



Request for Proposal
AccelerateMS Facilitator Certification Program

Background

The Mississippi Office of Workforce Development, known as **Accelerate Mississippi (AccelerateMS)**, is seeking proposals from qualified training providers to implement a **Facilitator Certification Program** designed to elevate the instructional quality and workforce readiness capacity across Mississippi's educational and workforce training ecosystem.

This program will equip current and aspiring facilitators with the instructional skills, platform techniques, and adult learning strategies necessary to deliver dynamic, results-driven workforce training sessions. In alignment with AccelerateMS's broader mission, this initiative aims to **certify facilitators** who can meet the evolving needs of Mississippi employers and learners alike.

Scope of Work

The selected provider will partner with AccelerateMS to design and deliver a multi-cohort, certification-based training program. Specific responsibilities include:

1. Curriculum Design and Delivery

- Design a blended learning certification program that includes virtual instruction, in-person workshops, practice sessions, and coaching.
- Deliver multiple cohorts of training (12–15 participants per class) beginning Q3 2025.
- Incorporate instructional strategies such as:
 - Adult Learning Principles
 - Meeting Preparedness & Planning
 - Emotional Intelligence in Facilitation
 - Fundamental Facilitation Techniques
 - Platform Skills and Demonstrations
 - Managing Distractions in Training
- Facilitate final evaluations, recorded presentations, and certification issuance.

2. Coaching and Support

- Provide both **group coaching** and **optional one-on-one coaching sessions** to reinforce learned skills.
- Review participant-submitted videos and offer structured feedback.
- Offer a post-training support model including continued education every two years.

3. Certification and IP Management



- Maintain ownership of proprietary training models (e.g., FACT Model).
- Establish a certification process for future facilitators through a formal credentialing path.
- Ensure certification integrity through regular evaluations and recertification requirements.

Deliverables

- a. A finalized training curriculum and calendar, approved by AccelerateMS.
- b. Successful delivery of **multiple facilitator certification cohorts** over a 12-month period.
- c. Group and individualized coaching support for each cohort.
- d. A pilot session in **Q3 2025**, followed by full cohort rollout.
- e. Final report summarizing outcomes, participant performance, and recommendations for future expansion.

Budget

The anticipated total project investment is approximately **\$126,000**.

Remittance will be structured around project milestones, including design completion, pilot delivery, and post-cohort evaluations.

Timeline

The project will begin upon contract execution and proceed according to the following schedule:

Milestone	Date
Proposal Due	May 2025
Contract Award Notification	June 2025
Pilot Launch	July 2025 – Aug 2025
Rollout of Cohorts	Aug 2025 – June 2026
Final Evaluation Report	July 2026

Response Requirements

Interested firms must submit a proposal including the following:

- **Company profile** highlighting relevant experience and qualifications



- **Detailed training model** and proposed curriculum
- **Training delivery timeline** and milestone schedule
- **Budget and pricing structure**, including optional coaching, and continuing education rates
- **Staffing plan** including bios of key facilitators and coaches
- **Relevant past experience**, including similar statewide or public-sector certification programs
- **References** from prior clients in workforce development or education

Proposal Submission Instructions

Please submit your proposal via email to:

info@acceleratems.org

Subject: *Facilitator Certification Program Proposal – [Your Organization]*

Deadline: **5:00 PM CT on Sunday, May 25, 2025**
