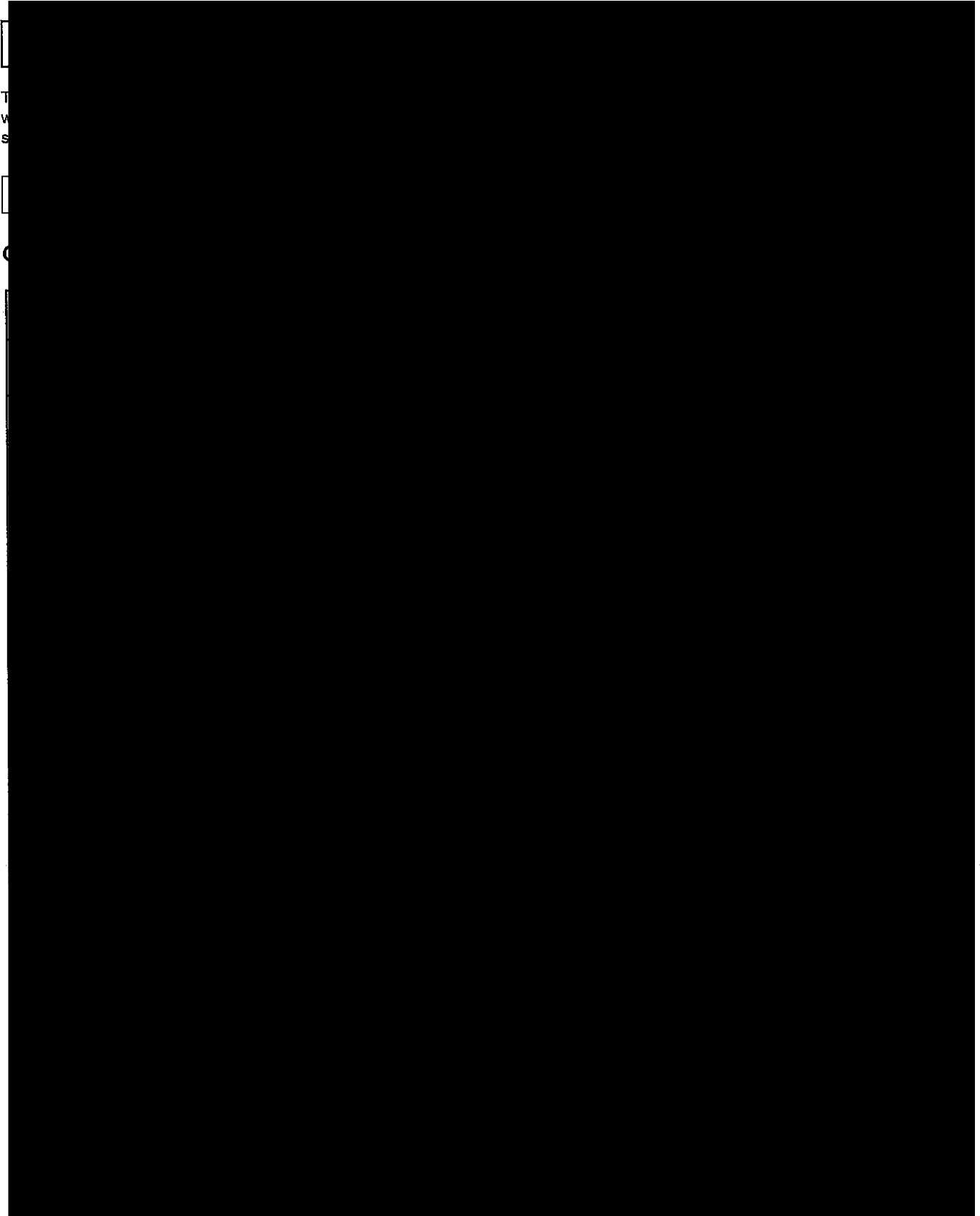
## Curriculum Outline



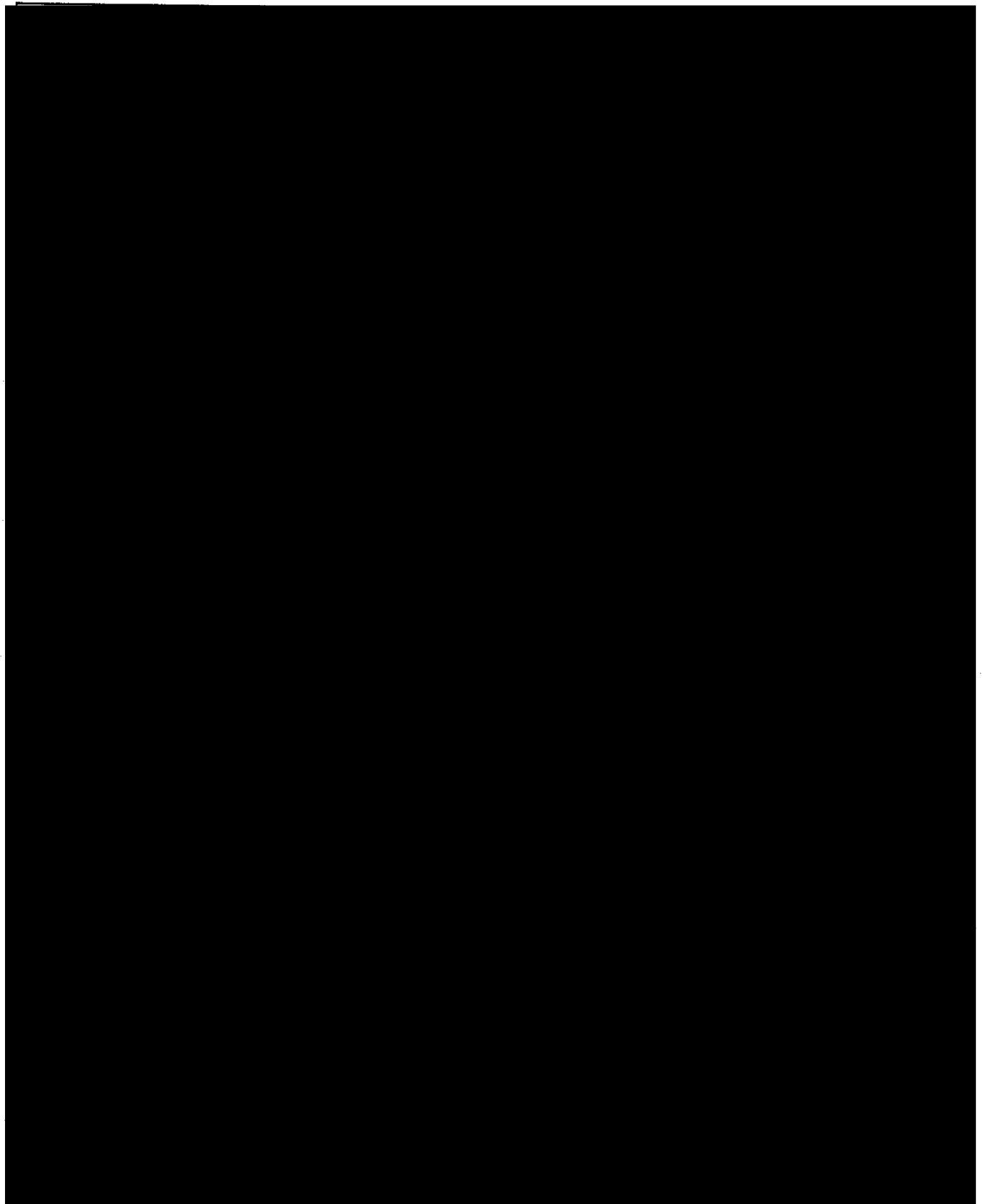


## Pre-ETS Pre & Post Assessment

CDTI, LLC 2025-26



## Pre & Post Assessment



Following graduation, the student is interested in assistance with : ☐ Training ☐ Employment

  
\_\_\_\_\_  
Provider

\_\_\_\_\_  
Date



# CURRICULUM VITAE

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of

**Aseelah N. Harrison Williams, MS, CRC, CCM, CDF, CEAS I**  
CEO/Certified Rehabilitation Counselor/Certified Case Manager/  
Vocational Consultant/ Ergonomist/ Work Incentive Benefits Specialist

## Professional Summary:

Experienced Senior Rehabilitation Case Manager, CEO, President of Operations, and Workplace Accommodations Consultant providing services to injured workers and individuals with disabilities. In-depth knowledge of casework methodology and techniques of rehabilitation counseling, soft-skills development, benefits counseling, project management, curriculum development, community engagement, ADA accommodations, and soft-skills, work readiness & work-based learning training. Versatile, goal-oriented manager and business owner with 10 years of experience supporting the strategic direction of large-scale programs, policy development, program planning and development, setting budgets, managing multiple contracts, hiring, and managing staff, and managing risks while achieving overall company goals and exceeding customer expectations. Manages budgets efficiently, and implements policies and procedures as required to produce positive outcomes. Demonstrates success in developing projects, strategic planning, and managing a high-volume caseload by utilizing strong organizational and time management skills.

## EXPERIENCE:

2015-present

Career Development and Training Inst., LLC – West Memphis, AR  
**CEO/President/Vocational Expert/SSA Benefits Specialist**

Oversees and coordinates state community rehabilitation contracts, the Social Security Administration's Ticket-to-work program, and the Pre-employment transition programs in two states. Recruits, hires, trains, and manages transition and employment placement specialists. Develops learning curriculums and coordinates youth transition fairs. Establishes and maintains contracts with secondary institutions and partnerships with community agencies and partners. Conducts vocational assessments and provides vocational services including work readiness, self-advocacy, life skills, placement, job retention, and supportive services to opportunity youth and individuals with disabilities. Develops company policies and programs. Manages payroll and budgets. Develops partnerships with businesses and job opportunities for consumers. Provides assessments, evaluations, job placement, supported employment, and job stabilization services. Assists SSA beneficiaries with transitioning back into labor market. Identifies transferrable skills. Provides benefits counseling and other supportive services to assist beneficiaries with obtaining and maintaining employment. Provides advocacy services for workers and students seeking accommodations. Vocational expert testimony.

2019-

Standard Insurance/Genex Services/Mitchell International, Memphis, TN  
**Subcontractor/WWP Possibilities Consultant**

Workplace Possibilities Consultant with Standard Insurance. Provides case management services to injured workers. Coordinates the RTW and STW program for a local large municipal client.

