

REQUEST FOR PROPOSALS (RFP) Career Coach Data Management System with Integrated Tools and Digital Credential Wallet

Issue Date: June 1, 2025

Proposal Due Date: No later than 5:00 CT on Sunday, May 25, 2025.

1. INTRODUCTION

The Mississippi Office of Workforce Development (AccelerateMS) is seeking proposals from qualified vendors to provide a comprehensive Career Coach Data Management System with a suite of integrated tools. The system will support student engagement, career coaching, and workforce preparation activities across Mississippi. The solution must include:

- A student-focused career coach data tracking system
- Interest and aptitude inventory tools
- Interactive data dashboards
- Digital timesheet management
- Robust API platform for interoperability
- A secure digital credential wallet for storing earned credentials and resumes

2. SCOPE OF WORK

The selected solution must include the following:

2.1 Career Coach Data Management

- Track student engagement, career coaching sessions, and planning activities.
- Allow input by coaches, students, and system administrators.

2.2 Student Interest Inventories

- Provide validated tools for student interest and aptitude assessment.
- Customize pathways linked to regional labor market data.

2.3 Data Dashboards

- Role-based dashboards with real-time visualization and exportable reporting.

2.4 Student Timesheets

- Secure online time tracking and supervisor verification.

2.5 API Integration Platform

- Open API for integration with SIS, case management, and credential systems.

2.6 Digital Credential Wallet

- Secure personal wallet for resumes and credentials, interoperable with common credentialing platforms.

3. QUALIFICATIONS AND REQUIREMENTS

Proposers must demonstrate:

- Proven experience in similar implementations.
- Secure and FERPA-compliant systems.
- Scalable and interoperable architecture.
- Ongoing user support and training.

4. EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Technical Capability and Functional Scope: 35%
- Implementation Plan and Timeline: 20%
- Cost Proposal: 20%
- Vendor Experience and Past Performance: 15%
- Support, Training, and System Maintenance: 10%

5. PROPOSAL SUBMISSION FORMAT

Each proposal must include:

- Executive Summary
- Detailed responses to each section of the Scope of Work
- Project implementation timeline and staffing plan
- Comprehensive pricing (licensing, implementation, training, support, maintenance)
- References from similar implementations
- Required attachments and signed proposal documents

6. AMOUNT

It is anticipated that the initial buildout cannot exceed \$300,000 unless agreed and approved in writing by the Executive Director of AccelerateMS and the Office of the Attorney General. There also can be a Maintenance fee of no more than \$100,000 for an additional two years.

7. TIMELINE

The timeline of this contract will be from the date of signature by all parties until June 30, 2027.

8. SUBMISSION

Please provide a detailed summary of staff expertise related to the items described above, proposed work to be completed, and proposed budget for the scope of work. **Responses must be emailed to info@acceleratems.org on later than 5:00 PM CT on Sunday, May 25, 2025.**

9. OTHER TERMS AND CONDITIONS

- AccelerateMS reserves the right to reject any or all proposals.
- All costs incurred by proposers in preparing and submitting proposals are the responsibility of the proposer.
- Award is contingent upon compliance with applicable state procurement regulations.

10. PROCUREMENT AUTHORITY

This solicitation is issued in accordance with the Mississippi Procurement Manual, Section 3.107 (Competitive Sealed Proposals). Reverse auction exemption has been requested from the Public Procurement Review Board (PPRB) due to the technical and integration requirements of this system.

11. CONTACT INFORMATION

**For questions or clarifications regarding this RFP, please contact:
Blaise King, Director of Workforce Innovation, AccelerateMS
Email: bking@acceleratems.org**