

Request for Quote (RFQ)

Industrial Maintenance Training (Staubli Robotics Maintenance)

1. Introduction

The Mississippi Office of Workforce Development, known as AccelerateMS, seeks qualified vendors with existing capabilities to deliver technical training to the public. The selected vendor will provide strategic expertise and industry insights to strengthen Mississippi's training participation for the selected region and programs.

2. Scope of Work

The selected training provider shall:

Program Delivery

- Deliver a minimum of a Forty (40) instructional hours of Staubli Robotic/maintenance-focused training.
- Conduct training in North Mississippi.
- Provide qualified instructors with demonstrated manufacturing and robotic training experience.
- Maintain attendance records and participant progress documentation.

Curriculum Requirements

Training shall include, at a minimum, instruction in the following areas:

- Safety and Maintenance Fundamentals
- Mechanical Systems/Belts
- Pneumatic Systems /Solenoid
- Pneumatic Troubleshooting
- Servo motor Systems /Motor replacement
- Wiring harness Troubleshooting / Replacement
- Electrical Fundamentals/Fault code assessment
- Electrical Components and Motor Controls
- Electrical Troubleshooting
- PLC and Industrial Controls/Robot Interface
- LOTO
- Programming fundamentals/Axis movement

Providers are encouraged to include additional industry-relevant content such as:

- Automation and Industry 4.0 concepts

Participant Support

The provider shall:

- Conduct participant assessments as appropriate.
- Monitor participant performance and completion.
- Provide completion documentation and credential attainment records.
- Coordinate with AccelerateMS staff regarding participant progress and outcomes with the capabilities to share data.

3. Deliverables

The selected provider shall provide:

- A detailed training plan and curriculum outline.
- Training schedule identifying instructional hours and topics.
- Instructor qualifications and resumes.
- Attendance records for all participants.
- Participant completion reports.
- Credential attainment documentation, if applicable.
- Final program summary report including:
 - Enrollment numbers
 - Completion rates
 - Credential attainment
 - Participant outcomes
 - Recommendations for future cohorts

4. Vendor Qualifications

Qualified providers should demonstrate:

- Experience delivering manufacturing workforce training programs.
- Experience serving adult learners and workforce populations.
- Capacity to deliver training in North Mississippi.
- Familiarity with Mississippi manufacturing industries and workforce needs.
- Success in preparing participants for employment in manufacturing environments.
- Ability to administer or prepare participants for industry-recognized credentials.

Preference may be given to community colleges and those providers with experience supporting:

- Advanced manufacturing/Robotics
- Industrial maintenance
- Distribution and logistics operations

5. Contract Period

- Start Date: September 21, 2026
- End Date: December 31, 2026
- Extension: Subject to performance and funding availability

6. Quote Requirements

All quotes must include the following:

- Pricing Structure – Fixed monthly or total project fee, per person, OR hourly rate(s) for services provided.
- References – Contact information for two (2) clients or employers for whom similar work was performed.

7. Evaluation Criteria

Criteria	Weight
Relevant industrial maintenance training experience	35%
Quality and comprehensiveness of curriculum	25%
Cost competitiveness and value	25%
Instructor qualifications and organizational capacity	10%
References and past performance	5%

AccelerateMS reserves the right to negotiate pricing, curriculum content, participant capacity, and deliverables prior to contract award.

8. Budget Cap

Providers shall submit their most competitive pricing for delivery of the 40-hour training program.

AccelerateMS reserves the right to award all, part, or none of the services requested under this RFQ based on available funding and program needs.

7. Submission Instructions

All quotes must be submitted in PDF format via email to info@acceleratems.org no later than: Friday, September 4, 2026, at 5:00 PM CT

Late submissions will not be considered. Please include “Industrial Maintenance/Staubli Robot Maintenance” in the subject line of your email.

8. Contact Information

For questions or clarifications regarding this RFQ, please contact:
Talent Solutions at AccelerateMS
Email: talentsolutions@acceleratems.org

9. Other Terms and Conditions

AccelerateMS reserves the right to reject any or all submissions, to waive minor irregularities, and to request additional information as needed. No costs incurred in the preparation of a submission will be reimbursed.

Award decisions will be based on documented evaluation results and the determination of best value in accordance with applicable procurement standards.

It is expressly understood and agreed that by issuing this Request for Qualification AccelerateMS has no obligation to issue an award or enter a contract, and it, in its sole discretion, may withdraw or amend this Request for Qualification before doing so.

Discussions may be had with applicants determined to be reasonably susceptible of being selected for the award; however, submissions may be accepted without such discussions.

Invoices shall be emailed to maryannmyers@acceleratems.org.

All goods and services must meet the specifications outlined in this RFQ. Non-confirming goods and services must be replaced at the vendor’s expense.

Vendor acknowledges, accepts, and agrees to comply with the State of Mississippi’s Standard Terms and Conditions, as set forth in Exhibit A, and agrees these are fully incorporated into any contract entered by the Parties related to this RFQ. Failure to comply with these terms and conditions may result in the termination of any contract entered.