

CITY OF JACKSON, MISSISSIPPI

Department of Planning & Development

REQUEST FOR PROPOSALS**Workforce Training & Contractor Development Services**

GreenWorks: Clean Energy and Resilience Jobs Training |
C2: Connect & Compete – Unlocking Opportunities for Contractors

RFP No. 92416-082526

Issue Date:	July 30, 2026
Pre-Proposal Conference:	August 13, 2026
Questions Deadline:	August 17, 2026
Anticipated Final Addendum:	August 20, 2026
Proposal Due Date:	August 25, 2026

Submit Proposals To:

City of Jackson – Department of Planning & Development

Electronic Submission: www.jacksonmsbids.comQuestions: thoover@city.jackson.ms.us

NOTICE OF REQUEST FOR PROPOSALS
Workforce Training & Contractor Development Services
 GreenWorks Clean Energy Jobs Training
 C2: Connect & Compete - Unlocking Opportunities for Contractors
 City of Jackson, Mississippi
RFP No. 92416-082526

Notice is hereby given that the City of Jackson, Mississippi, acting through its Department of Planning & Development, will receive proposals from qualified organizations to provide workforce training, technical assistance, contractor development, and participant support services under two related City initiatives: Track 1 - GreenWorks: Clean Energy and Resilience Jobs Training Program; and Track 2 - C2: Connect & Compete - Unlocking Opportunities for Contractors.

Track 1 will provide clean energy and resilience workforce training for forty (40) participants across four (4) cohorts of ten (10) participants each. Each participant will complete one City-approved core technical pathway—HVAC or electrical—together with two industry-recognized technical microcredentials, OSHA 10, ACT WorkKeys, life skills instruction, a specialized GreenWorks Bootcamp, field-based training, and preparation for one approved national certification examination.

Track 2 will provide contractor development services for seventy-five (75) participants across five (5) cohorts of fifteen (15) participants each. The RFP is divided into five Lots: (1) Licensure & Certification Support; (2) Business Development Training; (3) Financial Readiness & Ownership Pathways; (4) Life & Durable Skills; and (5) Market Access & Mentorship. Proposers may respond to one or more Lots and are not required to propose for both Tracks.

Proposals shall be submitted electronically through the City of Jackson's official procurement portal at www.jacksonmsbids.com no later than 3:30 P.M. on August 25, 2026. Each submission must comply with the format, technical, cost, certification, reference, and service requirement provisions contained in the RFP. Late proposals will not be accepted.

A virtual pre-proposal conference is scheduled for August 13, 2026, at 10:00 A.M. Attendance is optional but strongly encouraged. Conference access information and any updates will be posted through the City's procurement portal.

Written questions must be submitted no later than 10:00 A.M. on August 17, 2026, to thoover@city.jackson.ms.us with the subject line "92416-082526 Question." Official responses, clarifications, and changes will be issued only by written addendum posted on the City's procurement portal. The City anticipates issuing its final addendum, if required, by August 20, 2026.

This procurement is anticipated to be funded in whole or in part through workforce development grant sources and the National League of Cities State and Local Certified Economic Inclusion initiative. Funding is subject to final grant award and City Council appropriation. Applicable grant requirements, including 2 CFR Part 200 where federal pass-through funds are involved, may apply and will be incorporated into the resulting contract or issued by addendum as applicable.

The City reserves the right to reject any or all proposals, waive informalities or irregularities, request clarifications, conduct interviews, award individual Lots to different proposers, decline to award one or more Lots, cancel or reissue the RFP, and proceed in the manner deemed to be in the City's best interest and consistent with applicable law. Minority- and women-owned business enterprises are strongly encouraged to participate.

CITY OF JACKSON

Monica Oliver, Purchasing Manager

Publish Dates: July 30, 2026, and August 6, 2026

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SECTION 1 — INTRODUCTION AND BACKGROUND

1.1 About the City of Jackson

Jackson, Mississippi is the state capital and the largest city in Mississippi, with a population of approximately 153,000 residents. The City's Department of Planning & Development leads economic development and workforce initiatives, working in coordination with the Office of Economic Development, the Innovation Team, and the Mayor's Office. This procurement advances the City's Jackson Rising strategic priorities of blight reduction, economic development, and public safety.

1.2 Purpose of This RFP

The City is conducting an open, competitive procurement to select one or more qualified organizations to deliver training, technical assistance, and support services for two City workforce and economic-inclusion initiatives: GreenWorks (Track 1) and C2: Connect & Compete (Track 2). This RFP is open to any qualified organization — including training providers, community-based organizations, professional service firms, and their proposed subcontractors or partners — capable of meeting the requirements described herein. Proposers are expected to identify and propose their own partner organizations as needed to deliver the full scope of their proposed Track/Lot(s); see Section 7 for required content regarding proposed partners and their roles.

