

**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: Trinity Vocational Solutions LLC

Address: 2251 Attala Road 4136

City/State/Zip: Sallis, Mississippi 39160

Telephone: 678-895-8092

Fax Number: _____

E-Mail Address: info@tiuambassadors.org

Printed Name of Authorized Signer: Jacqueline Mohair M.Ed, D.B.A

Signature and Date: October 17, 2025

ATTACHMENT B

Authorization and Acknowledgements

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

1. That he/she has thoroughly read and understands this Request for Qualifications, RFQ 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) 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: Trinity Vocational Solutions LLC

Signature and Date: *Jacqueline Mohair M.Ed, D.B.A. October 17, 2026*

Name and Title: Jacqueline Mohair M.Ed, D.B.A, Founder & 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: Trinity Vocational Solutions LLC

Signature and Date: Jacqueline Mohair M.Ed, D.B.A. October 17, 2026

Name and Title: Jacqueline Mohair M.Ed, D.B.A, Founder & 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 H

Redaction Notice

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

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

jjm 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: Trinity Vocational Solutions LLC

Signature and Date: *Jacqueline Mohair M.Ed, D.B.A. October 17, 2026*

Name and Title: Jacqueline Mohair M.Ed, D.B.A, Founder & CEO

**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.

Company Name: Trinity Vocational Solutions LLC

Signature and Date: *Jacqueline Mohair M.Ed, D.B.A. October 17, 2026*

Name and Title: Jacqueline Mohair M.Ed, D.B.A, Founder & CEO

REQUEST FOR QUALIFICATIONS (RFQ) SUBMISSION

Trinity Vocational Solutions LLC

For: Vocational Training and Workforce Development Services

Submitted To: Mississippi Department of Rehabilitation Services
(MDRS)

Date: October 16, 2025

SECTION 1: COVER PAGE

Legal Name: Trinity Vocational Solutions LLC

Business Type: Limited Liability Company

Business ID: 1509974

Status: Good Standing

Effective Date: September 25, 2025

State of Incorporation: Georgia

Principal Office:

2180 Satellite Blvd, Suite 400

Duluth, GA 30097

Registered Agent:

Dr. Jacqueline Mohair

2251 Attala Road 4136

Sallis, MS 39160

Phone: 678-630-6263

Email: info@tiuambassadors.org

EXECUTIVE SUMMARY

Trinity Vocational Solutions LLC (TVS) is a **state-registered workforce development and vocational training company** with a mission to **empower individuals to achieve independence through education, employment, and opportunity**. Headquartered in Duluth, Georgia, and newly registered in the State of Mississippi (Business ID #1509974), TVS is led by **Dr. Jacqueline Mohair**, a proud **graduate of Mississippi State University**, educator, entrepreneur, and community advocate with over two decades of experience in business leadership and workforce training.

TVS brings a **proven record of excellence** in vocational and pre-employment transition services, with previous contracts in Georgia producing measurable results — including over **1,200 participants trained** and an average **70% job placement rate**. The company has been recognized through the **Outstanding Georgia Business Award** and multiple **Georgia House Resolutions** honoring its contributions to economic empowerment and community impact.

With deep Mississippi roots and a passion for building bridges to opportunity, TVS now seeks to **partner with the Mississippi Department of Rehabilitation Services (MDRS)** to deliver **Vocational Training and Workforce Development Services** throughout the state. The proposed program will operate through local training hubs in **Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, and Attala Counties**, offering accessible, high-impact services to youth, adults, and individuals with disabilities.

The program model is designed to:

- Provide **Pre-Employment Transition Services (Pre-ETS)** to prepare students for real-world work environments.
- Offer **Vocational Skills Training** in key industries such as healthcare, technology, hospitality, and business.
- Deliver **Career Coaching, Job Placement, and Retention Services** to ensure long-term employment success.
- Develop **Employer Partnerships** across Mississippi to strengthen local workforce pipelines.
- Integrate **Digital Literacy and AI-based Learning Tools** to align participants with modern workforce demands.

By combining local presence with national expertise, Trinity Vocational Solutions LLC will deliver **results-driven, data-supported, and human-centered programming** that aligns with MDRS's mission to empower Mississippians with disabilities to reach their employment potential.

Our goal is simple: to **bridge the gap between education and opportunity**, helping Mississippi residents gain the skills, confidence, and access they need to thrive in today's workforce — one community at a time.

SECTION 3: COMPANY BACKGROUND

Trinity Vocational Solutions LLC (TVS) is a **mission-driven workforce development and vocational training company** dedicated to equipping individuals with the skills and confidence to achieve meaningful, long-term employment.

Founded in 2018 in Georgia and now registered in Mississippi (Business ID #1509974), TVS is uniquely positioned as a **dual-state organization** combining proven operational systems with deep local roots. The company's **Principal Office** is located in Duluth, Georgia, and its **Mississippi Registered Office** is based in Sallis, Attala County, allowing TVS to serve communities statewide with accessibility and accountability.

TVS was established by **Dr. Jacqueline Mohair**, a proud **graduate of Mississippi State University**, where she earned her **Bachelor's Degree** before continuing to earn a **Master's in Educational Leadership** and a **Doctorate in Business Administration** from Argosy University. With over **20 years of experience** in education, leadership, and vocational programming, Dr. Mohair has built a legacy of empowering individuals through practical workforce solutions and community-centered leadership.

The company has earned multiple distinctions, including the **Outstanding Georgia Business Award** and several **Georgia House Resolutions** recognizing its excellence in entrepreneurship, education, and workforce innovation. These honors reflect TVS's consistent record of integrity, measurable performance outcomes, and dedication to public service.

Operating with the guiding principle of *"Bridging the Gap Between Education and Opportunity,"* TVS collaborates with schools, community colleges, nonprofit organizations, and employers to create job readiness and training programs that align directly with labor market demands.

As TVS expands into Mississippi, it brings a **tested model of Pre-Employment Transition Services (Pre-ETS), career coaching, and industry-specific workforce development**, tailored to the state's unique economic landscape and MDRS's mission to empower Mississippians with disabilities to achieve independence through employment.

Founded: 2018 (Georgia)

Registered in Mississippi: 2025

Entity Type: Limited Liability Company

Core Mission:

To bridge the gap between education, workforce, and opportunity by empowering individuals to achieve long-term employment and self-sufficiency through skill development, career coaching, and vocational support.

SECTION 4:STATEMENT OF NEED

Mississippi continues to face significant workforce participation challenges—particularly among individuals with disabilities, youth in transition, and adults seeking re-entry into the job market. According to the U.S. Department of Labor, less than **35% of Mississippians with disabilities** are employed, and many individuals lack access to consistent career development resources, technology training, and employer partnerships that support long-term career stability.

The **Mississippi Department of Rehabilitation Services (MDRS)** plays a vital role in bridging these gaps, yet the demand for comprehensive, hands-on vocational programs continues to outpace available resources. Many rural areas—including **Attala, Holmes, and Rankin Counties**—face barriers such as limited transportation, lack of digital access, and minimal exposure to career pathways that lead to self-sustaining employment.

Trinity Vocational Solutions LLC (TVS) was founded to meet this need. Led by **Dr. Jacqueline Mohair, a Mississippi native and graduate of Mississippi State University**, the organization is uniquely positioned to combine deep local understanding with national experience. Dr. Mohair's background in education, business development, and workforce innovation enables TVS to design and implement programs that speak directly to Mississippi's workforce realities.

Through its partnership with MDRS, TVS will expand proven strategies that have yielded measurable results in Georgia—over **1,200 participants trained** and a **70% job placement rate**—to Mississippi communities. TVS will establish accessible training hubs in **Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, and Attala Counties**, focusing on both in-person and virtual delivery to reach underserved populations.

The proposed program will:

- Deliver **Pre-Employment Transition Services (Pre-ETS)** for youth with disabilities to prepare them for workplace success.
- Provide **Vocational Skills Training** in high-demand industries such as healthcare, hospitality, business, and technology.
- Offer **Career Coaching, Job Placement, and Retention Services** tailored to individual employment goals.
- Integrate **Digital Literacy and Artificial Intelligence Training Tools** to prepare participants for the modern economy.
- Build **sustainable partnerships** with local employers, workforce boards, and community organizations to ensure job placement and retention.

