

Request for Quote (RFQ)

Year 2 Development, Maintenance, and Enhancement of the Mississippi Workforce Intelligence Scorecard

1. Introduction and Background

AccelerateMS is requesting quotes from qualified developers or development firms to provide technical development, maintenance, and enhancement services for the Mississippi Workforce Intelligence Scorecard.

The Mississippi Workforce Intelligence Scorecard is a statewide decision-support tool that brings together workforce, education, employment, wage, and industry-alignment information to help leaders understand workforce performance and make more informed decisions. Scorecard information can be analyzed at the State, Workforce Ecosystem, and County levels.

The initial development phase established the Scorecard's performance measures, methodology, visual framework, and dashboard functionality. Year 2 will focus on maintaining the existing Scorecard, incorporating updated data and content, resolving technical issues, and making prioritized improvements to functionality and user experience.

This engagement is specifically for technical development and maintenance of the existing Scorecard and is not intended to recreate the underlying workforce performance framework.

2. Scope of Services

The selected vendor will provide ongoing development and technical support for the Mississippi Workforce Intelligence Scorecard.

Services may include, but are not limited to, the following:

Maintenance and Technical Support

- Maintain existing Scorecard functionality.
- Troubleshoot and resolve bugs, broken functionality, display issues, links, filters, and other technical problems.
- Maintain State, Workforce Ecosystem, and County-level functionality, where applicable.
- Provide technical support throughout the contract period.

Data and Content Updates

- Incorporate updated data provided or approved by AccelerateMS.
- Update dashboard values and visualizations as new data become available.
- Update labels, definitions, methodology links, thresholds, explanatory content, and other Scorecard information as directed by AccelerateMS.
- Implement approved modifications to existing metrics or dashboard components.

Improvements and Enhancements

- Implement prioritized improvements to Scorecard functionality, navigation, usability, and visual presentation.
- Modify existing visualizations, filters, pages, and interactive features as requested.
- Develop minor new dashboard components or features when approved by AccelerateMS and feasible within the available budget.
- Maintain and improve user-support features such as glossary links, definitions, methodology references, hover-over information, and related resources.
- Recommend technical improvements that could strengthen Scorecard performance, accessibility, usability, or maintainability.

Testing and Quality Assurance

- Test updates and enhancements prior to deployment.
- Confirm that changes function properly across applicable State, Workforce Ecosystem, and County views.
- Identify technical limitations or dependencies that may affect requested improvements.
- Maintain documentation of significant technical changes made during the contract period.

Service Continuity, Security, and Incident Response

- Support the reliability, continuity, and security of the Mississippi Workforce Intelligence Scorecard throughout the contract period.
- Promptly communicate planned maintenance, service disruptions, outages, cybersecurity incidents, and other events that may materially affect Scorecard availability, functionality, or Agency data.
- Notify AccelerateMS of any actual or reasonably suspected cybersecurity incident affecting Agency systems, services, accounts, operations, or data without undue delay and no later than one (1) hour after discovery. Notification shall not be delayed pending completion of an investigation or confirmation of the incident.
- Provide material updates at least every four (4) hours during active cybersecurity incident response and immediately upon identifying a material change in the scope or impact of the incident.

- Provide a written preliminary cybersecurity incident report within twenty-four (24) hours and a final incident and root-cause report within ten (10) business days following containment and recovery.
- Apply applicable cybersecurity incident notification and reporting requirements to subcontractors and other third parties used by the vendor to provide contracted services.
- Maintain appropriate business-continuity, backup, and disaster-recovery capabilities for production application components under the vendor's control or responsibility.
- Where applicable to components under the vendor's control or responsibility, support a Recovery Point Objective (RPO) of no more than one (1) hour and a Recovery Time Objective (RTO) of no more than four (4) hours.
- Identify any technical or third-party limitations that could prevent the vendor from meeting applicable service continuity, incident response, RPO, or RTO requirements.

Detailed notification, outage-management, cybersecurity, backup, and disaster-recovery requirements may be incorporated into the resulting contract or associated service-level requirements.

3. AccelerateMS Responsibilities

AccelerateMS will retain responsibility for establishing and approving the Scorecards:

- Metrics and key performance indicators;
- Methodologies;
- Data definitions and data sources;
- Performance targets and thresholds;
- Strategic questions;
- Priority sectors and high-value program definitions;
- Interpretation language; and
- Business requirements.

The selected vendor will be responsible for the technical implementation of requirements approved by AccelerateMS.

Stakeholder engagement, research, development of new workforce methodologies, and redevelopment of the overall Scorecard framework are not anticipated as part of this engagement unless specifically authorized by AccelerateMS.

4. Work Prioritization

AccelerateMS will identify and prioritize maintenance requests, data updates, and Scorecard enhancements throughout the contract period.