1.2 Track 1 Background — GreenWorks

GreenWorks is a City-sponsored clean energy and resilience jobs training program. It is designed to prepare local residents — both emerging and experienced contractors — for careers in energy efficiency, weatherization, and green infrastructure, through a two-step model of Core Training and a specialized GreenWorks Bootcamp, described in Section 3.2. The City's target for this procurement is a total of forty (40) participants delivered across four (4) cohorts of ten (10) participants each.

1.4 Track 2 Background — C2: Connect & Compete

C2: Connect & Compete is a 10-week, cohort-based program serving seventy-five (75) participants across five (5) cohorts of fifteen (15) participants each. Each participant is expected to receive the services applicable to all five program components ("Lots"). The City may award one or more Lots to separate vendors. A vendor awarded an individual Lot must deliver that component to all five cohorts unless the City authorizes otherwise, and must coordinate its schedule, curriculum, data, and participant communications with the City and other selected vendors.

1.5 Current State and Challenges

- Many local construction firms do not currently hold a state contractor's license, and specialized clean energy credentials such as EPA 608, BPI, and LEED Green Associate remain limited within the local workforce.
- Jackson continues to face significant poverty and employment disparities, while many local businesses are small firms with limited administrative and financial capacity.
- Jackson has substantial older and vacant housing stock, creating both a rehabilitation need and a market opportunity for trained local contractors.
- Growing demand for energy efficiency, weatherization, and green infrastructure work, and for licensed general/residential contractors, driven by state and federal infrastructure investment, with limited local workforce supply to meet it.
- Barriers to training participation among residents, including lost-wage risk, lack of transportation, lack of tools/uniforms/PPE, and limited access to capital, bonding, and insurance.

1.6 Program Vision

The City seeks qualified partners who can help build a sustainable pipeline of trained, licensed, and financially empowered residents and contractors who lead neighborhood reinvestment and generate lasting community wealth. Across both Tracks, the vision is a program that:

- Prepares participants for nationally recognized certification (GreenWorks) or Mississippi contractor licensure (C2) through structured, hands-on instruction and exam preparation
- Builds core business, financial, and project-management skills
- Provides wraparound support services that remove financial and logistical barriers to completion
- Connects participants to mentorship and market access opportunities
- Builds a sustainable, replicable training model that can continue across future cohorts, regardless of which vendor(s) the City selects

1.7 Strategic Objectives

- Workforce Readiness: Equip participants with stackable, industry-recognized credentials or state licensure.
- Equitable Access: Prioritize outreach to underrepresented communities, including women and residents re-skilling into new careers, and contractors in South, West, and Midtown Jackson.
- Program Quality: Ensure instruction is delivered by qualified instructors/coaches, at appropriate facilities, with hands-on, project-based learning.
- Accountability and Data: Provide the City with complete, timely data on enrollment, completion, and outcomes to support grant reporting and program improvement.
- Fiscal Responsibility: Deliver measurable outcomes within a transparent, itemized budget.
- Open Competition: Ensure that all qualified organizations have a fair and equal opportunity to compete to deliver these services.

1.8 GreenWorks Goals and Outcomes (Track 1)

Each GreenWorks participant who completes the program is expected to: complete two technical microcertifications; earn an OSHA 10 credential; earn the ACT WorkKeys NCRC; complete field-based training on energy efficiency or retrofit projects; and sit for and complete one national green energy certification (EPA 608, BPI, or LEED Green Associate). This program focuses exclusively on training and certification; job placement is not a required outcome and must not be represented as such in proposals.

1.9 C2 Goals and Outcomes (Track 2)

By the timeline the City establishes upon award, C2 aims to: license 75% of participants and expand small-business procurement participation by 25%; facilitate 20 mentorship pairings annually and at least 2 joint ventures; position 20% of alumni to own their business facilities within the program's long-term horizon; and achieve 100% completion of financial readiness training, with 50% of participants accessing new capital, bonding, or insurance.

1.10 Funding and Budget Parameters

This procurement is anticipated to be funded through a combination of workforce development grant sources (including the NLC SCEI initiative), City general funds, and potential philanthropic or private-sector contributions, subject to final grant award and City Council appropriation. Proposers must submit fully itemized cost proposals using Appendix A for their proposed Track/Lot(s), sized to the participant counts in Sections 1.3 and 1.4 (GreenWorks: 10 participants per cohort, 4 cohorts, 40 total; C2: 15 participants per cohort, 5 cohorts, 75 total). Proposers must independently develop and support their pricing. The City may negotiate scope and price within available funding and may decline to award any Track or Lot if adequate funding is unavailable.