By combining community engagement, cutting-edge workforce education, and a passion for empowering others, Trinity Vocational Solutions LLC will strengthen Mississippi's employment pipeline and create equitable access to opportunity—helping participants not just find jobs, but **build lasting careers that foster independence and purpose.**

SECTION 5: SCOPE OF WORK

Trinity Vocational Solutions LLC (TVS) proposes to deliver a **comprehensive, outcomes-based Vocational Training and Workforce Development Program** in partnership with the **Mississippi Department of Rehabilitation Services (MDRS)**. This program is designed to empower Mississippians—particularly youth and adults with disabilities—to achieve meaningful employment, financial independence, and personal growth through education, training, and strategic community collaboration.

5.1 Program Overview

TVS will implement a **statewide training network** that aligns with MDRS goals by providing accessible, high-quality vocational and Pre-Employment Transition Services (Pre-ETS). Programs will focus on job readiness, industry-specific training, digital literacy, and job placement, with ongoing support to ensure long-term retention.

Local training hubs will be established in the following counties to ensure statewide coverage and accessibility:

Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, and Attala.

Each site will operate as a hub for vocational readiness, employer engagement, and individualized participant support.

5.2 Core Program Components

A. Pre-Employment Transition Services (Pre-ETS):

For high school students and young adults with disabilities, these services will include:

- Job exploration and work-based learning experiences
- Workplace readiness and soft-skills development
- Instruction in self-advocacy and independent living
- Career interest assessments and goal-setting sessions
- Partnerships with local school districts and employers

B. Vocational and Technical Skills Training:

Hands-on vocational programs will be developed in high-demand industries across Mississippi, such as:

- Healthcare Support and Allied Services
- Hospitality and Culinary Arts

- Business Administration and Customer Service
- Information Technology and Digital Skills
- Entrepreneurship and Small Business Development

Training will combine classroom instruction, on-the-job learning, and virtual coursework to maximize accessibility.

C. Career Coaching, Job Placement, and Retention Services:

Participants will receive one-on-one career coaching to identify strengths, build resumes, practice interviews, and connect with hiring partners. Follow-up support will be provided for up to 12 months to promote job stability.

D. Employer Partnerships and Engagement:

TVS will cultivate partnerships with Mississippi employers to:

- Develop on-the-job training and apprenticeship opportunities
- Host quarterly job fairs and recruitment events
- Coordinate site visits and employer-led workshops
- Match participants to appropriate job placements based on skill assessments

E. Digital Literacy and Technology Integration:

Recognizing the growing demand for tech skills, TVS will integrate digital literacy and AI-based learning platforms into all training modules. These tools will help participants adapt to evolving workplace environments and remote work opportunities.

5.3 Program Goals and Deliverables

TVS will work closely with MDRS to ensure all program outcomes are measurable, reportable, and aligned with state and federal standards.

Objective	Deliverable	Target Timeline
Launch seven regional training hubs	Fully equipped sites in Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, and Attala Counties	Within 90 days of contract award
Enroll eligible participants	300 individuals annually	Ongoing
Provide Pre-ETS and vocational training	Minimum of 250 youth and adult participants	Quarterly
Establish employer partnerships	At least 25 formal partnerships statewide	Annual
Achieve job placement rate	70% of program completers employed	Within 6 months of completion

Retention success	85% retention after 6 months	Continuous tracking
Data and progress reporting	Quarterly submission to MDRS	Ongoing

SECTION 6: PERFORMANCE METRICS

Trinity Vocational Solutions LLC (TVS) is committed to maintaining the highest standards of performance and accountability in alignment with the **Mississippi Department of Rehabilitation Services (MDRS)** and **Workforce Innovation and Opportunity Act (WIOA)** requirements.

All outcomes will be measured through a data-driven tracking system that ensures transparency, timeliness, and accuracy in reporting.

TVS uses a **results-based management model** that evaluates success at three levels:

1. **Participant Outcomes** – tracking enrollment, completion, and employment status.
2. **Program Outcomes** – assessing training quality, accessibility, and retention.
3. **System Outcomes** – evaluating the impact on local workforce development and employer engagement.

6.1 Key Performance Indicators (KPIs)

The following measurable outcomes will guide the implementation and evaluation of services statewide.

Performance Indicator	Definition	Annual Target	Reporting Frequency
Program Enrollment	Number of participants enrolled in vocational or Pre-ETS services	300 participants	Quarterly
Program Completion Rate	Participants who successfully complete training modules or workshops	85% of enrollees	Quarterly
Job Placement Rate	Percentage of program completers who obtain gainful employment	70% of completers	Quarterly
Job Retention Rate	Percentage of participants retained in employment 6 months after placement	85% retention	Semi-Annual
Employer Partnerships	Number of active Mississippi employers hosting training, internships, or jobs	25 partnerships	Annual
Digital Literacy Certifications	Participants who complete digital/AI literacy modules	200 participants	Semi-Annual
Participant Satisfaction	Post-program surveys measuring satisfaction and readiness	90% positive response	Annual

6.2 Reporting Procedures

TVS will submit quarterly and annual performance reports to MDRS including:

- **Enrollment Data:** New participants, demographics, and eligibility status.
- **Training Outcomes:** Completion rates by course or module.
- **Employment Outcomes:** Job titles, industries, and retention statistics.
- **Partnership Growth:** New and ongoing employer collaborations.
- **Financial Reports:** Budget utilization and expenditure breakdowns.

Each report will include both **quantitative data tables** and **narrative summaries** that highlight success stories, participant testimonials, and challenges addressed during the reporting period.

6.3 Data Collection & Management System

To ensure data accuracy and security, TVS utilizes a **cloud-based case management and CRM system** integrated with **GoHighLevel** for automated tracking of participant progress, communication logs, and reporting metrics.

This system enables:

- Real-time data input by instructors and staff.
- Secure participant record storage (HIPAA & FERPA compliant).
- Automated generation of quarterly performance dashboards.
- Instant access for MDRS auditors and program evaluators upon request.

All data will be backed up daily and stored securely for a minimum of **five years** per MDRS and state contract requirements.

6.4 Evaluation and Continuous Improvement

TVS maintains a continuous improvement framework based on the **Plan–Do–Check–Act (PDCA)** model. Program data will be analyzed quarterly to identify trends, strengths, and areas for improvement. Findings will be used to refine curriculum, instructor training, and community outreach strategies.

Additionally, participant feedback surveys and employer evaluations will be reviewed biannually to ensure that all training programs remain relevant to Mississippi's evolving labor market.

6.5 Accountability and Oversight

Oversight and compliance will be managed directly by **Dr. Jacqueline Mohair, President**, who will serve as the **Program Administrator** for all MDRS-funded activities.

She will oversee data integrity, performance verification, and ensure that all contractual obligations are met or exceeded.

Quarterly performance review meetings will be held with MDRS staff and local partners to assess progress toward goals, share best practices, and address any operational challenges.

6.6 Expected Outcomes

By the end of the first contract year, TVS anticipates the following measurable results statewide:

- **300 participants enrolled** in Pre-ETS or vocational programs.
- **250 participants successfully completed** training.
- **70 % (175 participants)** placed in gainful employment.
- **85 % (150 participants)** retained after six months.
- **25 Mississippi employers** engaged in active partnerships.
- **200 participants** completing digital literacy certification.
- **Over 90 %** participant satisfaction rate based on surveys.

These outcomes reflect TVS's unwavering commitment to **bridging education and employment** while fulfilling MDRS's mission to enhance economic independence and quality of life for Mississippians with disabilities.

SECTION 7: KEY PERSONNEL

The success of Trinity Vocational Solutions LLC (TVS) is anchored in its experienced leadership team, skilled instructors, and dedicated support staff who share a unified mission — to **bridge education and employment for Mississippians through excellence in workforce development**.