Performs ergonomic assessments and training for workers with medical issues in various workplace settings. Provide ergo recommendations and assists with implementing accommodations and modifications in the workplace. Conducts job analysis and identification of critical demands and RTW services for workers on short-term/long-term disability.

2016-2019

Genex Services, LLC-Memphis, Tennessee

**Certified Medical-Voc. Case Manager/Ergonomic Specialist**

Coordinated and implemented the vocational training or retraining necessary to return the claimant to the workplace. Conducted transferable skills analysis, vocational testing/evaluation, ergonomic assessments, job analysis and job search activities. Coordinated claimant participation in medical services and other programs designed to prepare them for re-entry or sustainability in the workforce. Coordinated individual's vocational training program while maximizing cost containment by assisting the injured worker with transitioning back to work. Conducted vocational assessment, interviews, and tests to assist with formulation of vocational goals. Coordinated with physicians and therapists to conduct medical and functional assessments to identify physical and mental capabilities. Identified and counseled injured workers on vocational alternatives and implementation of accommodations and modifications to improve or maintain productivity. Assisted employers with implementing modifications and accommodations of job duties and workstations. Provided job search skills training. Coordinated the injured worker's appointments and arranges and/or personally escort them to the appointments. Provided ongoing follow-up after successful placement. Prepared detailed evaluation reports and case notes documenting each phase of activities. Workplace Possibilities Consultant with Standard Insurance. Prepared and presented physician panel's reports to the city's retirement board.

2010-2016

Arkansas Rehabilitation Services- West Memphis, Arkansas

**Certified Rehabilitation Vocational Counselor/Manager in Training**

Conducted intake evaluations and assessments. Developed individualized plans. Identified community referral resources and developed cooperative relationships. Monitored the on-going provision of services. Coordinated and implemented vocational training or retraining programs necessary to retain or return consumers to the workplace. Worked with physicians and therapists to conduct medical and functional assessments to identify physical and mental capabilities. Identified and counsel the injured worker on vocational alternatives. Assisted employers with implementing modifications and accommodations of job duties and workstations. Provided job search skills training. Established on-the job training programs. Supervised other counselors. Coordinated transition fairs.

2007-2009

Central Mississippi Tax Consultants- Jackson, Mississippi,

**Office Manager/Tax Preparer**

Coordinated office procedures and functions. Trained new employees. Prepared taxes for small businesses and individuals. Provided customer service and managed three employees. Resolved complaints. Scheduled employees.

2005- 2008

Willow Creek Nursing & Rehabilitation Ctr.- Byram, Mississippi

**Director of Activities/Community Liaison**

Performed intake and functional assessments. Developed and coordinated care plans. Updated care plans periodically and recorded progress. Documented all case management activities. Provided recommendations regarding durable equipment and AT needs of residents. Coordinated daily residential schedules and individualized residential and transitional care plans according to

evaluations and functional capabilities. Coordinated special events and relationships with community providers. Marketed the program. Managed budget. Established Alzheimer's community support group. Managed volunteer recruitment and retention program. Applied for mini grants for purchases of low tech AT devices.

- 2004-2005      Greenwell Springs Hospital REAP/LRS- Greenwell Springs, Louisiana  
**Vocational Evaluator, Intern**  
Evaluated and summarized medical history and functional capabilities gathered from interviews, observations, and medical records. Conducted AT assessments, installations and training for individuals with disabilities. Administered and interpreted aptitude and interest tests. Prepared individualized vocational assessment reports and recommendations.
- 2004            Community Opportunities of East Ascension- Gonzales, Louisiana  
**Quality Improvement Program Evaluator, Intern**
- 2003-2004      Quality Education for Minorities/NIH- Washington, DC, Funded by NIH  
**Health Focused /HIV/AIDS Educator, Intern**

#### **EDUCATION:**

- 2022            Cornel University School of Industrial & Labor Relations, **Youth Work Incentive Practitioner**, Institute on Employment and Disability Online Training
- 2022            Cornel University School of Industrial & Labor Relations, **Veteran's Incentive Practitioner**, Institute on Employment and Disability Online Training
- 2019-20        Cornel University School of Industrial & Labor Relations, **Work Incentive Practitioner**, Institute on Employment and Disability Online Training
- 2015            The Back School of Atlanta, **Certified Ergonomist Assessment Specialist**, Little Rock, AR
- 2014            Arkansas Rehabilitation Services, **Job Coach Certification Program**, West Memphis, AR
- 2012            Arkansas Rehabilitation Services, **Completed 120-hour Career Development Facilitator Certification Program**, Little Rock, AR
- 2008-09        Hinds CC Nursing & Allied Ctr., **Nursing Courses**, Jackson, MS
- 2003-2007      Southern University A & M, **Master of Science in Rehabilitation Counseling with a specialty in Rehabilitation of Ethnic Minorities**, Baton Rouge, LA
- 2003-2004      U.S. Red Cross & HIV/AIDS Women's Health Inst. **HIV/AIDS Educator Certification Program**, Washington, DC
- 1999-2003      Tougaloo College, **Bachelor of Arts in Psychology**, Tougaloo, MS

#### **NATIONAL CERTIFICATIONS:**

- 2019            Work Incentive Practitioner Certification
- 2016            Certified Case Manager (CCM), Commission for Case Manager Certification

2015	Certified Ergonomics Assessment Specialist ( <b>CEAS I</b> )
2014	Job Coach Certification
2012	Certified Career Development Facilitator ( <b>CDF</b> ), National Career Development Association
2010	Certified Rehabilitation Counselor ( <b>CRC</b> ), certification number 00113499, Commission on Rehabilitation Counselor Certification

**PROFESSIONAL SERVICE & AFFILIATIONS:**

2019- Present	Founder, Board Member- The ARC of Eastern AR
2019-Present	Affiliate, American Dream Employment Network/National Disability Institute
2022-Present	Board Member, Memphis River Sharks
2020-Present	Affiliate/Partner, AR Workforce Services
2018-Present	Member, Marion Rotary Club
2018-Present	Member, West Memphis Chamber of Commerce
2016-2019	Member of the Mid-South Worker's Comp Association
2003-2016	Member of the National Rehabilitation Association
2006- 2007	Founder & Co-Facilitator of Alzheimer's Support Group, Byram, MS Chapter
2004	Health Advocate & Student of Goree Mission, Senegal, Africa
2004	Volunteer of Natl. Black HIV/AIDS & Awareness
2003-2006	President of Southern University Student Rehab. Association
2002-2005	Member of Mississippi Psychological Association

**RESEARCH/APPEARANCES:**

2016	Presented "Ergonomics in the Workplace", May, 2015. Kroger Manager's Meeting, Memphis, TN
2015	Presented "Rehabilitation Counseling and The Dynamics of Working in the Public Sector", February, 2015. University of Memphis, Memphis, TN
2014	Presented "Rehabilitation Counseling and The Dynamics of Working in the Public Sector", October, 2014. University of Memphis, Memphis, TN
2014	Coordinated and Hosted "Unveiling the Mask just Boo..cause! ...Dispelling myths & increasing awareness of disABILITIES". October, 2014, West Memphis, AR
2013	Presented "Inside the Profession of Rehabilitation Counseling", December, 2013. University of Memphis, Memphis, TN

- 2007            Presented Self-Reported HIV/AIDS Risks of Undergraduate African America Females with Disabilities: A University Study, May, 2007. Southern University A&M College, Baton Rouge, LA.
- 2004-2006      Researched Self-Reported HIV/AIDS Risks of Undergraduate African America Females with Disabilities: A University Study. Southern University A&M College, Baton Rouge, LA.
- 2005            Featured in "International Endeavors", May 2005. Southern University REHABNEWS Newsletter.
- 2003            Presented "It's Contagious"-Spreading Advice & Valuable Education about HIV/AIDS, July, 2003. Quality Education of Minorities Funded by NIH, Washington, DC.
- 2003            Researched & Presented "An Analysis of Television Violence on Explicit Memory", May, 2003. Student Research Symposium. Tougaloo College, Tougaloo, MS
- 2003            Featured in "Honor Students Making Stellar Achievements, May 2003. Tougaloo News Magazine Tougaloo, MS.
- 2003            Featured in "An Eaglet Takes Flight", May, 2003. Tougaloo College Informational Newsletter

**HONORS/AWARDS:**

- 2020            Women's Foundation of Arkansas, Special Recognition, Grant Winner
- 2007            MS Health Care Association, Special Recognition
- 2004-2007      Southern University, Chi Sigma Iota Honor Society
- 2003-2005      Southern University-, Rehabilitation Services Association Scholarship Recipient
- 2001-2003      Tougaloo College, Kappa Delta Pi Honor Society & Presidential Scholar



Ms. Aseelah N. Harrison-Williams, CRC (113499)



# CRC Renewal

Status: In Progress

Due Date: 09/30/2030



View Progress

## Certified Rehabilitation Counselor (CRC)

Credential Status: Active

**Ms. Aseelah N. Harrison-Williams, CRC**

[info@cdtimidsouth.com](mailto:info@cdtimidsouth.com)

(601)988-3485

Credential Date: 10/18/2010

Start Date: 10/01/2025

Valid Through: 09/30/2030

Due Date: 09/30/2030

Demographic and Contact Data Confirmation

Pending Completion

[Edit Requirement](#)

Start Date: 10/01/2025

Due Date: 09/30/2030

Submit Renewal



**Ms. Aseelah N. Harrison-Williams, CRC**

ID: 113499

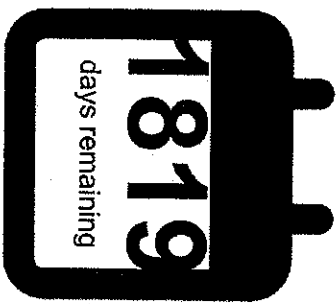
 [info@cdtmidssouth.com](mailto:info@cdtmidssouth.com)



## My Credentials

Certification: CRC

[Certification Details](#)



Certification Date:

10/18/2010

Renewal Due Date:

09/30/2030

[Buy Replacement Certificate](#)

**Commission on Rehabilitation Counselor Certification**

1501 E. Woodfield Road, Suite 105E

Schaumburg, IL 60173

# Cornell University

School of Industrial and Labor Relations

K. Lisa Yang and Hock E. Tan

Institute on Employment and Disability

In having completed the prescribed  
60 hours of Continuing Education within the 5-year requirement

## Aseelah Williams

is granted full credentials as a

*Work Incentive Practitioner*

As of August 09, 2024 through August 09, 2029



Instructor



Associate Director



Dean



# Cornell University

School of Industrial and Labor Relations

K. Lisa Yang and Hock E. Tan

Institute on Employment and Disability

In having completed the prescribed course of study on 11-09-2022, passed the provisional certification examination on 12-02-2022 and successfully completed the case review requirement on 02-14-2023.

