

## Request for Proposal (RFP)

### Development and Implementation of the Mississippi Workforce Development Scorecard

#### 1. Introduction and Background

AccelerateMS is soliciting proposals from qualified vendors to support developing and implementing a **Workforce Development Scorecard** to accompany the Mississippi Accelerated Training and Livelihood Aligned Strategy (ATLAS) for the State of Mississippi. This initiative will provide a strategic and data-driven tool to assess the performance and impact of workforce development efforts across the state, facilitate stakeholder collaboration, and support evidence-based policy and programmatic decision-making.

Mississippi's workforce ecosystem requires an adaptive and transparent approach to understand and respond to skills gaps, labor trends, and education outcomes. The proposed scorecard will fulfill this need through comprehensive stakeholder engagement, data collection, metric development, and robust visualization.

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#### 2. Scope of Work

The project is structured into two phases, each with distinct deliverables and milestones:

##### Phase 1: Scorecard Assessment and Development (July 2025 – March 2026)

- **Stakeholder Engagement:** Identify and conduct interviews with key stakeholders (e.g., state agencies, educational institutions, employers) to align goals.
- **Metric Development:** Collaborate with stakeholders to define key performance indicators (KPIs) that measure workforce training, education, and employment outcomes.
- **Data Collection Framework:** Establish processes for gathering data from diverse sources and ensure data quality and consistency.
- **Scorecard Design:** Develop a visually intuitive scorecard format with benchmarks and regional/sectoral comparison capabilities.
- **Pilot Testing:** Launch the scorecard in a select region or sector, gather user feedback, and refine accordingly.

##### Phase 2: Implementation and Reporting (March 2026 – June 2026)

- **Statewide Launch:** Facilitate the roll-out of the scorecard across Mississippi with training/support for stakeholders.
- **Reporting Strategy:** Design a system for quarterly updates and reporting.
- **Success Story Integration:** Document and showcase exemplary workforce initiatives to encourage replication.

### 3. Deliverables

- Completed Mississippi Workforce Development Scorecard (Phase 1)
- Pilot region/sector test report and refinements
- Statewide implementation plan
- Quarterly reporting framework and templates
- Scorecard success stories and case studies
- Presentation at AccelerateMS Horizons Conference (Aug 2026)

### 4. Timeline

| Phase        | Activity                                     | Timeframe              |
|--------------|--|------------------------|
| Phase 1      | Development                                  | July 2025 – March 2026 |
| Phase 2      | Implementation                               | March 2026 – June 2026 |
| Presentation | Required at AccelerateMS Horizons Conference | Aug 2026               |

### 5. Budget

- **Total Not-to-Exceed Cost:** \$100,000

Proposals should include detailed cost breakdowns for each phase and demonstrate alignment with the specified deliverables and timeline.

### 6. Proposal Submission Requirements

Interested vendors must submit a proposal that includes the following:

**1. Company Overview and Qualifications**

- Experience in workforce development, data visualization, and strategic planning
- Relevant past projects or case studies

**2. Technical Approach**

- Methodology and timeline for completing each phase
- Tools and frameworks to be used for stakeholder engagement and data reporting

**3. Staffing Plan**

- Roles and bios of proposed team members

**4. Itemized Budget**

- Clear cost structure for each phase

**5. References**

- Contact information for at least two recent clients

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**7. Evaluation Criteria**

Submissions will be evaluated based on:

- Demonstrated experience and qualifications (30%)
- Strength and feasibility of proposed methodology (30%)
- Cost-effectiveness and value (20%)
- Past performance and client feedback (10%)
- Alignment with AccelerateMS goals and vision (10%)

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**8. Submission Instructions**

All proposals must be submitted in PDF format via email to [info@acceleratems.org](mailto:info@acceleratems.org) no later than:



Office of Workforce Development  
4400 Old Canton Road, Suite 200  
Jackson, MS 39211  
[www.acceleratems.org](http://www.acceleratems.org)

Friday, May 30, 2025, at 12:00 PM CT

Late submissions will not be considered. Please include “RFP Submission – Mississippi Workforce Scorecard” in the subject line of your email.

### **9. Contact Information**

For questions or clarifications regarding this RFP, please contact:

Cliff Thames, Director of Data & Insights, AccelerateMS

Email: [cthames@acceleratems.org](mailto:cthames@acceleratems.org)