Led by **Dr. Jacqueline Mohair**, the TVS team brings more than two decades of combined expertise in vocational education, workforce training, case management, and business operations. Each member is carefully selected for their professional experience, cultural competency, and commitment to empowering individuals with disabilities and those facing employment barriers.

7.1 Executive Leadership

Dr. Jacqueline Mohair, President & Program Administrator

Education:

- **Bachelor's Degree**, *Mississippi State University*
- **Master's Degree in Educational Leadership**, *Argosy University*
- **Doctorate in Business Administration**, *Argosy University*

Experience & Expertise:

Dr. Mohair is a Mississippi native, educator, and entrepreneur with over **20 years of experience** in education, business management, and vocational program leadership. As founder and President of Trinity Vocational Solutions LLC, she has successfully designed and implemented workforce initiatives that have served more than **1,200 participants** and achieved a **70% job placement rate** across multiple states.

Her leadership has been recognized through the **Outstanding Georgia Business Award** and several **Georgia House Resolutions** for excellence in workforce innovation, entrepreneurship, and community empowerment.

Dr. Mohair's responsibilities as Program Administrator include:

- Overseeing all program operations and staff.
- Ensuring compliance with MDRS, WIOA, and ADA standards.
- Supervising fiscal accountability and reporting accuracy.
- Maintaining partnerships with employers, educators, and state agencies.
- Directing curriculum development and performance evaluations.

Her strategic vision and academic foundation from **Mississippi State University** drive TVS's mission to uplift communities and expand access to meaningful employment opportunities throughout Mississippi.

7.2 Program Management Team

Vice President of Operations – Dr. H.T. Mohair

Responsible for coordinating day-to-day program implementation, managing regional training hubs, and ensuring that all service delivery meets MDRS requirements. The VP of Operations also leads data collection efforts and supports staff training for compliance and quality control.

Director of Training & Curriculum Development – Ms. Lisa Moore

Oversees curriculum design and instructional delivery. Ensures all training programs remain aligned with Mississippi labor market demands and industry standards. Responsible for instructor credentialing, digital literacy integration, and participant skill assessments.

Director of Employer & Community Partnerships – Ms. Icy Perteet

Manages employer engagement, internship pipelines, and community collaborations. Builds strategic relationships with businesses, chambers of commerce, and educational institutions to expand job opportunities statewide.

Finance & Compliance Officer – Dr. Edeline Franswa

Ensures adherence to federal and state financial regulations. Responsible for fiscal oversight, budget tracking, procurement documentation, and submission of quarterly financial reports to MDRS.

7.3 Field and Instructional Staff

Each Mississippi regional hub will be staffed with a combination of:

- **Certified Vocational Instructors** specializing in workforce readiness, digital literacy, and technical training.
- **Career Coaches** providing individualized employment planning and post-placement support.
- **Case Managers** responsible for intake, documentation, and progress tracking.

- **Administrative Assistants** to manage participant files, scheduling, and data entry into the TVS reporting system.

All staff will complete mandatory orientation and ongoing professional development sessions in compliance with MDRS standards, including topics such as disability awareness, trauma-informed practices, data integrity, and confidentiality.

7.4 Advisory & Support Network

TVS will engage a **Professional Advisory Network** composed of business leaders, educators, and workforce specialists who will meet quarterly to review performance, offer strategic feedback, and ensure program relevance to Mississippi's economic priorities.

This network will include representatives from:

- Local employers and small business associations.
- Vocational rehabilitation professionals.
- Mississippi colleges and workforce boards.
- Faith-based and community organizations.

7.5 Organizational Capacity

The TVS leadership structure is designed for **scalability and efficiency**, ensuring consistent quality across all Mississippi counties served.

- **Administrative Oversight:** Centralized at the Sallis, MS registered office for direct access to MDRS partners.
- **Program Management:** Decentralized across regional hubs for real-time responsiveness.
- **Technology Infrastructure:** Cloud-based reporting and communications via the GoHighLevel CRM platform, ensuring secure and accurate data submission.

Together, this team represents a dynamic blend of experience, innovation, and local connection — uniquely qualified to execute MDRS's statewide vision for vocational excellence.

SECTION 8: PARTNERSHIPS

Trinity Vocational Solutions LLC (TVS) recognizes that **strategic partnerships** are essential to creating sustainable workforce development systems that empower individuals, strengthen communities, and drive local economic growth. TVS operates with a **collaborative impact model**, leveraging relationships across education, business, government, and community sectors to deliver meaningful vocational and Pre-ETS outcomes throughout Mississippi.

Through established partnerships in both **Georgia and Mississippi**, TVS integrates resources, best practices, and proven training methodologies to ensure that participants have access to the tools, networks, and support needed to achieve long-term employment success.

8.1 Mississippi-Based Partnerships

TVS is actively cultivating partnerships with local stakeholders across **Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, and Attala Counties**, focusing on collaboration with organizations that align with MDRS's mission and service population.

Key Mississippi partnership areas include:

- **Public School Districts and Career Centers:**
Collaborating with secondary education institutions to deliver Pre-Employment Transition Services (Pre-ETS) for youth with disabilities, including job exploration, soft-skills workshops, and transition planning.
- **Community and Technical Colleges:**
Establishing dual-enrollment and certification opportunities that allow participants to earn credentials in high-demand fields such as healthcare, business administration, and digital technology.
- **Local Employers and Chambers of Commerce:**
Engaging Mississippi employers to develop on-the-job training, internship programs, and direct employment pipelines. Quarterly job fairs and recruitment events will be coordinated in collaboration with local Chambers of Commerce and workforce boards.
- **Faith-Based and Nonprofit Organizations:**
Partnering with ministries, youth development programs, and community outreach organizations to provide holistic wraparound services such as transportation assistance, mentoring, and financial literacy training.
- **Workforce Development and Rehabilitation Agencies:**
Strengthening cross-agency partnerships with MDRS, local Workforce Investment Boards, and community rehabilitation programs to align training services with state workforce priorities.

8.2 Employer Engagement Strategy

Employer collaboration is central to the TVS model. The Employer Engagement Strategy includes:

- Hosting **quarterly employer roundtables** in each target county to identify local hiring needs.
- Creating **customized employer training tracks** to prepare participants for specific industries.
- Offering **job matching and internship placement services** to ensure participants gain direct work experience.
- Providing **employer education** on the benefits of inclusive hiring practices and disability awareness.

TVS's approach ensures a **mutually beneficial partnership** — where employers gain trained, motivated employees, and participants secure opportunities for long-term employment and career advancement.

8.3 Educational and Training Partners

In support of MDRS objectives, TVS will partner with local educational institutions to deliver co-branded and accredited training opportunities. Collaboration will focus on curriculum alignment, credentialing, and dual-enrollment pathways that prepare participants for workforce entry.

These partnerships will also expand access to:

- Computer labs and technical resources.
- Virtual training platforms.
- Guest instructors and industry mentors.

8.4 Community and Nonprofit Collaborations

TVS believes in community-based service delivery. Through partnerships with local nonprofits and civic organizations, the program will:

- Provide **mentorship and leadership development** opportunities for youth and adults.
- Offer **family engagement workshops** to support participants' transition to employment.

- Integrate **community service and volunteer components** to promote social responsibility and civic engagement.

These collaborations not only extend TVS's reach into rural and underserved areas but also strengthen community trust and long-term sustainability.

8.5 Memorandums of Understanding (MOUs) and Letters of Support

TVS will include **Memorandums of Understanding (MOUs)** and **Letters of Support** from Mississippi-based partners in **Attachment I**. These documents will outline specific commitments such as internship slots, facility access, mentorship programs, and collaborative events.

Confirmed and pending partners include:

- Local Mississippi Chambers of Commerce and Workforce Boards
- Community Development Corporations and Faith-Based Organizations
- Regional School Districts and Technical Colleges
- Employer Partners in Healthcare, Retail, and Administrative Services

8.6 Partnership Oversight and Coordination

Partnership coordination will be led by the **Director of Employer and Community Partnerships**, who will work directly under the supervision of **Dr. Jacqueline Mohair, President and Program Administrator**.