## Aseelah Williams

is granted full credentials as a

### *Veteran Work Incentive Practitioner*

As of February 14, 2023 through February 14, 2028



Instructor



Associate Director



Dean

# CERTIFICATE OF COMPLETION

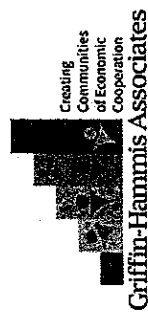
THIS CERTIFIES THAT

**Aseelah Williams**

has completed 1 hours of training via the following course presented by the  
National Center on Self-Employment, Business Ownership, and Telecommuting:

## **Self-Employment Through the VR Lens: Module 1: Introduction to Self-Employment for VR**

**September 16, 2022**



**Beth Keeton, M.A.**  
Principal Investigator  
Griffin-Hammis Associates

# Cornell University

School of Industrial and Labor Relations

K. Lisa Yang and Hock E. Tan

Institute on Employment and Disability

In having completed the prescribed course of study on 04-06-2022,  
passed the provisional certification examination on 04-22-2022 and  
successfully completed the case review requirement on 10-21-2022.

## Aseelah Williams

is granted full credentials as a

*Youth Work Incentive Practitioner*

As of October 21, 2022 through October 21, 2027



Instructor



Associate Director



Dean

# Annie Burkhead

Oxford, USA 38655

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## PROFESSIONAL SUMMARY

To add additional value to an organization by bringing meaningful and relevant knowledge, skills, and experience.

## SKILLS

- Operational management
- Experienced in QuickBooks software
- Workplace efficiency management
- Effective organization
- Childcare management

## WORK HISTORY

**TRANSITION COORDINATOR** | 08/2024 to Current

**Career Development Training Institute - Olive Branch, MS**

- Collaborated with team members to provide effective transition planning and services.
- Provided transition services to Oxford High School students

**DIRECTOR** | 07/2006 to 08/2023

**ABC Learning Center - Oxford, MS**

- Helped to Establish and Directed ABC Learning Center

**TEACHER** | 08/1996 to 05/2006

**Lafayette School District - Oxford, MS**

- Taught grades 4 – 8
- Gifted Certification

## EDUCATION

**University of Mississippi | Masters of Curriculum and Instruction**  
05/2000

**Mississippi Valley State University | Bachelor's Degree**  
Elementary Education, 05/1998

**Mississippi Valley State University | Bachelor's Degree**  
Business Administration, 05/1985

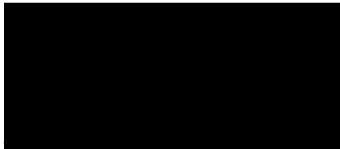
## COMMUNITY SERVICE & VOLUNTEER WORK

St. Jude Fundraisers, Sponsored and organized Trike-a-thons

# PINKY JOHNSON

## EDUCATIONAL INTERVENTIONIST

### CONTACT



### PROFILE SUMMARY

Dedicated and experienced educator with over 30 years of teaching experience and a continued passion for student success. Currently serving as an Interventionist Tutor, providing targeted academic support and differentiated instruction to help students close learning gaps and build confidence. Skilled in using data-driven strategies, small group instruction, and personalized learning plans to meet diverse learning needs. Committed to fostering a positive, nurturing learning environment and supporting school-wide academic growth.

### EDUCATION

1997

UNIVERSITY OF MISSISSIPPI

- Education Hours CEUs

1981

DELTA STATE UNIVERSITY

- Master's in Remedial Reading

1976

MISSISSIPPI VALLEY STATE

- Bachelors of Science Elem. Edu.

### WORK EXPERIENCE

Tunica County School District

2022 - PRESENT

Interventionist

- Provided targeted small-group and one-on-one interventions in reading and math, resulting in measurable student growth based on progress monitoring data.
- Collaborated with classroom teachers and support staff to implement RTI strategies and adjust instruction based on individual student needs.

### SKILLS

- Instructional Skills
- Data and Planning
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

Clarksdale Municipal School District

Teacher

- Designed and delivered engaging, standards-based instruction that supported diverse learning styles and improved overall student performance.
- Built strong relationships with students and families while maintaining a positive, inclusive classroom environment that fostered academic and personal growth.

Coahoma County School District

Teacher

- Designed and delivered engaging, standards-based instruction that supported diverse learning styles and improved overall student performance.
- Built strong relationships with students and families while maintaining a positive, inclusive classroom environment that fostered academic and personal growth.

### CERTIFICATIONS

- 174 Remedial Reading K-12
- 120 Education 4-8

# Ms. Brenda J. Hopson

## SUMMARY OF QUALIFICATIONS

- Over 30 years combined experience in teaching K-12 and adult learners, providing administrative and supervisory support to include the interpretation and development of policies and procedures, staff training, professional development, grant writing, collaborative efforts with community
- Over two decades of combined years of multi-faceted, professional experience in providing extensive instructional, tutorial, advisement, and counseling services to students within various academic settings
- Class AAA Career Level Administrative Licensure
- Educational Specialist in School Administration and Supervision
- Master of Education in Elementary Education
- Bachelor of Science in Elementary Education
- Licensed in K-12 Administration, Elementary Supervisor, Elementary Education, and Health Education
- Well versed in a broad range of technological systems, procedures and applications, including, but not limited to, Apple, Windows, Video conferencing, Blackboard, and Computer Diagnostics

## EDUCATION/CERTIFICATIONS

May 1989	<b>Bachelor of Science, Elementary Education</b> Jackson State University, Jackson, Mississippi
May 1992	<b>Master of Education, Elementary Education</b> University of Mississippi, University, Mississippi
May 1995	<b>Master of Education, Administration and Leadership</b> University of Mississippi, University, Mississippi
May 2011	<b>Educational Specialist, Higher Education/Adult Learning</b> Walden University, Minneapolis, Minnesota

## PROFESSIONAL EXPERIENCE

### Transition Specialist

March 2024-Present

Career Development Training Institute, Olive Branch, Arkansas

### Case Manager

June 2008 -Present

Quitman County Sheriff Department, Marks, Mississippi

### Superintendent

Jan. 2012 - Dec. 2015

Quitman County School District, Marks, Mississippi

### Principal, Ray Brooks School

July 2005-June 2008

Benoit Public School District, Benoit, Mississippi

### Assistant Principal, D.M. Smith Middle School

July 2004-June 2005

Cleveland Public School District, Cleveland, Mississippi

### Principal, Shelby Middle School

July 2000-June 2004

North Bolivar School District, Shelby, Mississippi

### Principal, Quitman County Elementary School

July 1997-June 2000

Quitman County School District, Marks, Mississippi

**Teacher, Quitman County Elementary School**

August 1994-June 1997

Quitman County School District, Marks, Mississippi

**Teacher, Greenhill Elementary School**

August 1990-June 1994

North Panola School District, Sardis, Mississippi

**Teacher, Quitman County Elementary School**

August 1989-June 1990

Quitman County School District, Marks, Mississippi

# Ms. Brenda J. Hopson

## SUMMARY OF QUALIFICATIONS

- Over 30 years combined experience in teaching K-12 and adult learners, providing administrative and supervisory support to include the interpretation and development of policies and procedures, staff training, professional development, grant writing, collaborative efforts with community
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- Class AAA Career Level Administrative Licensure
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- Master of Education in Elementary Education
- Bachelor of Science in Elementary Education
- Licensed in K-12 Administration, Elementary Supervisor, Elementary Education, and Health Education
- Well versed in a broad range of technological systems, procedures and applications, including, but not limited to, Apple, Windows, Video conferencing, Blackboard, and Computer Diagnostics

## EDUCATION/CERTIFICATIONS

- |          |   |
|----------|---|
| May 1989 | <b>Bachelor of Science, Elementary Education</b><br>Jackson State University, Jackson, Mississippi              |
| May 1992 | <b>Master of Education, Elementary Education</b><br>University of Mississippi, University, Mississippi          |
| May 1995 | <b>Master of Education, Administration and Leadership</b><br>University of Mississippi, University, Mississippi |
| May 2011 | <b>Educational Specialist, Higher Education/Adult Learning</b><br>Walden University, Minneapolis, Minnesota     |

## PROFESSIONAL EXPERIENCE

### Transition Specialist

March 2024-Present

Career Development Training Institute, Olive Branch, Arkansas

### Case Manager

June 2008 -Present

Quitman County Sheriff Department, Marks, Mississippi

### Superintendent

Jan. 2012 - Dec. 2015

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### Principal, Shelby Middle School

July 2000-June 2004

North Bolivar School District, Shelby, Mississippi

### Principal, Quitman County Elementary School

July 1997-June 2000

Quitman County School District, Marks, Mississippi



**Teacher, Quitman County Elementary School**

August 1994-June 1997

Quitman County School District, Marks, Mississippi

**Teacher, Greenhill Elementary School**

August 1990-June 1994

North Panola School District, Sardis, Mississippi

**Teacher, Quitman County Elementary School**

August 1989-June 1990

Quitman County School District, Marks, Mississippi

# Deja Washington Green

Oxford, MS 38655



Dedicated and compassionate individual with 12 years of experience in mental health and substance abuse counseling, seeking to leverage my expertise to make a positive impact in the lives of individuals and communities.