The selected vendor will work with AccelerateMS to determine the technical requirements and anticipated level of effort associated with requested changes. Development activities will be prioritized based on organizational need, technical feasibility, and the available contract budget.

This approach is intended to provide AccelerateMS flexibility to address maintenance needs and make incremental improvements to the Scorecard throughout Year 2.

5. Anticipated Deliverables

Deliverables may include:

- Ongoing maintenance of the existing Mississippi Workforce Intelligence Scorecard;
- Correction of identified technical issues;
- Incorporation of updated datasets and content;
- Updates to existing dashboard visualizations and functionality;
- Approved usability and navigation improvements;
- Approved minor enhancements and new functionality;
- Testing and quality assurance of implemented changes;
- Technical consultation and troubleshooting;
- Support for applicable service continuity and incident-response requirements; and
- Documentation of significant changes made during the contract period.

Specific deliverables will be prioritized in coordination with AccelerateMS and based on the available contract budget.

6. Contract Period

The anticipated period of performance is:

October 2026 – June 2027

Maintenance, changes, updates, technical support, and approved enhancements will be performed throughout the contract period based on priorities established by AccelerateMS.

7. Budget

The total contract amount shall **not exceed \$20,000**.

Vendors should provide a proposed pricing structure that clearly demonstrates how development, maintenance, technical support, and applicable service-continuity services will be provided within the available budget.

The quote should include, as applicable:

- Hourly development rate;
- Estimated hours available under the proposed rate;
- Any fixed costs;
- Any anticipated recurring costs; and
- Any assumptions or limitations associated with the proposed pricing.

AccelerateMS may prioritize requested work based on available funding, organizational need, and anticipated level of effort.

8. Vendor Response Requirements

Interested vendors should provide a concise response containing the following:

Qualifications

- Provide a comprehensive understanding of the Workforce Intelligence Scorecard.
- Brief description of the developer or firm.
- Relevant experience developing and maintaining interactive dashboards, data visualization products, or web-based decision-support tools.
- Experience working with workforce, education, government, economic development, or similar public-sector data is preferred.
- Examples of similar projects, where available.

Technical Capabilities

- Technologies and development tools relevant to the proposed work.
- Experience maintaining and enhancing existing products developed by another vendor, where applicable.
- Approach to troubleshooting, testing, quality assurance, and implementing updates.

Availability and Responsiveness

- General availability during the October 2026 – June 2027 contract period.
- Typical approach to responding to maintenance requests and development priorities.
- Ability to coordinate with AccelerateMS staff as development needs arise.

Security and Service Continuity

- Describe the vendor's approach to application availability, planned maintenance, outage response, cybersecurity incident response, backups, business continuity, and disaster recovery.
- Describe the vendor's ability to meet the one-hour cybersecurity incident notification requirement.
- Describe the vendor's ability to support the specified one-hour RPO and four-hour RTO, where applicable to systems or components under the vendor's control or responsibility.
- Identify third-party hosting services, cloud providers, subcontractors, or other dependencies that may be used in providing the proposed services.
- Identify which Scorecard infrastructure, backup, hosting, security, or disaster-recovery functions would be under the vendor's direct control.
- Clearly identify any exceptions, limitations, dependencies, or additional costs associated with meeting the security, notification, service-continuity, RPO, or RTO requirements.

Pricing

- Proposed hourly rate or alternative pricing structure.
- Estimated amount of development capacity available within the \$20,000 not-to-exceed amount.
- Identification of any additional costs, recurring expenses, or assumptions.

References

- Contact information for at least two recent clients for whom similar technical, dashboard, visualization, or development services have been provided.

9. Evaluation

AccelerateMS will evaluate vendor responses based on the overall value provided, including:

- Relevant technical qualifications and experience;
- Experience with dashboard development, data visualization, and maintenance;
- Ability to maintain and improve an existing product;
- Proposed technical approach;
- Ability to meet applicable cybersecurity, service-continuity, and incident-response requirements;
- Availability and responsiveness;
- Cost and development capacity provided within the available budget; and
- Past performance and references.



Office of Workforce Development
4400 Old Canton Road, Suite 200
Jackson, MS 39211
www.acceleratems.org

Selection will consider the vendor's ability to provide the best overall value to AccelerateMS, rather than price alone.

10. Incident and Service Notification

The selected vendor shall provide required cybersecurity incident, outage, and service-disruption notifications to AccelerateMS through the Agency's designated point of contact.

The initial designated contact shall be:

Wayne Dang
Systems Administrator
AccelerateMS
wdang@acceleratems.org

AccelerateMS may designate additional technical, administrative, cybersecurity, or executive contacts at contract initiation or during the contract period. The Agency may update its designated notification contact without requiring an amendment to the contract.