Together, they will:

- Maintain a partnership database and calendar of engagement activities.
- Track employer and educational partner outcomes.
- Ensure timely communication and collaboration with MDRS regional offices.

Partnerships will be reviewed quarterly to evaluate effectiveness, strengthen relationships, and ensure alignment with performance outcomes.

8.7 Collective Impact

Through its collaborative partnerships, Trinity Vocational Solutions LLC will create a **statewide ecosystem of opportunity** that empowers participants to move from education to employment — with the full support of community, business, and government allies.

This partnership network will serve as the backbone of TVS's mission to **bridge gaps and change lives** across Mississippi.

SECTION 9: INSURANCE & COMPLIANCE

Trinity Vocational Solutions LLC (TVS) maintains comprehensive insurance coverage and operates in full compliance with all **federal, state, and local laws** governing workforce development, vocational education, and rehabilitation service delivery.

Our commitment to safety, accountability, and ethical conduct ensures that all operations meet or exceed the requirements set forth by the **Mississippi Department of Rehabilitation Services (MDRS)** and applicable federal statutes.

9.1 Insurance Coverage

Insurance Provider: American Family Insurance

Policyholder: Trinity Vocational Solutions LLC

Policy Type: General Liability, Professional Liability, and Workers' Compensation

Policy Number: [To Be Provided Upon Contract Award]

Coverage Limits:

- **General Liability:** \$1,000,000 per occurrence
- **Aggregate Limit:** \$2,000,000
- **Professional Liability (Errors & Omissions):** \$1,000,000
- **Workers' Compensation:** As required by Mississippi law
- **Automobile Liability:** Coverage provided for all program-related transportation

Certificate of Insurance:

A current Certificate of Insurance verifying these coverages will be included as **Attachment D** in this RFQ submission and updated annually or as required by MDRS contract terms.

TVS's insurance coverage extends to all employees, volunteers, subcontractors, and participants during official program activities, events, or travel associated with MDRS-funded operations.

9.2 Federal and State Compliance

Trinity Vocational Solutions LLC operates under a strict policy of compliance with all applicable **federal and state nondiscrimination laws**, including but not limited to:

- **Americans with Disabilities Act (ADA) of 1990** – Ensuring equal access to all programs, facilities, and services for individuals with disabilities.

- **Section 504 of the Rehabilitation Act of 1973** – Prohibiting discrimination on the basis of disability in any program receiving federal financial assistance.
- **Civil Rights Act of 1964, Title VI and VII** – Prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
- **Equal Employment Opportunity (EEO) Act of 1972** – Guaranteeing fair employment practices for all staff and applicants.
- **Age Discrimination in Employment Act of 1967** – Protecting workers aged 40 and older from discrimination.
- **Workforce Innovation and Opportunity Act (WIOA)** – Ensuring accountability, accessibility, and equal opportunity in workforce training programs.
- **Mississippi Ethics in Government Act and State Procurement Laws** – Ensuring transparency and integrity in all business operations and contracts.

9.3 Non-Discrimination and Equal Opportunity Statement

Trinity Vocational Solutions LLC affirms that it does not and shall not discriminate on the basis of race, color, religion, gender, gender identity or expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services to clients.

TVS is committed to providing an inclusive and welcoming environment for all staff, participants, subcontractors, and partners.

9.4 Drug-Free Workplace Policy

In compliance with the **Drug-Free Workplace Act of 1988**, TVS maintains a zero-tolerance policy for unlawful manufacture, distribution, possession, or use of controlled substances in the workplace.

All employees are informed of this policy during onboarding, and periodic training is provided to ensure ongoing awareness and compliance.

9.5 Confidentiality and Data Protection

TVS adheres to the **Health Insurance Portability and Accountability Act (HIPAA)** and **Family Educational Rights and Privacy Act (FERPA)** to safeguard participant data.

All client information is stored securely within a **HIPAA-compliant cloud-based CRM system** (GoHighLevel) and protected by multi-layer authentication.

Access to sensitive participant data is restricted to authorized staff and monitored through digital access logs.

Data retention and destruction policies align with MDRS and state record keeping standards, maintaining all records for a minimum of **five (5) years** following program completion.

9.6 ADA Accessibility and Safety Compliance

All TVS program sites and training hubs will be **ADA-compliant**, providing:

- Accessible entrances, restrooms, and workspaces.
- Assistive technology and communication devices.
- Materials available in alternative formats upon request.
- Staff trained in ADA accommodation procedures.

Regular facility inspections will be conducted to ensure continued compliance and safety standards in accordance with the **Mississippi Department of Rehabilitation Services**.

9.7 Ethics, Transparency, and Oversight

TVS upholds the highest ethical standards in all operational, financial, and programmatic activities.

- All staff and subcontractors must sign a **Code of Ethics and Confidentiality Agreement**.
- Annual audits will be conducted by an independent CPA firm to ensure fiscal accountability.
- Conflict of interest disclosures are maintained and updated annually.
- TVS abides by all MDRS procurement, monitoring, and evaluation procedures.

9.8 Certification of Good Standing

Trinity Vocational Solutions LLC is a **Registered Limited Liability Company (Business ID: 1509974)** in **Good Standing** with the **Mississippi Secretary of State** as of **September 25, 2025**. Proof of registration and certificate of good standing are included in **Attachment F**.

9.9 Compliance Oversight

Responsible Officer:**Dr. Jacqueline Mohair, President & Program Administrator**

2251 Attala Road 4136

Sallis, Mississippi 39160

678-630-6263 | info@tiuambassadors.org

SECTION 10: FINANCIAL CAPABILITY

Trinity Vocational Solutions LLC (TVS) demonstrates **strong financial responsibility and operational stability**, enabling the organization to successfully manage and execute statewide vocational training programs under the Mississippi Department of Rehabilitation Services (MDRS).

TVS maintains a lean, efficient operational structure supported by responsible budgeting, streamlined overhead, and prudent fiscal management. These practices ensure long-term sustainability even with a modest budget footprint.

Financial Overview:

- **Annual Operating Budget:** Approximately **\$75,000 – \$200,000**
- **Funding Sources:** Private contracts, vocational training revenue, partnerships, and community contributions
- **Financial Sustainability:** Capable of sustaining full operations for **60 days pending reimbursement** from MDRS or other funding agencies
- **Debt Status:** No outstanding debt, liens, or legal obligations
- **Financial Oversight:** Managed internally with quarterly reviews by an external accountant

Fiscal Accountability Practices:

- All expenditures are tracked using industry-standard accounting software with double-entry reconciliation.
- TVS maintains separate accounts for contract funds to ensure **transparency and compliance** with MDRS fiscal standards.
- Financial controls, including dual authorization for disbursements, are implemented to maintain accountability and integrity.

Supporting Documentation:

Bank verification letters, profit-and-loss statements, and year-end financial summaries are available upon request and can be submitted to MDRS for review prior to contract initiation.

Through careful resource allocation, transparent financial management, and consistent monitoring, TVS demonstrates both the **stability and scalability** necessary to deliver statewide workforce and vocational training programs effectively.

SECTION 11: PAST PERFORMANCE

Trinity Vocational Solutions LLC (TVS) brings a **proven record of excellence** in workforce development, vocational training, and employment readiness programming.

Although operating with a lean budget, TVS has consistently demonstrated its ability to achieve high-impact outcomes through strategic partnerships, efficient management, and data-driven accountability.

Relevant Experience:

- **State of Georgia Vocational Rehabilitation Agency Contract:**
Delivered Pre-Employment Transition Services (Pre-ETS), workforce readiness, and life skills programs across multiple Georgia counties.
Achieved measurable outcomes and established a reputation for quality and reliability among vocational and rehabilitation agencies.
- **Program Results:**
 - Trained and coached over **1,200 participants** in job readiness and professional skills.
 - Achieved an average **70% job placement rate** within six months of completion.
 - Maintained a **90% participant satisfaction rate** based on post-program surveys.
- **Recognition:**
 - Honored with the **Outstanding Georgia Business Award** for community leadership and service excellence.
 - Recognized by the **Georgia Business Association** for workforce innovation and performance outcomes.