## Professional Experience

### Intervention Specialist

The University of Mississippi- William Magee Center  
May 2023-October 2023

- Developed and implemented operational policy
- Participated in the hiring and training of WMC professional and student staff.
- Developed and implemented individualized intervention plans for students who struggle with various aspects of their life.
- Collaborated with various departments and organizations within the University to bring awareness to the community regarding the impact of alcohol and other drugs.
- Staff advisor for the Collegiate Recovery Community, in which a safe and supportive environment was provided for students in recovery, seeking recovery, or ally of those in recovery.
- Conducted assessments and provided interventions to meet student needs within 9 dimensions of wellness
- Oversaw RebelADE, an alcohol and other drugs education program provided to students. Behavior management techniques were utilized to address challenging behaviors and promote a positive student experience.
- Facilitated presentations and training sessions on Alcohol and other Drugs for students on Conflict Resolution and Event monitoring.
- Maintained annual records on enrollments, demographics, and documentation of interventions utilized for programs.
- Maintained program budget, grant budgets, donations and managed affairs as it relates to all AOD programming. Assist and award scholarships to students within the Collegiate Recovery Community.
- Utilized evidence based research to create programming that provided students and staff with harm-reduction tools and education.
- Collaborated with community resources and external agencies to provide additional support for students and their families.

## **Counselor II**

American Addiction Centers - Oxford, MS

April 2017 to 2023

- Conducted individual and group therapy sessions for clients dealing with mental health issues and substance abuse disorders.
- Created and implemented treatment plans, conducting assessments, and tracking client progress.
- Collaborated with a multidisciplinary team to develop comprehensive care plans.
- Provided crisis intervention and supported clients in developing coping strategies.
- Maintained accurate and up-to-date client records and documentation.
- Organized and facilitated support groups and educational workshops.
- Internship field instructor for The University of Mississippi, The University of Alabama, and Walden University.

## **Counselor**

Millcreek of Pontotoc - Pontotoc, MS

March 2011 to April 2017

- Delivered evidence-based therapy to K-12 students .
- Conducted initial assessments and developed individualized treatment plans.
- Collaborated with external agencies, such as probation officers, to support clients in the criminal justice system.
- Participated in case conferences and meetings to discuss client progress.
- Documented and maintained confidential client records.

## **Suicide Prevention Specialist**

The University of Mississippi - Memphis, TN

August 2013 to May 2014

- Provide individualized session for high-risk clients
- Provide follow-up by telephone and in-person with veterans for on-going support and assistance • Deescalate suicidal veterans in crisis situations
- Participate in administrative decision making with Human Resource and Union representatives
- Collaborated with external partners to create programming for Veterans and families.

## Education

### **Masters in Social Work**

The University of Mississippi University  
May 2014

### **Bachelors in Social Work**

The University of Mississippi University  
May 2011

## Skills

- Ability to interact with individuals and build trusted relationships quickly to assist with early intervention of rendering effective services. (10+ years)
- Behavioral therapy
- Cognitive behavioral therapy
- Individual / group counseling
- Crisis intervention
- Motivational interviewing
- Child & family counseling
- Social work
- Addiction counseling
- Mental health counseling
- Autism experience
- Presentation skills
- Meeting facilitation
- Programming organizer and developer
- Liaison and Networking with community partners

## Certifications and Licenses

### **LMSW**

Currently in the process of preparing for my LMSW exam.

Certified Mental Health First Aid Responder

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# APRIL JACKSON

## CONTACT



## PROFILE

Dynamic Special Education professional with over 7 years of experience in K–12 instruction, transition services, and coaching. Proven ability to lead inclusive practices, support continuous improvement cycles, and mentor educators across multiple districts. Recognized for driving student success, improving IEP compliance, and promoting equitable outcomes through data-informed strategies. Strong communicator, collaborator, and advocate for exceptional learners.

## SKILLS

- Special Education Compliance (IDEA, IEPs, SDI)
- Coaching & PDSA Improvement Cycles
- Inclusive Instruction & Access for All 2.0
- PLC Facilitation & Collaborative Teaming
- MTSS & Behavior Interventions
- Visible Data Tracking & Goal Setting
- Equity-Focused Instructional Leadership
- Transition Planning & Student Voice

## EDUCATION

**Master of Arts in Education**  
(Curriculum & Instruction) – Trident University International, Sep 2020

**Alternate Route – Art of Teaching –**  
William Carey University, Nov 2019

**Bachelor of Science in Kinesiology**  
(Clinical Exercise Science) – Mississippi State University, Dec 2009

**Associate of Applied Science in Physical Therapist Assistant –**  
Concorde Career College, Feb 2015

## EXPERIENCE

- **Youth Transition Employment Specialist**

Career Development & Training Institute (CDTI) | Oct 2024 – Present  
Guide opportunity youth and students with disabilities in career planning, job readiness, and transition services.

Collaborate with employers, educators, and families to secure employment opportunities and skill certifications.

Assist in developing individualized transition plans aligned with IEP goals, emphasizing equity and access.

- **Career Coach**

North Panola High School, Sardis, MS | Nov 2022 – October 2024

Coached 100+ students in academic/career planning, leading to a 95% increase in FAFSA and college applications.

Organized career expos, college fairs, and industry tours aligning postsecondary opportunities with student goals.

Collaborated with teachers and administrators to track student progress, analyze data, and support at-risk learners.

Partnered with external agencies to offer certification/licensure pathways and essential life skills training.

- **Transition Specialist & School Test Coordinator**

Madison Shannon Palmer High School, Marks, MS | Aug 2019 – Nov 2022

Led transition planning for 150 students ages 14–21, aligning IEPs with student interests, skills, and goals.

Partnered with MDRS to provide job readiness, social skills, and self-advocacy training for students with IEPs.

Coordinated testing operations and trained staff in state compliance, maintaining integrity and security procedures.

Designed college access programs and implemented data-driven interventions to increase student engagement.

- **Exceptional Education Teacher**

Quitman County Elementary School, Lambert, MS | Jun 2018 – Jul 2019

Managed a caseload of 10 students, developed IEPs, and delivered specially designed instruction.

Collaborated with general educators to co-teach and differentiate lessons for students with diverse learning needs.

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# Tiffany Thomas

## Resume

### Contact Information



#### Work Experience

*April 2025- present Mindful Therapy Group, Spokane, WA.*

Position: Licensed Associate Therapist

Responsible for implementing individual, family, and couples clinical therapy using the modalities of CBT, ACT, and DBT to assist clients in every aspect of their lives.

*Feb 2025 - present CDTI (Career Development & Training Institute) West Memphis, AR*

Position: Transitional Coach

Responsible for assisting and training youths and students with career exploration and setting educational goals for their future. I then ensure they achieve the goals they have set by assisting them during each phase. These students have either a disability or are part of a disadvantaged household. I collaborate with families, employers and schools to assist with letting me know which kids would benefit from the services.

*February 2025 – present Health Connect America, Senatobia, MS.*

Position: MYPAC Therapist/Therapist

Responsible for implementing individual and family therapy to clients who require an intense intervention due to unresolved trauma experiences, undiagnosed mental illnesses, and recovery from substance abuse.

*November 2023 – Present Bradford Health Services Germantown, TN*

Position: Clinical Manager

Responsible for making sure all of the clinical aspects of the outpatient facility are in order. This includes making sure group therapies were held on time and therapists were adhering to

documentation and facility compliances. Also responsible for ensuring utilization reviews were completed.

***Jan 2022 – August 2024 Wellpath/Shelby County Jail Memphis, TN***

Position: Qualified Mental Health Therapist

Responsible for assessing inmates as they enter the facility. Also responsible for ensuring if they have a diagnosis, it was documented and communicated to the psychiatrist. Was also responsible for answering inmate mental health sick calls to ensure the inmate remained mentally stable.

***November 2021- April 2023 Delta Specialty Psychiatric Hospital Memphis, TN***

Position: Social Worker/Therapist

Responsible for assessing and completing intakes as patients enter the hospital. Also responsible for communicating to the providers the conditions of the patients daily.

**Education**

Northwest Mississippi Community College Associate Degree of Social Work

Mississippi State University Bachelor of Science Degree/Interdisciplinary Studies

Louisiana State University Master's of Social Work

Will be attending University of Memphis Fall 2025 Doctor of Social Work Program

# Quentasha Williams

Email:

P

## Summary

Determined educator and server of people with over 15 years of experience seeking to drive change that effectively helps individuals reach their full potential efficiently and professionally. As a committed and dedicated self-starter, I am eager to facilitate, develop, and implement skill-level appropriate initiatives that foster higher education and achievement for individuals.

## Professional Experience

**Site Coordinator- Employment Specialist | CDTI | February 2023 – Present**  
*Olive Branch, Mississippi*

- Serve as a career transition specialist for high school students
- Facilitate job readiness skills, self-advocacy skills, and enhanced educational training
- Facilitate project based learning opportunities

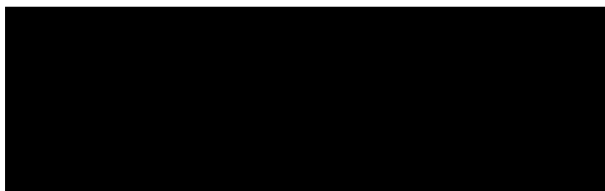
**Realtor | EXP Realty, LLC | July 2019 – Present**  
*Olive Branch, Mississippi*

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine clients' needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
- Perform comparative market analysis to estimate properties' value
- Create marketing campaigns and tools for buyers and sellers
- Maintain and update listings of available properties
- Cooperate with appraisers, escrow companies, lenders and home inspectors
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Promote sales through advertisements, open houses and listing services
- Remain knowledgeable about real estate markets and best practices
- Identify and recruit top real estate agents for our EXP Realty network

**Integrated Student Support Specialist | Communities In Schools | August 2020 – Present**  
*Memphis, Tennessee*

- Coordinated and facilitated PD's on evidence-based best practices and risk-factor research to address social emotional learning, behavioral issues, course-work, and school attendance
- Created and now lead a support site team whereas we work closely with district leaders, school administrators, staff and teachers in the implementation of the Communities in Schools model.





#### SUMMARY OF QUALIFICATIONS

- Highly motivated professional self-starter within any job structure
- Responsible in the completion of assignments,
- Proficient reliability despite sudden deadlines and/or challenges in priorities.
- Ability to identify, analyze, and solve problems
- Relevant skills and experience include developing and planning in regard to Treatment Planning, Theory, and Adjunct educational relevance in regard to counseling and mental health experience.
- Possess excellent communication and inter-personal skills.
- 22 years of experience within the criminal justice profession and 26 years of experience in the medical profession.
- Competent in management of responsibilities within high-volume working conditions, motivated, and able to assume responsibility within other duties of employment as specified.