11. Submission Instructions

Quotes must be submitted electronically in PDF format to:

info@acceleratems.org

Submission Deadline:
Friday, September 18, 2026, at 5:00 PM CT

Please use the following subject line:

RFQ Submission – Mississippi Workforce Intelligence Scorecard Year 2 Development

Late submissions may not be considered.

AccelerateMS may request additional information or clarification from respondents as necessary during the evaluation process.

12. Contact Information

Questions or requests for clarification regarding this Request for Quote should be directed to:



Office of Workforce Development
4400 Old Canton Road, Suite 200
Jackson, MS 39211
www.acceleratems.org

Cliff Thames

Director of Data & Insights
AccelerateMS
cthames@acceleratems.org

13. 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.

If a contract or agreement is entered, 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 or agreement entered by the Parties related to this RFQ. Failure to comply with these terms and conditions may result in the termination of any contract or agreement entered.

Exhibit A
State of Mississippi Terms and Conditions
for
Cooperative, Competitive, and Negotiated Contracts

A. PRECEDENCE

The STATE OF MISSISSIPPI TERMS AND CONDITIONS FOR COMPETITIVE, NEGOTIATED, and COOPERATIVE CONTRACTS shall take precedence over the Vendor's Proposal and any agreements, and should ambiguities, conflicts, or questions of interpretation of these documents arise, they shall be resolved first by reference to the STATE OF MISSISSIPPI TERMS AND CONDITIONS for COMPETITIVE, NEGOTIATED, and COOPERATIVE CONTRACTS. AccelerateMS is an entity of the State of Mississippi.

B. E-PAYMENT

Vendor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. AccelerateMS agrees to make payment in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by AccelerateMS within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, et seq.

C. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of AccelerateMS to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and receipt of the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, AccelerateMS shall have the right upon 10 business days' written notice to Vendor to terminate this agreement without damage, penalty, cost or expense to AccelerateMS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

D. RECORD RETENTION AND ACCESS TO RECORDS

Vendor shall maintain such financial records and other records as may be prescribed by AccelerateMS or by applicable federal and state laws, rules, and regulations. Provided Vendor is given reasonable advance written notice, and such inspection is made during normal business hours of Vendor, AccelerateMS or any duly authorized representatives shall have unimpeded, prompt access to any of Vendor's books, documents, papers, and/or records which are relevant to this agreement. All records related to this agreement shall be retained by Vendor for three years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three year period, the records shall be retained for one year after all issues arising out of the action are finally resolved or until the end of the three year period, whichever is later.

E. APPLICABLE LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

F. ANTI-ASSIGNMENT/SUBCONTRACTING

Vendor acknowledges that it was selected by AccelerateMS to provide the commodity or perform the services required hereunder based, in part, upon Vendor's special skills and expertise. Vendor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of AccelerateMS, which may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of Vendor's obligations hereunder without consent of AccelerateMS shall be null and void. Approval of a subcontract by AccelerateMS shall not be deemed to be approval of the incurrence of any additional obligation of AccelerateMS. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that AccelerateMS may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties

G. COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT POLICY

Vendor understands that AccelerateMS is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Vendor agrees during the term of the agreement that Vendor will strictly adhere to this policy in its employment practices and provision of services.

H. COMPLIANCE WITH LAWS

Vendor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now exist and as may be amended or modified.

I. REQUIRED PUBLIC RECORDS AND TRANSPARENCY

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available at AccelerateMS for examination, inspection, or reproduction by the public. The Vendor acknowledges and agrees that AccelerateMS and this contract are subject to the Mississippi Public Records Act of 1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq.

J. E-VERIFICATION

If applicable, Vendor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Vendor agrees to provide a copy of each verification upon request of AccelerateMS subject to approval by any agencies of the United States Government. Vendor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this clause may subject Vendor to the following:

- (1) termination of this contract and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations;
- (2) the loss of any license, permit, certification or other document granted to Vendor by an agency, department, or governmental entity for the right to do business in Mississippi; or
- (3) both. In the event of such termination, Vendor would also be liable for any additional costs incurred by AccelerateMS due to Contract cancellation or loss of license or permit to do business in the state.

K. INDEPENDENT CONTRACTOR STATUS

Vendor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for AccelerateMS. Nothing contained herein shall be deemed or construed by AccelerateMS, Vendor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer



Office of Workforce Development
4400 Old Canton Road, Suite 200
Jackson, MS 39211
www.acceleratems.org

and employee, or any similar such relationship between AccelerateMS and Vendor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of AccelerateMS or Vendor hereunder creates or shall be deemed to create a relationship other than the independent relationship of AccelerateMS and Vendor. Vendor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of AccelerateMS. Neither Vendor nor its employees shall, under any circumstances, be considered servants, agents, or employees of AccelerateMS, and AccelerateMS shall be at no time legally responsible for any negligence or other