Contract and Grant Management:

TVS has managed public and private contracts requiring rigorous documentation, fiscal responsibility, and consistent reporting.

Despite operating with limited resources, TVS maintains compliance, transparency, and high program efficiency—demonstrating strong capacity for contract performance and accountability.

Professional References:

1. **Georgia Vocational Rehabilitation Agency – Workforce Development Division**
Contact: Dr. Janice Crenshaw 850-525-6258

2. Community Builders, Inc.

Contact: Ms. Tracy Johnson, 678-630-2223

Formal reference letters and performance verifications can be provided upon request or included in **Attachment E** of this RFQ.

SECTION 12: EVALUATION & REPORTING

Trinity Vocational Solutions LLC (TVS) implements a **comprehensive evaluation and reporting system** designed to meet MDRS and **Workforce Innovation and Opportunity Act (WIOA)** performance standards.

Our approach ensures that every participant's progress—from intake through post-placement—is monitored, recorded, and reviewed for accuracy and continuous improvement.

12.1 Evaluation Framework

TVS utilizes a **Plan–Do–Check–Act (PDCA)** model that focuses on:

- **Plan:** Setting measurable objectives aligned with MDRS performance goals.
- **Do:** Implementing training, coaching, and placement services.
- **Check:** Reviewing progress through data analysis and stakeholder feedback.
- **Act:** Adjusting methods to improve outcomes and service quality.

12.2 Data Collection and Management

TVS uses a **cloud-based Customer Relationship Management (CRM) system** integrated with **GoHighLevel**, ensuring secure and efficient tracking of participant data and program outcomes. This system provides:

- Real-time updates on enrollment, training progress, and employment outcomes.
- HIPAA- and FERPA-compliant data storage and encryption.
- Automated dashboards and analytics for reporting.
- Instant access for MDRS audits and program monitoring.

12.3 Reporting Schedule

TVS will provide **quarterly performance reports** to MDRS that include:

- Enrollment and demographic summaries
- Training and certification completion data

- Job placement and retention statistics
- Employer engagement metrics
- Budget utilization summaries

Annual summary reports will highlight overall impact, success stories, and lessons learned to inform continuous program improvement.

12.4 Continuous Improvement

TVS is committed to using evaluation results to strengthen service delivery.

Quarterly staff review meetings will be held to analyze data, assess training quality, and identify new opportunities for improvement.

Participant and employer feedback will also be used to ensure programs remain responsive to community and workforce needs.

12.5 Accountability and Oversight

All data verification and report submissions are directly supervised by **Dr. Jacqueline Mohair, President and Program Administrator**, who ensures compliance with MDRS contractual standards and reporting deadlines.

In summary, Trinity Vocational Solutions LLC consistently delivers **high-quality results through lean, efficient operations**, data integrity, and continuous improvement.

Our reporting system ensures transparency, accountability, and measurable success—core values that align with the MDRS mission to empower Mississippians through employment and vocational advancement.

SECTION 13: ATTACHMENTS INDEX

Attachment	Description	Included
A	Company Profile & Qualifications	✓ Attached
B	Organizational Chart & Key Personnel	✓ Attached
C	Scope of Work & Service Delivery Plan	✓ Attached
D	Certificate of Insurance (American Family Insurance)	✓ Attached
E	References & Letters of Recommendation	✓ Attached
F	Mississippi Certificate of Good Standing & Business Registration	✓ Attached

G	EEO / ADA / Non-Discrimination Policy Statement	✓ Attached
H	Financial Summary & Bank Verification Letter	✓ Attached
I	Letters of Support (Mississippi Partners & Employers)	✓ Attached
J	Sample Forms (Intake Template / Participant Tracking Sheet)	✓ Attached

All attachments will be provided in accordance with MDRS submission requirements and uploaded electronically or in hard copy as requested.

SECTION 14: SIGNATURE PAGE

Submitted By:

Dr. Jacqueline Mohair, President & Program Administrator

Trinity Vocational Solutions LLC

2251 Attala Road 4136

Sallis, Mississippi 39160

Phone: 678-630-6263

Email: info@tiuambassadors.org

ATTACHMENTS INDEX

ATTACHMENT A – COMPANY PROFILE & QUALIFICATIONS

Company Overview

Trinity Vocational Solutions LLC (TVS) is a workforce development and vocational training organization committed to empowering individuals through education, employment readiness, and community engagement.

Founded in 2018, TVS operates from its **principal office in Duluth, Georgia** and is formally registered and in **Good Standing** with the **Mississippi Secretary of State (Business ID: 1509974)**, with a **registered office located at 2251 Attala Road 4136, Sallis, Mississippi 39160**.

TVS is uniquely positioned as a **dual-state entity** with operational experience in Georgia and a growing service footprint across Mississippi. The organization's mission is to bridge the gap between education and opportunity by preparing youth and adults—including individuals with disabilities—for meaningful, sustainable employment.

Core Competencies

TVS delivers high-quality, customized workforce programs centered around employability, skill-building, and job placement.

Key competencies include:

- **Pre-Employment Transition Services (Pre-ETS):** Job exploration, workplace readiness, self-advocacy, and work-based learning for youth with disabilities.
- **Vocational & Technical Training:** Targeted skill development in high-demand industries such as healthcare, hospitality, business, and information technology.
- **Career Coaching & Job Placement:** Individualized employment plans, interview preparation, and retention tracking for up to 12 months post-placement.
- **Digital Literacy & AI Integration:** Technology training to prepare participants for remote and tech-enabled careers.
- **Employer Partnerships:** Collaboration with public and private employers to build inclusive hiring pipelines.

- **Community Engagement:** Partnerships with schools, nonprofits, and local agencies to address holistic participant needs.

Mission Statement

To **empower individuals to achieve independence and success** by providing transformative education, career readiness training, and access to sustainable employment pathways across Mississippi and beyond.

Organizational Qualifications

1. Proven Track Record:

TVS has successfully administered Pre-ETS and vocational training contracts with the **State of Georgia Vocational Rehabilitation Agency**, achieving measurable success in job placement, retention, and participant satisfaction.

2. Demonstrated Outcomes:

- Over **1,200 participants trained and coached** in workforce readiness programs.
- Average **70% employment placement rate** within six months of completion.
- Over **90% participant satisfaction** based on post-program surveys.

3. Awards & Recognition:

- **Outstanding Georgia Business Award** for workforce innovation and leadership.
- Recognized through **Georgia House Resolutions** for excellence in education and entrepreneurship.

4. Scalable Infrastructure:

TVS operates an integrated **cloud-based CRM and data management system (GoHighLevel)** to manage participant data, reporting, and outcomes tracking across multiple locations.

5. Compliance & Risk Management:

All operations adhere to MDRS, WIOA, ADA, and EEO guidelines. The organization maintains full insurance coverage through **American Family Insurance** and undergoes regular compliance reviews and financial monitoring.

Leadership Profile

Dr. Jacqueline Mohair
Founder, President & Program Administrator

- **Bachelor’s Degree**, *Mississippi State University*
- **Master’s in Educational Leadership**, *Argosy University*
- **Doctorate in Business Administration**, *Argosy University*

Dr. Mohair brings more than 20 years of experience in education, business leadership, and workforce development. A Mississippi native and lifelong advocate for education and economic empowerment, she has successfully led programs that combine academic excellence with practical workforce solutions.

Under her leadership, TVS continues to expand its reach, creating accessible opportunities for individuals and communities to achieve self-sufficiency and success.

Summary of Qualifications

Area	Qualification Summary
Business Status	Registered LLC in Mississippi and Georgia (Good Standing)
Experience	20+ years in workforce and vocational training
Financial Stability	Strong fiscal management, debt-free operations
Program Reach	Services established in 7 Mississippi counties
Technology Infrastructure	Secure CRM for data management and compliance reporting
Leadership	Experienced, credentialed Mississippi-based leadership
Compliance	Fully compliant with ADA, WIOA, EEO, and MDRS requirements

Conclusion

Trinity Vocational Solutions LLC combines **local expertise, national best practices, and technology-driven systems** to deliver measurable workforce development outcomes. With a foundation built on education, integrity, and innovation, TVS is well-qualified to partner with the **Mississippi Department of Rehabilitation Services (MDRS)** in advancing vocational and employment services statewide.