**Walden University, Minneapolis, MN**  
**MASTERS IN SOCIAL WORK**

May 2019

**Walden University, Minneapolis, MN**  
**MASTERS OF SCIENCE IN CRIMINAL JUSTICE**

February 2014

**University of Arkansas, Little Rock, AR**  
**BACHELOR OF ARTS IN CRIMINAL JUSTICE/MINOR LEGAL STUDIED**

May 2011

**East Arkansas Community College, Forrest City, AR**  
**ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE**

May 2005

**Concorde Career Institute, Memphis, TN**  
**Diploma: MEDICAL ASSISTANT**

July 1999

#### PROFESSIONAL EXPERIENCE

**Rehabilitation Counselor, West Memphis, AR**  
**ARKANSAS REHABILITATION SERVICES**

(Promotion) October 2021 - Present

- Completed assessment of eligibility of clients during intake.
- Provided case management of Clients regarding Vocational Rehabilitation, Independent living, and Deaf and Hard of Hearing
- Reviewed case for updates contact and appointments
- Evaluate documentation needed before and during Individual Plans.
- Monthly record maintenance.
- Update information obtain from outside vendors and other assignments in accordance to ARS

**Mental Health Advisor, Brickeys, AR**

September 2021 (Reallocation) October 2021

**ARKANSAS DEPARTMENT OF CORRECTIONS**

- Completed psychosocial assessment of inmates during clinical interviews.
- Provided case management of inmates on Psychotropic medications.
- Reviewed criteria for segregation reviews.
- Facilitated group counseling sessions and unit management.
- Maintained records and chart reviews.

**Adjunct Instructor, West Memphis, AR**

January 2017-PRN

**SHORTER COLLEGE 2<sup>nd</sup> Chance Pell Program**

- Evaluating student papers, testing, and other course work
- Promoting academic integrity in regard to educational guidelines given in accordance with mission of Shorter College and the Department of Education.
- Providing discussion materials in regard to the presented subject syllabus.
- Maintain updates of attendance, conduct, learning disabilities and accommodation in regard to educational guidelines and the American with disabilities act.

**Treatment Coordinator, West Memphis, AR**

March 2017 - September 2021

**ARKANSAS DEPARTMENT OF COMMUNITY CORRECTIONS**

- Supervise staff in accordance with Treatment relations as assigned within Arkansas Community Corrections.
- Conduct monthly Master Treatment Plan Review in Accordance with drug and alcohol treatment.
- Conduct Discharge planning for residents prior to release.
- Assist in operations of Re-entry projects (Social Security card, birth certificate, drivers' license/Id card retrievals).
- Facilitated group counseling sessions in regard to addiction.
- Assist in the location and facilitation of Alcoholic Anonymous, Narcotics, Celebrate Recovery, Medication Assisted Treatment (MAT) and other substance use support group.

**Master Social Worker Intern, Memphis, TN**

September 2018- May 2019

**Serenity Recovery**

- Refer clients to the proper provider and provided linked care in regards to physical and mental health (Co-Occurring disorders).
- Assisted Maintain updates of client information with virtual medical records.
- Assist in the facilitation of clients that are court mandated to complete their sentence in a drug rehabilitation environment. Facilitation of Tennessee Drug Court mandated offenders.
- Facilitation of AL anon and Alcoholic Anonymous meetings.

**Master Social Worker Intern, Memphis, TN**

September 2015- May 2016

**ALLIANCE HEALTH SERVICES**

- Complete assessment of clients to determine the mental health needs of the client.
- Refer clients to the proper provider and provided linked care.
- Maintain updates of client information with virtual medical records.
- Assist in the observation of clients that are apprehended by the Memphis TN, Police Department Crisis Intervention Team (CIT), and other Law Enforcement Agencies within Shelby County.

**Mental Health Advisor, Brickeys, AR**

September 2009 - (Department Promotion) March 2017

**ARKANSAS DEPARTMENT OF CORRECTIONS**

- Completed psychosocial assessment of inmates during clinical interviews.



## EDUCATION

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**Master of Business Administration** (Jan 2007), Walden University – Minneapolis, MN Specialization: Human Resource Management.

**Bachelor of Arts in Economics** (1986), Tougaloo College – Tougaloo, MS

*Honors: Cum Laude ☐ National Dean's List Scholar ☐ Who's Who Among American Universities & Colleges*

## PROFESSIONAL TRAINING AND AFFILIATIONS

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- Association of International Education Administrators
- NAFSA: Association of International Educators. Petition Training: F-1 Visas, J-1 Visas, H1-B Visas, TN Visas, Permanent Residency Visas; Study Abroad.
- Mississippi Delta Academies – Founding Board Member
- Accountant for the National Conference of Black Political Scientists representing colleges throughout the United States.
- Senior Trainer/Coach for Op360, Charter Management Training Program.
- Project Director – Mississippi Valley State University Quality Enhancement Plan
- Consultant - Career Development & Training Institute
- Leadership Memphis (Class of 2014)

## NATIONAL SYMPOSIUM PRESENTATIONS

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- "Advancing Cultural Understanding via Practical Applications." **Mississippi Association of International Educators Conference**
- "Grassroots International Education" **Mississippi Association of International Educators Conference**
- "Do you know your score? Dissecting the Financial/Operational Scorecard" **Ops 360**

## AREAS OF RELEVANT EXPERIENCE

Project Management  
Grants Management  
Benefits Planning  
Forecasting  
International Protocols

Staff Supervision  
Financial Management  
Management Reporting  
Human Asset Management  
International Documentation

Staff Training  
Budgeting  
Accountability & Compliance  
Procurement  
Operations Management

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## PROFESSIONAL EXPERIENCE

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### **Memphis Business Academy, Inc. (Charter Management Organization) -- Memphis, TN Chief Financial Officer/Director of Compliance 2011-**

Serve on the Executive Team of Memphis Business Academy to ensure high academic achievement of students from the underserved community of the Frayser/Raleigh area and to help them to develop the knowledge, skills, and dispositions that will enable them to be successful in school and beyond. Develop and monitor policies and guidelines for Memphis Business Academy Network Schools to ensure proper controls are in place to protect the organization's assets and ensure compliance with regulatory agencies and complex funder requirements. Inform and advise the faculty, staff and students of all relevant rules and guidelines set by governments and other regulatory bodies. Responsible for the governmental reporting, need identification and coordination of support services for all special populations, including, students experiencing home insecurity, students with Individualized Education Plans (IEPs), students who are designated English Language Learners (ELLs), students who are deemed academically at-risk, and participants of gifted and talented programs. Comply with current regulations, develop programs and practices to help meet guidelines, monitor these practices, and maintain all records required to certify compliance with the Memphis Shelby County Schools Charter School Office. Serve client and employees, including teachers and school administrators, by handling day to day questions and helping resolve work related problems.

Assist in communicating company policies and procedures. Promote understanding within the organization and across the school operations. Support hiring managers. Draft and update job descriptions; assist in classifying positions and/or reclassifying positions as needed. Lead employee onboarding activities: answer employee questions and provide support to managers when integrating new hires into the organization. Support the performance review process; provide employees and managers with information about the process, policies, job duties, and process for promotion. Maintain employee records. Responsible for new hire, termination, and change of status forms with payroll. Serve as employee liaison to assist in problem resolution with issues related to benefit deductions and pay. Ensure compliance with applicable employment laws and regulations.

Lead Memphis Business Academy, Inc. in financial planning, budgeting, and analysis functions, including identifying capital management requirements and cash flow needs. Developed and enhanced systems and tools to facilitate the effective management of Charter School Programs (CSP) Grants, Charter Facilities Grants and other additional funding resources, including identifying various cost structures across the organization and recommending cost containment measures. Drive all strategic plans and cross-functional initiatives from a financial management and human resources management perspective. Significantly improved existing forecasting, reporting and analysis capabilities to support decision making, improve performance, and business growth.

### **Mississippi Valley State University -- Itta Bena, MS Assistant to the Director/International Student Adviser**

**2007 -- 2011**

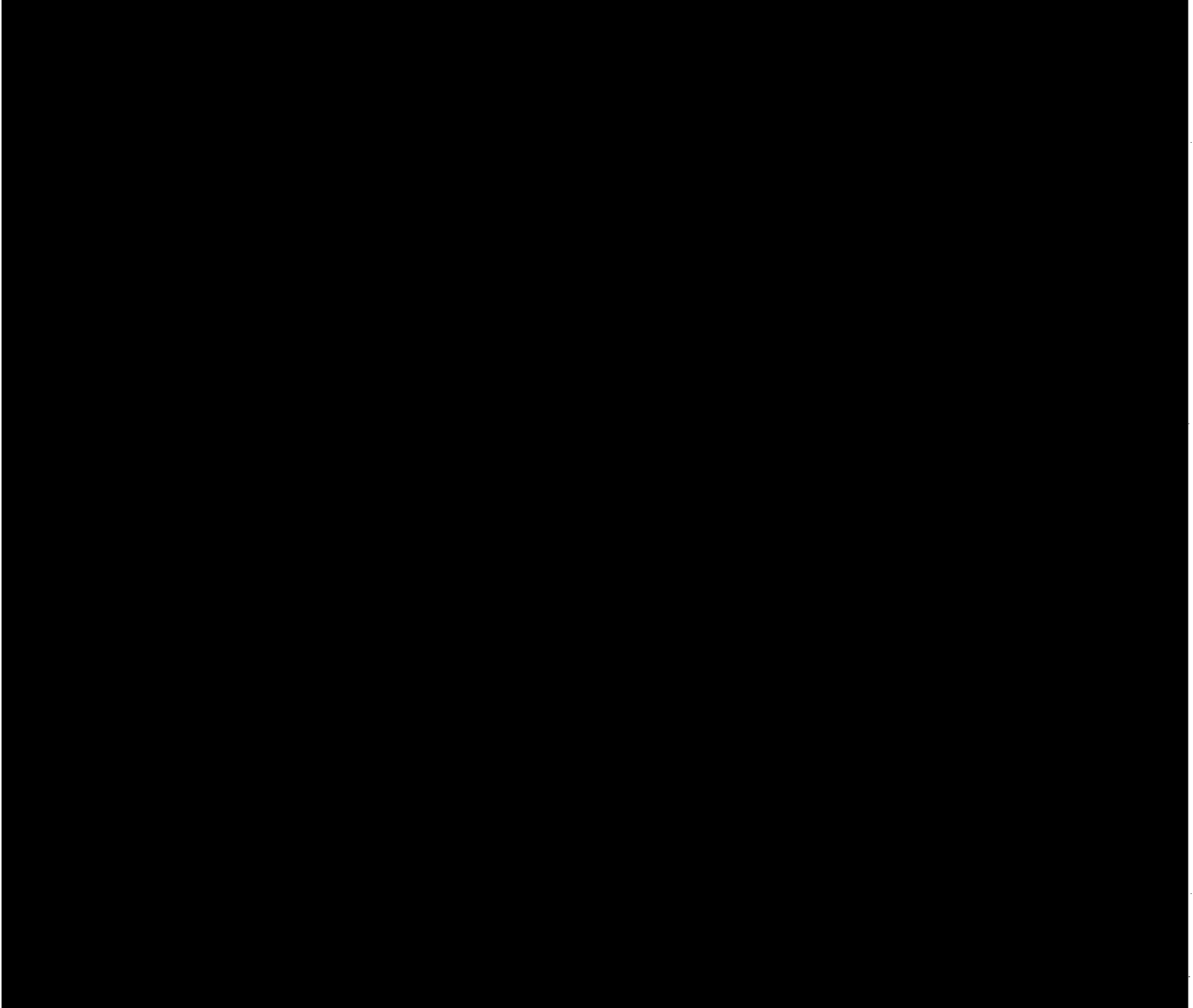
Coordinated day to day office operations, including producing and maintaining fiscal and programmatic records, programming, community outreach and supervising student workers and graduate assistants. Monitored the department's financial health with increased levels of security and accountability. Managed departmental budgetary operations projects ranging from \$5,000 to \$400,000 in support of the Office of International Programs. Prepared internal and external quarterly reports. Performed review and assessment analysis of financial statements.