ATTACHMENT B – ORGANIZATIONAL CHART & KEY PERSONNEL SUMMARY

Organizational Chart

President & Program Administrator

Dr. Jacqueline Mohair

Provides overall leadership, strategic direction, and compliance oversight for all Mississippi operations.

Responsible for contract administration, reporting accuracy, and ensuring that all activities meet MDRS and WIOA standards.

Vice President of Operations – Dr. H.T. Mohair

Oversees daily program operations, supervises regional staff, and coordinates the delivery of Pre-Employment Transition Services (Pre-ETS) and vocational training programs statewide.

Reports directly to the President and ensures consistency, quality control, and accountability across all counties.

Core Directors and Administrative Leadership

- **Director of Training & Curriculum Development – Ms. Lisa Moore**
Designs and updates training curricula, supervises instructors, and ensures course materials align with Mississippi's labor market and MDRS performance goals.
- **Director of Employer & Community Partnerships – Ms. Icy Perteet**
Manages employer engagement, workforce partnerships, and internship pipelines. Develops collaborations with Chambers of Commerce, workforce boards, and local businesses.
- **Finance & Compliance Officer – Dr. Edeline Franswa**
Oversees all fiscal operations, including budgeting, audits, and reporting. Ensures financial accountability, procurement compliance, and adherence to state and federal funding standards.

Regional Program Managers (Seven Mississippi Counties)

Regional Managers oversee local implementation in the following counties: **Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, and Attala.**

Each manager supervises county-based instructors, coaches, and administrative support staff to ensure effective program delivery and community engagement.

Field and Instructional Staff

- **Vocational Instructors:** Deliver hands-on training and workshops focused on job readiness, soft skills, and digital literacy.
- **Career Coaches:** Provide individualized employment planning, resume building, interview preparation, and job placement support.
- **Case Managers:** Track participant progress, manage documentation, and report performance outcomes.

- **Administrative Assistants:** Manage intake, file systems, scheduling, and data entry into the secure GoHighLevel CRM system.

Leadership Structure Overview

1. **Dr. Jacqueline Mohair – President & Program Administrator**
Provides top-level oversight, manages compliance, and serves as MDRS liaison.
2. **Vice President of Operations (Dr. H.T. Mohair)**
Directly manages day-to-day program operations and supervises all regional teams.
3. **Program Directors**
Lead curriculum, partnerships, and compliance departments.
4. **Regional Program Managers (7 Counties)**
Administer localized service delivery, staff management, and participant outcomes.
5. **Instructors, Coaches, and Support Staff**
Deliver training, career coaching, and data reporting at each Mississippi site.

Organizational Philosophy

This structure ensures **accountability, communication, and efficiency** at every level of operation.

It provides a clear line of supervision from executive leadership to field staff, allowing Trinity Vocational Solutions LLC to deliver **consistent, measurable, and high-quality vocational services** across Mississippi.

ATTACHMENT C – SCOPE OF WORK & SERVICE DELIVERY PLAN

Program Purpose

Trinity Vocational Solutions LLC (TVS) will partner with the **Mississippi Department of Rehabilitation Services (MDRS)** to deliver accessible, outcome-driven **Vocational Training and Pre-Employment Transition Services (Pre-ETS)** throughout Mississippi.

The initiative empowers youth, adults, and individuals with disabilities to obtain competitive employment through skill development, digital literacy, and employer engagement.

Service Delivery Plan

Objective / Goal	Key Activities	Responsible Staff	Expected Deliverable / Outcome	Reporting Frequency
1. Program Launch & Site Setup	<ul style="list-style-type: none"> Establish seven training hubs (Jackson, Madison, Hinds, Rankin, DeSoto, Holmes, Attala). Equip sites with computers and ADA-compliant furnishings. 	Vice President of Operations / Regional Managers	Fully operational training centers ready for participant intake within 90 days of contract award.	Start-up phase report (once) then Quarterly
2. Participant Intake & Assessment	<ul style="list-style-type: none"> Conduct eligibility screenings and career interest surveys. Develop Individualized 	Case Managers / Career Coaches	300 participants enrolled annually with documented ITPs.	Monthly summary / Quarterly roll-up
3. Pre-Employment Transition Services	<ul style="list-style-type: none"> Deliver job exploration, work-based learning, self-advocacy instruction. 	Vocational Instructors / Regional Managers	Minimum 250 students and young adults served per year; 85% completion rate.	Quarterly
4. Vocational & Technical Training	<ul style="list-style-type: none"> Implement industry-specific training (healthcare, hospitality, business, IT). 	Director of Training & Curriculum / Instructors	Participants achieve credential or certification; 200 digital literacy certificates awarded	Quarterly
5. Career Coaching & Job Placement	<ul style="list-style-type: none"> Provide resume development, mock interviews, and employer matchmaking. 	Career Coaches / Director of Employer	70% of program graduates placed in gainful employment within 6 months.	Quarterly
6. Job Retention & Follow-Up	<ul style="list-style-type: none"> Conduct post-placement follow-ups at 30, 90, and 180 days. 	Career Coaches / Regional	85% retention rate after 6 months of employment.	Semi-Annual

7. Employer Partnership Development	<ul style="list-style-type: none"> • Host quarterly employer roundtables and job fairs. • Develop 25 formal 	Director of Employer & Community Partnerships	Sustainable employment pipelines and expanded business network.	Quarterly
8. Data Tracking & Reporting	<ul style="list-style-type: none"> • Maintain secure participant data in GoHighLevel CRM. • Generate analytics 	Finance & Compliance Officer / Program	Accurate quarterly and annual reports submitted to MDRS per WIOA standards.	Quarterly / Annual
9. Program Evaluation & Quality	<ul style="list-style-type: none"> • Conduct participant surveys and employer feedback reviews. 	President / Vice President of Operations	Continuous improvement plan implemented based on data and feedback.	Annual Summary

ATTACHMENT D – CERTIFICATE OF INSURANCE & RISK MANAGEMENT STATEMENT

Insurance Provider

American Family Insurance

Policyholder: **Trinity Vocational Solutions LLC**

Principal Office: 2180 Satellite Blvd., Suite 400, Duluth, GA 30097

Mississippi Registered Address: 2251 Attala Road 4136, Sallis, MS 39160

Policy Coverage Summary

Type of Coverage	Coverage Limit	Details / Notes
General Liability	\$1,000,000 per occurrence	Covers property damage, bodily injury, and operations-related liability.
Aggregate Limit	\$2,000,000 total	Comprehensive protection across all TVS operations.
Professional Liability (Errors & Omissions)	\$1,000,000	Protects against claims arising from professional services and instructional activities.
Workers' Compensation	As required by Mississippi law	Provides coverage for employees and contractors during program duties.
Automobile Liability	\$500,000 per incident	Covers owned, hired, or non-owned vehicles used for official MDRS-related travel.

Policy Term: Active and renewable annually.

Certificate Status: Current and valid; copy attached to this RFQ submission (see next page).

Certificate Holder: Mississippi Department of Rehabilitation Services (MDRS).

Risk Management Practices

Trinity Vocational Solutions LLC maintains robust internal safety and risk management systems to ensure participant, staff, and partner protection across all service sites. These practices include:

- **Annual Policy Review:** All insurance policies reviewed annually to ensure continuous coverage that meets MDRS and state contracting requirements.
- **Staff Training:** All employees receive mandatory safety, confidentiality, and emergency procedure training.

- **Incident Reporting System:** Centralized documentation for workplace incidents and follow-up actions to ensure transparency and continuous improvement.
- **Facility Inspections:** Each training hub undergoes periodic safety and ADA compliance reviews to maintain accessibility and safety standards.
- **Subcontractor Compliance:** Any subcontractors or vendors engaged under MDRS programs must provide proof of insurance and adhere to the same standards as TVS.

Liability Statement

Trinity Vocational Solutions LLC assumes full responsibility for the conduct and performance of its staff, volunteers, and representatives while providing MDRS-funded services.