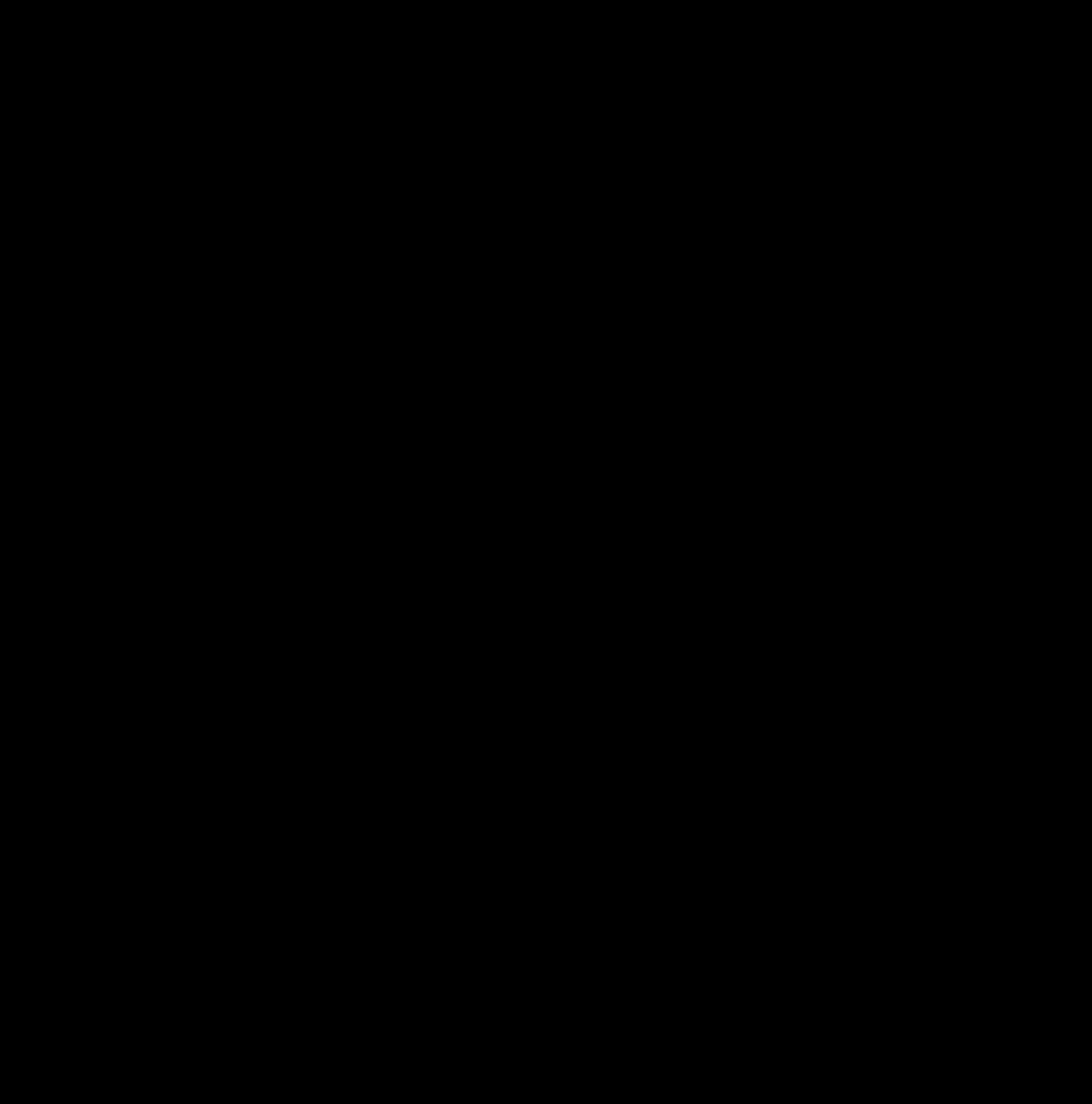
Monitored international students while providing advisement on cultural, personal, academic and immigrations matters. Extensive international travel to cultivate university exchanges. Serve as SEVIS Designated School Official. Provided leadership for strategic planning and budgeting efforts for the Office of Admissions, Human Resource Department, and academic programs responsible for the recruitment and employment of prospective and current international students and foreign nationals. Assisted in the organization of on campus international events. Advised and assisted with acquisition of relevant documents and provided pre-departure orientation for study abroad students.

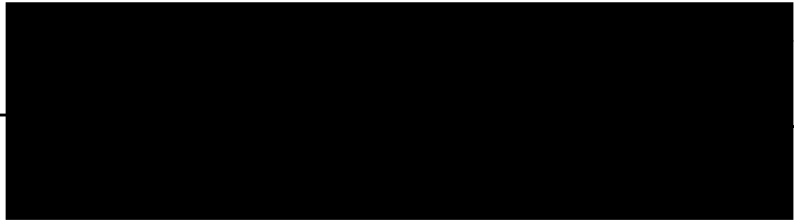
Director of the Institute for the Study of Languages and Cultures which included Spanish, Russian, Arabic and Chinese language learning. The Institute addresses language deficiencies in the local elementary schools. Co-Leader

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## **Professional Summary**







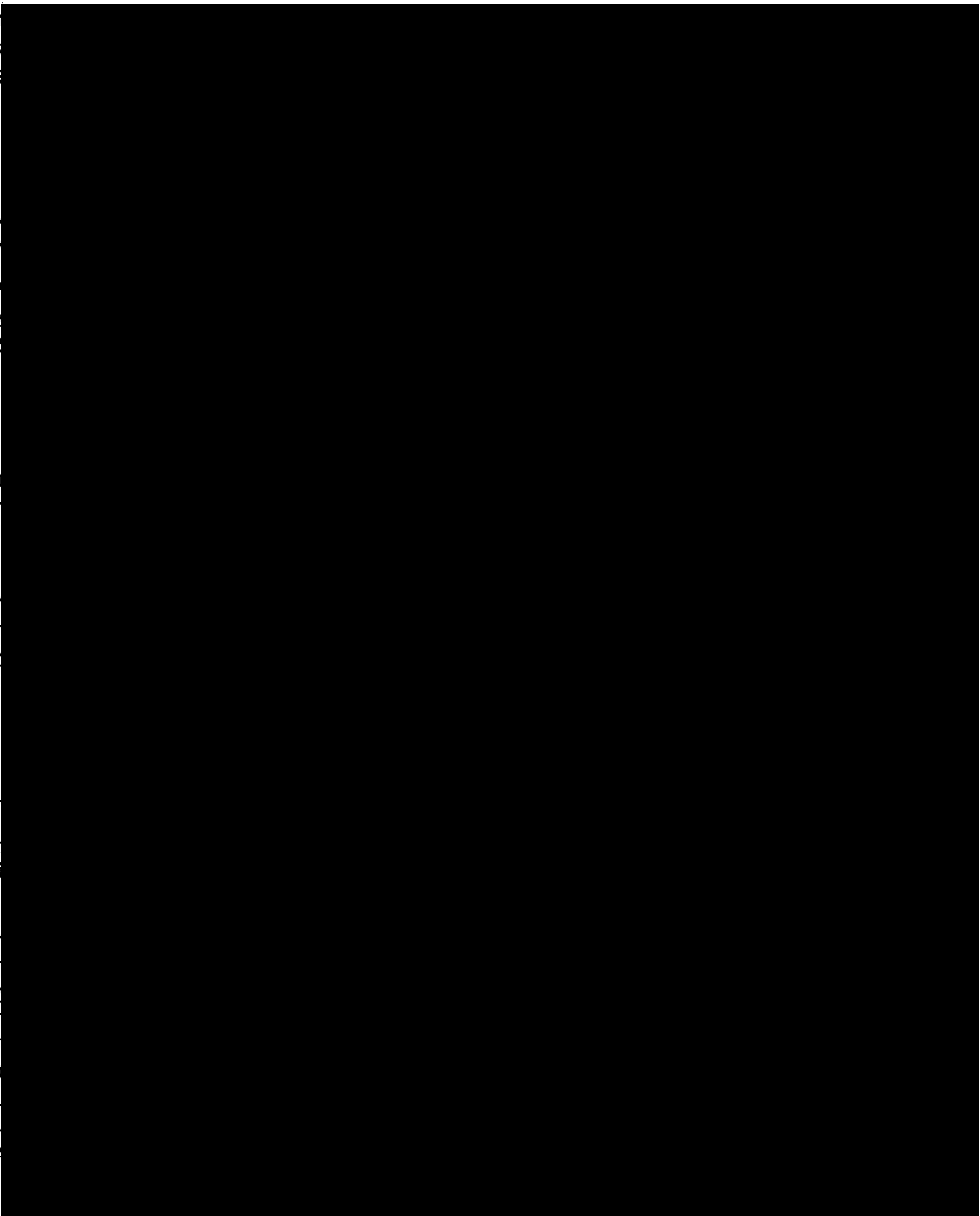
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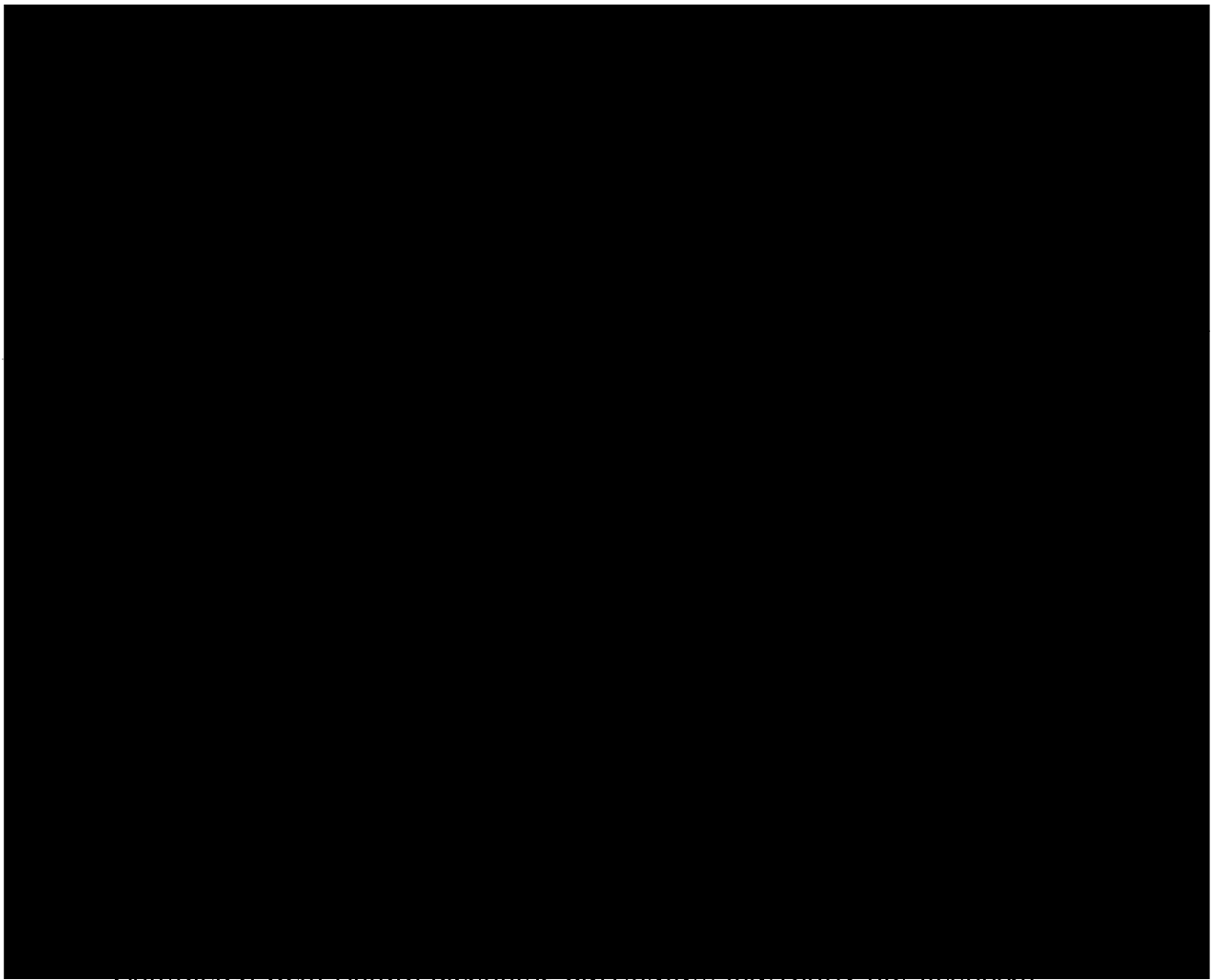
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Completed Real Estate Licensing Curriculum (currently not reviewed)

### **References**

Available upon request.

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### **Pre-ETS Vendor Compliance and Monitoring Score Card**

*This score card will reflect service quality score based on the performance rubric. The score card is divided into sections: Service Quality, Five core areas (job exploration, work readiness, work based learning, counseling on post-secondary and self-advocacy), and quarterly reporting. The score card will also indicate the overall score for evaluation with recommendations and/or comments.*

Service Provider:	CDTI
Sample Size:	1
Quarter/Year of monitor:	Fall 2018 (August, September, October, November, December)

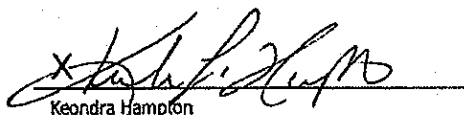
<b>Evaluation Scores based on Sections</b>	
Service Quality Score:	4
Job Exploration:	4
Work Readiness:	4
Work Based Learning:	4
Counseling on Post-Secondary Opportunities:	4
Self-Advocacy:	4
Quarterly Reporting:	(3/3) (not included in overall score)

Overall Total Score:	4
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#### **Evaluation Report**

The overall evaluation score for CDTI is 4 (exceeds). Based on the average score from the sample selection (indicated above), CDTI has provided exceptional services under Pre-Employment Transition Services.

Recommendations/Comments: no recommendations at this time.

  
Keondra Hampton  
Pre-ETS Compliance & Monitoring Officer

## Commercial General Liability Declarations

In return for the payment of the premium, and subject to all the terms of this Policy, we agree with you to provide the insurance as stated in this Policy.

Declaration effective from:	<input type="text" value="October 27, 2025"/>
Policy No.:	<input type="text" value="REDACTED"/>
Renewal of:	<input type="text" value="REDACTED"/>
Named Insured:	<input type="text" value="Career Development &amp; Training Institute of the Mid-South"/>
Address:	<input type="text" value="REDACTED"/>
Email Address:	<input type="text" value="REDACTED"/>

Policy period:	From: <input type="text" value="October 27, 2025"/>	To: <input type="text" value="October 27, 2026"/>
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At 12:01 A.M. (Standard Time) at the address shown above.

Form of Business:	<input type="text" value="Other"/>
Each Occurrence Limit:	<input type="text" value="\$1,000,000"/>
Damage to Premises Rented to You Limit:	<input type="text" value="\$100,000 Any one premises"/>
Medical Expense Limit:	<input type="text" value="\$5,000 Any one person"/>
Personal & Advertising Injury Limit:	<input type="text" value="\$1,000,000 Any one person or organization"/>
General Aggregate Limit:	<input type="text" value="\$2,000,000"/>
Products/Completed Operations Aggregate Limit:	<input type="text" value="Products-completed operations are subject to the General Aggregate Limit"/>
Supplemental Business Personal Property Floater Coverage Limit:	<input type="text" value="\$10,000"/>
Supplemental Business Personal Property Floater Coverage Deductible:	<input type="text" value="\$500"/>

All Premises You Own, Rent or Occupy

Premises Number:	<input type="text" value="1"/>
Address:	<input type="text" value="REDACTED"/>
Total Premium:	<input type="text" value="620.00"/>
Attachments:	<input type="text" value="See attached Forms and Endorsements Schedule."/>

# HISCOX

## A Guide To Your General Liability Policy

The following is a guide to your General Liability policy. We have identified several key coverage items along with the limits and deductibles you have selected. To make it easier, we have also added a brief explanation of those items.

We want you to feel confident about your new policy. If any of the information below is incorrect or if you have any questions, please contact one of our advisors at 844-357-0840 (Mon-Fri, 7am-10pm ET) or manage your policy at:

### Your business details

**Name:** Aseelah Harrison  
**Business Name:** Career Development & Training Institute of the Mid-South  
**Address:** [REDACTED]  
**City:** [REDACTED]  
**State:** [REDACTED]  
**Zip code:** [REDACTED]  
**Occupation:** [REDACTED]  
**Telephone number:** [REDACTED]  
**Email address:** [REDACTED]

### Your General Liability

**Policy number:** [REDACTED]  
**Policy effective dates:** From: October 27, 2025  
To: October 27, 2026  
This determines the time period during which your coverage applies.  
**Form of business:** Other  
This identifies the legal structure of your business and determines who is insured under your policy.  
**Business Property and Equipment Coverage:** Included  
**Optional terrorism coverage:** Included  
**Total cost of policy:** \$ 620.00

### Your coverage and limits

**Each occurrence limit** \$ 1,000,000  
The most we will pay for all damages due to bodily injury and property damage, and medical expenses that arise out of any one occurrence.  
Defense costs we incur, in the defense of a lawsuit filed against you, will not reduce this limit.

**General aggregate limit****\$ 2,000,000**

The most we will pay for all damages and medical expenses for the entire policy. Defense costs we incur, in the defense of a lawsuit filed against you, will not reduce this limit.

**Your limits for this Business Property and Equipment Coverage****\$ 10,000**

The most we will pay (per occurrence) for loss or damage to your business equipment and property (e.g. computers, furniture) at the listed premise(s).

**Medical expenses****\$ 5,000 any one person**

The most we will pay for all medical expenses sustained by any one person.

**Deductible for Business Property and Equipment Coverage****\$ 500**

The amount you must pay for business property and equipment losses covered under the policy before the policy makes any payments.

**Other policy information****Notice of claim**

If you have a claim, please call us at 866-424-8508. You may also e-mail us at [reportaclaim@hiscox.com](mailto:reportaclaim@hiscox.com)

**What does my General Liability Policy cover?**

For a summary showing examples of what you are and are not covered for, please read the Coverage Summary document.

This guide does not modify the terms and conditions of your policy, which are contained in your policy documents, nor does it imply any claim is covered or not covered. We recommend that you read your policy documents to learn the details of your coverage.

### Professional Liability Errors & Omissions Insurance Declarations

This is a "Claims Made and Reported" Policy in which Claim Expenses are included within the Limit of Liability unless otherwise noted. Those words (other than the words in the captions) which are printed in Boldface are defined in the Policy.