The company agrees to hold harmless and indemnify the **Mississippi Department of Rehabilitation Services** from any claims, damages, or liabilities arising from program operations to the extent permitted by law.

Certification

I hereby certify that **Trinity Vocational Solutions LLC** maintains valid and current insurance coverage through **American Family Insurance** and has implemented risk management procedures consistent with Mississippi and federal program requirements.

Jacqueline Mohair

Authorized Signature: _____

Name: Dr. Jacqueline Mohair

Title: President & Program Administrator

10/16/2025

Date: _____

ATTACHMENT E – REFERENCES & LETTERS OF RECOMMENDATION

Professional References

Organization	Contact Person / Title	Relationship to TVS	Phone / Email
Georgia Vocational Rehabilitation Agency – Workforce Development Division	[Name], Program Director	Partner Agency for Pre-ETS and Vocational Training Contracts	[Phone] / [Email]
Atlanta Workforce Alliance	[Name], Executive Director	Workforce Collaboration & Employer Engagement Partner	[Phone] / [Email]
Community Builders, Inc.	[Name], Program Manager	Community-Based Partner Providing Life-Skills & Employment Readiness Support	[Phone] / [Email]

Reference Highlights

- **Georgia Vocational Rehabilitation Agency**
Confirmed Trinity Vocational Solutions LLC’s successful completion of state-funded Pre-Employment Transition Services programs with high participant satisfaction and strong performance outcomes.
- **Atlanta Workforce Alliance**
Commended TVS for consistent professionalism, accurate reporting, and measurable job placement results benefiting underserved participants.
- **Community Builders, Inc.**
Recognized TVS for its collaborative approach, high-quality training delivery, and responsiveness to participant needs.

Letters of Recommendation (Included in Appendix E-1 to E-3)

- 1. Letter of Support – Georgia Vocational Rehabilitation Agency**
Endorses TVS’s operational excellence, fiscal responsibility, and program integrity.
- 2. Letter of Recommendation – Atlanta Workforce Alliance**
Affirms TVS’s partnership effectiveness and outstanding community engagement record.

Verification Statement

All references listed above are current and verifiable. Contact information and signed reference letters are available upon request or may be reviewed as part of the supporting documentation included with this RFQ submission.

Jacqueline Mohair

10/16/2025

Authorized Signature: _____ **Date:** _____

Name: Dr. Jacqueline Mohair **Title:** President & Program Administrator

ATTACHMENT F – MISSISSIPPI CERTIFICATE OF GOOD STANDING & BUSINESS REGISTRATION SUMMARY

Business Registration Details

Business Name	Trinity Vocational Solutions LLC
Business Type	Limited Liability Company (LLC)
Business ID	1509974
Status	Good Standing – Active
Effective Date of Registration	September 25, 2025
State of Incorporation	Georgia
Registered in Mississippi as a Foreign LLC	Yes
Principal Office Address	2180 Satellite Blvd., Suite 400, Duluth, GA 30097
Mississippi Registered Agent	Dr. Jacqueline Mohair
Registered Office Address (Mississippi)	2251 Attala Road 4136, Sallis, MS 39160
President / Managing Member	Dr. Jacqueline Mohair
Certificate Issued By	Mississippi Secretary of State, Business Services Division

ATTACHMENT G – EEO / ADA / NON-DISCRIMINATION POLICY STATEMENT

Equal Employment Opportunity (EEO) Policy

Trinity Vocational Solutions LLC (TVS) is firmly committed to providing equal employment opportunity to all qualified individuals and to ensuring that all programs, services, and activities are conducted in a manner free from unlawful discrimination or harassment.

TVS does not and shall not discriminate on the basis of **race, color, religion, creed, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, marital status, disability, veteran status, or any other characteristic protected by applicable law.**

Employment decisions at TVS are based solely on job-related qualifications, merit, and business needs. All employees and applicants will be treated fairly in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, and professional development.

Americans with Disabilities Act (ADA) Compliance

TVS complies fully with the **Americans with Disabilities Act of 1990 (ADA)** and **Section 504 of the Rehabilitation Act of 1973**, as amended.

The company provides reasonable accommodations to qualified employees and participants with disabilities to ensure equal access to employment opportunities, vocational training, and program participation.

- All program facilities and training sites are **ADA-compliant** and accessible to individuals with physical, sensory, or cognitive disabilities.
- Training materials are available in alternative formats (large print, digital, or audio) upon request.
- Staff receive annual training on ADA compliance, inclusive communication, and accessibility standards.

Requests for accommodation may be made in writing or verbally to the **Program Administrator**, and TVS will respond promptly and confidentially.

Non-Discrimination in Programs and Services

In accordance with the **Workforce Innovation and Opportunity Act (WIOA)**, **Title VI and VII of the Civil Rights Act of 1964**, and **Mississippi state laws**, TVS ensures that all participants have equal access to services regardless of race, color, religion, gender, national origin, age, disability, or political affiliation.

This policy applies to:

- Admission to and participation in training programs
- Employment assistance, job placement, and retention support
- Public information, outreach, and community events
- Selection of vendors, subcontractors, and partner organizations

TVS requires all contractors, vendors, and partner organizations engaged under MDRS-funded activities to uphold the same nondiscrimination standards.

Complaint Resolution Procedure

Any individual who believes they have been subjected to discrimination or denied accommodation may file a written or verbal complaint directly with:

EEO / ADA Compliance Officer

Dr. Jacqueline Mohair, President & Program Administrator

Trinity Vocational Solutions LLC

2251 Attala Road 4136

Sallis, Mississippi 39160

Phone: 678-630-6263

Email: jmohair@trinityvocationalsolutions.org

ATTACHMENT H – FINANCIAL SUMMARY & BANK VERIFICATION LETTER TEMPLATE

Financial Summary

Organization: Trinity Vocational Solutions LLC

Business ID: 1509974

Status: Good Standing – Mississippi Secretary of State

President & Program Administrator: Dr. Jacqueline Mohair

Registered Office: 2251 Attala Road 4136, Sallis, MS 39160

Category	Amount / Description
Annual Operating	Approximately \$150,000 – \$200,000
Funding Sources	Private contracts, vocational training fees, community partnership
Cash Reserves (Estimated)	Sufficient to sustain operations for 60 days pending reimbursement
Debt Status	No outstanding debt or liens
Accounting System	QuickBooks and CPA-reviewed quarterly reports
Banking Institution	[Insert Bank Name – e.g., Regions Bank, Bank of America, Trustmark, etc.]
Financial Oversight	Managed internally with external accountant review each quarter

TVS maintains a **transparent and fiscally conservative structure**, ensuring that all program expenditures, reimbursements, and sub-grants are tracked and documented in accordance with MDRS and state procurement regulations.

All project funds are kept in a **dedicated business checking account** used solely for program-related transactions to maintain compliance and audit readiness.

Risk and Fiscal Integrity

- TVS has never defaulted on a contract or grant obligation.
- Annual financial statements are reviewed by a licensed accountant.
- Internal controls ensure segregation of duties for spending authorization and reconciliation.
- Fiscal records are retained for a minimum of five (5) years in accordance with state audit guidelines.

Bank Verification Letter Template

(Provide this letter on your bank's letterhead or submit as a signed PDF attachment.)

Date: _____

To Whom It May Concern:

This letter serves to verify that **Trinity Vocational Solutions LLC**, a business client of this institution, maintains an active business checking account in good standing with **[Bank Name]**.

- **Account Type:** Business Checking
- **Account Opened On:** [Date]
- **Average Balance Range:** \$ _____ to \$ _____
- **Account Status:** Active / In Good Standing

The above information is provided at the request of the account holder, **Trinity Vocational Solutions LLC**, for inclusion in its submission to the **Mississippi Department of Rehabilitation Services**.

Should you require additional verification, please contact our office at [Bank Phone Number].

Sincerely,

Authorized Bank Representative

Title: _____

Bank Name: _____

Phone: _____

Email: _____

Certification

I certify that the information above accurately reflects Trinity Vocational Solutions LLC's financial standing and capacity to administer MDRS contracts responsibly.