Declaration Effective Date:	<input type="text" value="October 2, 2025"/>	
Policy No.:	<input type="text" value="REDACTED"/>	
1. Named Insured:	<input type="text" value="Career Development &amp; Training Institute of the Mid-South"/>	
2. Address:	<input type="text" value="REDACTED"/>	
Email Address:	<input type="text" value="REDACTED"/>	
3.A. Limit of Liability:	<input type="text" value="\$1,000,000 Each Claim"/>	
3.B.	<input type="text" value="\$1,000,000 Aggregate for all Claims"/>	
4. Deductible:	<input type="text" value="\$500 Each Claim"/>	
5. Notice:	<input type="text" value="Phone: 866-424-8508"/> <input type="text" value="Email: reportclaim@hiscox.com"/> <input type="text" value="Mail: Hiscox"/> <input type="text" value="5 Concourse Parkway, Suite 2150"/> <input type="text" value="Attn: Direct Claims"/> <input type="text" value="Atlanta GA, 30328"/>	
6. Policy period:	From: <input type="text" value="October 2, 2025"/>	To: <input type="text" value="October 2, 2026"/>
At 12:01 A.M. (Standard Time) at the address shown above.		
7. Retroactive Date:	<input type="text" value="October 1, 2025"/>	
8. Premium:	<input type="text" value="\$500.00"/>	
9. Attachments:		

DPL D001 CW (11/19) - Professional Liability Errors & Omissions Insurance Declarations  
DPL P001 CW (05/13) - Professional Liability Coverage Form  
DPL E5424 CW (02/15) - Blanket Additional Insured Endorsement  
DPL E5016 CW (01/10) - Life/Career/Executive Coaching Services Endorsement  
DPL E5149 TN (01/12) - Tennessee Amendatory Endorsement  
DPL E1901 CW (08/21) - Cyber Incidents Exclusion Endorsement  
DPL E1919 CW (03/23) - War, Civil War, Cyberwarfare, and NCBR Exclusion Endorsement  
DPL E1918 CW (03/23) - Cannabis Exclusion Endorsement  
DPL E0003 CW (08/23) - Misappropriation of Funds Exclusion Endorsement  
DPL E0005 CW (12/23) - Anti-Stacking Endorsement (Single Limit)  
INT N003 CW (01/19) - Policyholder Notice Electronic Delivery

**AMENDMENT #1  
TO THE REQUEST FOR QUALIFICATIONS  
FOR PRE-EMPLOYMENT TRANSITION SERVICES  
RFQ #3120003211**

**Q1:** Do I put the counties I was approved for when I first applied, or the counties I'll be working this school year? Also, with the increased school, will my budget change?

**A1:** In your proposal, you must complete Attachment F – Areas of Coverage, which specifically requires you to list the counties where you can perform Pre-ETS services. The RFQ also states that providers must "specify the geographic area(s) in which services can be provided, as well as how the services will be delivered." This means you should report the counties you will actually cover during the upcoming school year—not just those from your original approval. The coverage section is about current capacity and service delivery, not historical approval. Budgets will be based on coverages areas and the staff's review of the proposals.

**Q2:** Page 13, Section 4.3 discusses Marked and Unmarked documents. Page 15, Section 5.1 in bold states Unmarked documents are no longer required. Could you please clarify this information on what is needed for submittal?

**A2:** Please disregard Section 4.3. Proposals are no longer required to be submitted as "unmarked". You are only required to submit a REDACTED version if you include proprietary information in your proposal that you do not wish to be posted to the public. Further details on redactions can be found in Attachment H "Redaction Notice", on page 31 of the RFQ.

**Q3:** I am a Louisiana-based sole proprietor. The RFQ notes that "sole proprietors are not required to register with the Mississippi Secretary of State." Can you confirm if any additional steps (e.g., business license or local registration) are required for a Louisiana sole proprietor to qualify prior to contract award?

**A3:** MDRS only requires that the business be registered with the Mississippi Secretary of State if necessary, and have any license or certification required to do business in the State. For more information on what is required for your specific business to operate in the state, you may contact the Business Services & Regulation department of the Mississippi Secretary of State's office at 601-359-1633.

Q4: Since the rate sheet is provided in the RFQ, should I simply confirm acceptance of the published group/individual rates, or do I need to calculate an estimated number of students and present a total cost based on that estimate?

A4: MDRS will set the totals for these contracts. You are not required to submit a total cost estimate.

Q5: The RFQ requests an insurance certificate. Should proof of insurance be submitted with the proposal or only upon award? As a sole proprietor, is there a waiver process or flexibility until staff or subcontractors are added?

A5: If available, you should submit the insurance certificate with your proposal. DFA may withhold the final approval of your contract if it's not submitted.

Please note that businesses that have less than 5 full-time employees are not required to carry workers compensation insurance per Mississippi law. If you are not required to have workers compensation insurance, please make a note of this in Attachment G "Additional Data" of your proposal.

Q6: Section 5.2 states:

"The original and 1 copy of the proposal, 2 copies total with an electronic version, shall be signed, placed in a sealed envelope or package, and submitted..."

Could you confirm if this means:

- I should submit one signed paper original, one signed paper copy, and a USB flash drive with the electronic version (PDF)?
- Or is a single printed version plus the electronic copy sufficient?

A6: You may submit a single printed version plus the electronic copy.

Q7: Is there a specific type or size of envelope/package required for submission (e.g., manila envelope, sealed box), or simply any sealed envelope clearly labeled with the RFQ number and opening date?

A7: There is no specific type of box or envelope that is required.

Q8: Are payments issued on net 45 terms from receipt of invoice, or is there a different payment schedule that MDRS follows for Pre-ETS providers?

A8: All MDRS invoices use the net 45 payment terms per state law.

Q9: Section 1.11 references an "Unmarked Proposal" with no self-identifying information, while Section 5.1 notes that unmarked proposals are no longer required and instead all sections should be marked. Could you clarify what is currently required:

Do I need to prepare a separate "unmarked" version of my proposal with no logos or identifiers?

Should I simply submit one version with all sections "marked" as indicated (Attachments A–H and proposal narrative), plus a redacted copy if I have trade secrets?

A9: Section 5.1 is correct. You are no longer required to submit an "unmarked" proposal. Your proposal may have identifying information (logos, staff names, etc.). However, you do have the option of submitting a "Redacted" version if there is proprietary information in your submission that you do not wish to be made public knowledge. (see attachment H of the RFQ for more information).

Q10: Does this RFQ include post secondary institutions?

A10: Pre-Employment Transition Services can be provided to students enrolled in post-secondary institutions. Also, if a Post-Secondary Institution provides Pre-Employment Transition Services, they can submit a RFQ.

Q11: Will Entrepreneurship classes be considered a Pre Employment Transition service?

A11: Self-employment/entrepreneurship would fall under Job Exploration Counseling.

Q12: The RFQ states that services must be delivered in an integrated setting? What is the definition of an integrated setting? Can Pre Employment Transition services be delivered in a virtual setting?

A12: The RFQ specifies that "all pre-employment services under this procurement must be provided in an integrated setting" In this context, an integrated setting means students with disabilities participate in services alongside peers without disabilities to the maximum extent possible, consistent with WIOA's definition of integrated employment and training environments. It emphasizes inclusion in typical school, workplace, or community environments—not segregated or disability-only settings.

The RFQ also requires providers to specify both the geographic area(s) in which services will be provided and how services will be delivered. This language allows for flexibility in delivery methods, including virtual instruction, as long as:

- The service is pre-approved by MDRS,



- It aligns with one of the five required Pre-ETS categories, and
- It is designed to maintain the integrated setting requirement.

Therefore, Pre-ETS may be delivered virtually if MDRS authorizes ( it and if the virtual format still supports interaction consistent with an integrated learning environment.

An integrated setting means providing Pre-ETS in environments where students with disabilities are included alongside peers without disabilities, not in segregated programs. Virtual services are permissible under the RFQ, provided they are authorized by MDRS and delivered in a way that supports inclusion and meets the five Pre-ETS service categories.

Q13: This RFQ states that providers must have a bachelor's degree and one year of relevant program experience. In the Job Extravaganza RFQ, providers were allowed to have an associates degree or a high school diploma with Work Keys which basically meet the Mississippi Department of Education requirements for an assistant teacher. Does this still apply for this RFQ

A13: Yes. While this RFQ outlines the standard minimum qualification of a bachelor's degree with one year of relevant program experience, the same flexibility that was applied in the Job Extravaganza RFQ continues here. That means providers may also qualify with an associate's degree or a high school diploma with WorkKeys, which aligns with the Mississippi Department of Education's requirements for an assistant teacher.

In short, both the bachelor's degree track and the alternative associate's degree/high school diploma with WorkKeys track are acceptable for this RFQ.

Q14: On page 11, the RFQ states: "the pre-service survey must accompany the initial monthly report and invoice while the post-service survey must be submitted with the final monthly report and invoice."

Could you clarify whether this requirement refers to the pre- and post-tests administered by instructors for each individual class, or whether it is intended as a program-wide pre-survey at the beginning of services and a program-wide post-survey at the conclusion of services?

Currently, we have been submitting pre- and post-tests each month with our billing paperwork. We want to confirm whether this is the correct process, or if MDRS expects a single pre-survey submitted with the first month's report/invoice and a single post-survey submitted with the final report/invoice for the year.

A14: The language on page 11 of the RFQ refers to the program-wide requirement rather than to every individual class. Specifically, the pre-service survey must be administered

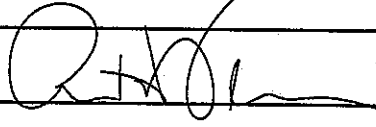
to participants at the start of services and submitted with the initial monthly report and invoice, and the post-service survey must be administered at the end of services and submitted with the final monthly report and invoice

This means MDRS does not expect providers to submit pre- and post-tests for each class every month with billing paperwork. Instead, it is intended as a beginning-of-services pre-survey and an end-of-services post-survey tied to the overall service period for each student.

Q15: Page 32 says the period of performance dates are Sept 12, 2025, ending Sept 11, 2026. Page 6 says the dates are Dec 10, 2025, ending Dec 9, 2026.

A15: The correct period of performance dates are December 10, 2025 to December 9, 2026.

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.

Career Development & Training Institute, LLC  
Company Name: \_\_\_\_\_  
Signature and Date:  10/3/2025  
Name and Title: Aseelah Harrison Williams, President/CEO