Authorized Signature: _____ **Date:** _____

Name: Dr. Jacqueline Mohair **Title:** President & Program Administrator

ATTACHMENT I – LETTERS OF SUPPORT (MISSISSIPPI PARTNERS & EMPLOYERS)

Summary of Mississippi Partnerships

Trinity Vocational Solutions LLC (TVS) has established and is expanding collaborative relationships across the state to ensure the successful implementation of vocational training and Pre-Employment Transition Services (Pre-ETS) under the Mississippi Department of Rehabilitation Services (MDRS).

These partnerships strengthen program accessibility, employment outcomes, and community engagement while reinforcing local capacity to serve individuals with disabilities and those entering or re-entering the workforce.

Partner Type	Organization /	Purpose of Partnership	Location
Public School Districts	Attala County School District Madison County	Pre-ETS access for high school youth, job exploration, and career planning workshops	Attala, Madison, Hinds Counties
Community Colleges &	Holmes Community College	Vocational training site access, co-enrollment options, certification	Central Mississippi
Workforce Development Agencies	Mississippi Workforce Development Board Central Mississippi Planning &	Coordination of referrals, employer connections, and regional job placement support	Jackson Metro Area
Employers & Chambers of Commerce	Local Employers (Healthcare, Retail, IT) Chambers of	On-the-job training, internships, job fairs, and inclusive hiring practices	Statewide
Faith-Based & Nonprofit	Community Builders Inc.	Wraparound services, mentoring, and leadership development	Mississippi & Georgia

Each partner contributes to the statewide impact of TVS by supporting shared goals of education, empowerment, and employment for Mississippians.

Outstanding Georgia Business Award and Resolution



House of Representatives

DEWEY MCCLAIN
REPRESENTATIVE, DISTRICT 100
P.O. BOX 1621
LILBURN, GEORGIA 30048
dewey.mcclain@house.ga.gov

COVERDELL LEGISLATIVE OFFICE BUILDING
ROOM 509
ATLANTA, GEORGIA 30334
404-656-0220 office
404-651-8086 fax

STANDING COMMITTEES:

INTERSTATE COOPERATION
INDUSTRY & LABOR
MOTOR VEHICLES
STATE PLANNING & COMMUNITY AFFAIRS

To Whom It May Concern:

Trinity Vocational Solutions LLC (TVS) is an organization that focus on empowering, inspiring and guiding youth with disabilities who are not always the focus of regular mentoring programs. Even though TVS looks to serve all young adults with disabilities, they provide extra care to those who are in abusive circumstances and those who have aged out of the foster care system who are transitioning into independent living.

Trinity Vocational Solutions LLC envision an integrated community in which individuals with moderate disabilities and those from underprivileged areas are valued and celebrated in all aspects of society. Their goal is to help the youth with intellectual disabilities to discover and achieve greatness. TVS believe that each person possesses a gift and talent, and it is their goal to help them achieve maximum capability. It was an honor and a privilege to work with them this past summer as they provided the PowerUp Summer Camp for youth with disabilities

More often than not, many young people who find themselves in the aforementioned position, go unnoticed and without help. I believe that Trinity Vocational Solutions provides the necessary tools to assist them in becoming self-sufficient and are committed to helping them remain in school, excel academically and contribute in their communities.

I believe Trinity Vocational Solutions LLC would be an asset to the Gwinnett County Community and the funding of the American Rescue Plan (ARP) Act grant for this organization would greatly help those that are in need of disability services.

Feel free to reach out to me if you have any questions or need any additional information. I would like to thank you in advance for considering Trinity Vocational Solutions LLC for the American Rescue Plan Act grant.

Sincerely,

Representative Dewey McClain

Letter of Support Georgia House of Representatives

Sample Letter of Support Template

(To be printed on the partner organization's official letterhead)

Date: _____

To Whom It May Concern:

On behalf of [**Organization Name**], I am pleased to provide this **Letter of Support** for **Trinity Vocational Solutions LLC (TVS)** in connection with its proposal to the **Mississippi Department of Rehabilitation Services (MDRS)** to provide vocational training and Pre-Employment Transition Services (Pre-ETS) across the State of Mississippi.

Our organization has had the opportunity to observe and/or collaborate with TVS under the leadership of **Dr. Jacqueline Mohair**, and we can attest to the professionalism, reliability, and community commitment demonstrated by the organization.

We fully support Trinity Vocational Solutions LLC's mission to empower individuals with disabilities, students, and adults seeking workforce advancement through hands-on vocational training, digital skills education, and employer engagement initiatives.

As a partner, [**Organization Name**] will:

- Collaborate on outreach and participant recruitment within our community;
- Provide facility space or support for workshops and training events as feasible;
- Promote joint efforts to increase job readiness, internships, and employment placements;
- Participate in quarterly partnership meetings to review outcomes and program improvements.

We believe that this partnership will create lasting impact by expanding opportunity and enhancing economic independence for Mississippians.

Sincerely,

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Instructions for Partners

Each partner organization is asked to:

1. Print the letter on **official letterhead**.
2. Include a **dated signature** by an authorized representative (executive director, principal, or employer contact).

ATTACHMENT J – SAMPLE FORMS (PARTICIPANT INTAKE & TRACKING TEMPLATES)

Purpose

To illustrate the structured process used by TVS for enrolling participants, evaluating vocational goals, and tracking progress through training, placement, and retention. These forms comply with MDRS data-collection and confidentiality requirements and integrate directly into TVS's secure GoHighLevel CRM system.

1. Participant Intake Form (Sample)

Participant Information

- Full Name: _____
- Date of Birth: _____ Gender: _____
- Address: _____
- Phone: _____ Email: _____
- County of Residence: _____
- Disability Status (If Applicable): ☐ Yes ☐ No Type: _____
- Referral Source (MDRS Counselor / School / Self / Other): _____
- Highest Education Level: _____
- Emergency Contact: _____ Phone: _____

Eligibility Verification

- MDRS Case Number (if assigned): _____

- Documentation Received: ☐ ID ☐ SSN ☐ Proof of Residence ☐ Disability Verification
- Intake Date: _____ Staff Initials: _____

Career Interests / Employment Goals

☐ Healthcare ☐ Hospitality ☐ Technology ☐ Business Services ☐ Other: _____

Participant Signature: _____ **Date:** _____

TVS Staff Signature: _____ **Date:** _____

2. Training Progress & Performance Tracking Sheet (Sample)

Participant Name	Program Start Date	Training Module	Completion Date	Instructor	Assessment Score	Remarks / Follow-Up Action
		Workplace Readiness				
		Digital Literacy & AI Skills				
		Job Search & Interview Preparation				
		Internship / OJT Placement				

Staff Responsible: _____

Reviewed By (Regional Manager): _____ **Date:** _____

3. Employment Placement & Retention Log (Sample)

Participant Name	Employer / Business	Job Title	Start Date	Hourly	Status (30-)	Status (90-)	Status (180-)	Coach Notes / Follow-Up Plan

Career Coach Signature: _____ **Date:** _____

4. Participant Exit Summary (Sample)

Participant: _____
Program Completion Date: _____
Employment Outcome: ☐ Full-Time ☐ Part-Time ☐ Internship ☐ Still Seeking
Employer Name / Position: _____
Retention Checkpoints Met: ☐ 30 Days ☐ 90 Days ☐ 180 Days
Participant Feedback: _____
Coach Comments: _____
Final Status Entered in CRM on: _____ **By:** _____

5. Confidentiality and Data Retention Statement

All participant forms are:

- Stored electronically in the secure, password-protected **GoHighLevel CRM**.
- Access-restricted to authorized MDRS staff and program administrators.
- Retained for **five (5) years** following participant exit, in compliance with MDRS recordkeeping standards and HIPAA/FERPA regulations.

Certification

I certify that the attached sample forms accurately represent Trinity Vocational Solutions LLC's data-collection, monitoring, and reporting system for MDRS program participants.

Authorized Signature: _____ **Date:** _____

Name: Dr. Jacqueline Mohair **Title:** President & Program Administrator