SECTION 2 — PROCUREMENT SCHEDULE AND PROCESS

2.1 Procurement Timeline

Milestone	Date	Time
RFP Issued	July 30, 2026	—
Pre-Proposal Conference (Virtual)	August 13, 2026	10:00 AM
Deadline for Written Questions	August 17, 2026	10:00 AM
Addenda Issued (if required)	August 20, 2026	Anticipated
Proposal Submission Deadline	August 25, 2026	3:30 PM
Evaluation Committee Review		TBD
Vendor Interviews / Presentations		TBD
Notice of Intent to Award		TBD
Contract / MOU Negotiation and Execution		TBD
Recruitment & Outreach Begins (both Tracks)		TBD
GreenWorks Cohort 1 (of 4) Core Training Begins		TBD
C2 Cohort 1 (of 5) Training Begins		TBD
Subsequent GreenWorks and C2 Cohorts		TBD

2.2 Pre-Proposal Conference

Attendance at the Pre-Proposal Conference is optional but strongly encouraged for all vendors intending to submit a proposal. The virtual conference will include an overview of the RFP, a review of the GreenWorks and C2 program designs and Lot structure, a question-and-answer session, and an overview of the evaluation process. Conference access information will be posted through the City's procurement portal.

2.3 Questions and Addenda

All questions must be submitted in writing to thoover@city.jackson.ms.us no later than August 17, 2026, at 10:00 AM, with the subject line "92416-082526 Question." The City will compile questions and issue written responses by addendum through the City's procurement portal. The City anticipates issuing its final addendum, if required, by August 20, 2026. Proposers must acknowledge all addenda in their proposals.

2.4 Proposal Submission

Proposals must be submitted electronically through the City's official procurement portal by the submission deadline. Late proposals will not be accepted. Each proposal submission must include:

- One (1) complete Technical Proposal (PDF), clearly identifying the Track and Lot(s) proposed
- One (1) complete Cost Proposal (PDF and Excel) per Lot proposed, in a separately uploaded file clearly labeled "COST PROPOSAL — DO NOT OPEN WITH TECHNICAL"
- One (1) signed Proposal Certification and Acknowledgment Form
- One (1) completed Service Requirements Matrix (Appendix B) for each Lot proposed
- One (1) reference list of at least three (3) relevant client references (Appendix C), along with verification of the Proposer's (and any proposed instructor's or coach's) ability to deliver the proposed course(s) or service(s) — e.g., copies of relevant certifications, licenses, or other documented evidence of qualification to lead the proposed cohorts
- Signed acknowledgment of all addenda issued

2.5 Proposal Validity

Proposals shall remain valid and binding for one hundred twenty (120) calendar days from the proposal submission deadline.

2.6 Right to Reject / Cancel / Award by Lot

The City reserves the right, in its sole discretion, to reject any or all proposals, waive any informality or irregularity, award by individual Lot to different vendors, decline to award one or more Lots, cancel this RFP at any time, reissue this RFP with modifications, or negotiate with one or more proposers. The City will evaluate all proposals solely on the criteria in Section 8.

2.7 Conflict of Interest and Ethics

Proposers must disclose any actual or potential conflicts of interest, including financial relationships with City employees or officials or with any partner organization the Proposer identifies in its proposal. Violations of the City's ethics ordinance may result in disqualification and debarment.

2.8 Confidentiality and Public Records

Proposals are subject to the Mississippi Public Records Act (Miss. Code Ann. § 25-61-1 et seq.). Information claimed as confidential or proprietary must be clearly marked and submitted in a separate, clearly labeled appendix. Cost proposals will be made public after award.

2.9 Contract Terms and Funding Conditions

Any award is contingent upon funding availability, City Council approval where required, and execution of a written contract. The resulting contract will include the City's standard contractual, insurance, indemnification, audit, records-retention, nondiscrimination, termination, and grant-compliance provisions. The City will make applicable standard terms available through the procurement portal or by addendum before the proposal deadline. Proposers should identify any material requested exceptions in their proposals; failure to identify an exception may be treated as acceptance of the applicable term.

SECTION 3 — SCOPE OF WORK

3.1 Overview

This RFP covers two Tracks. Proposers may respond to either or both Tracks, and to one or more Lots within a Track. All proposals will be evaluated competitively per Section 8.

TRACK 1 — GREENWORKS: CLEAN ENERGY AND RESILIENCE JOBS TRAINING

3.2 GreenWorks Program Model — Two-Step Structure

GreenWorks must be delivered through a two-step training model:

Step 1: Core Training

All participants must begin with foundational instruction in one City-approved core technical pathway: HVAC or electrical. A proposer may offer one pathway or both pathways, but must clearly identify the pathway(s), cohort allocation, facility capacity, instructors, equipment, credentials, and pricing proposed. The City may award one pathway, both pathways, or different pathways to different proposers. Each participant will be assigned to and complete one core pathway, culminating in:

- Two (2) industry-recognized technical microcredentials in the participant's assigned HVAC or electrical pathway. Vendor-created certificates of attendance alone do not qualify. Proposers must identify the credential title, issuing organization, instructional hours, assessment method, and any prerequisites; all proposed credentials are subject to City approval.
- OSHA 10 Certification
- ACT WorkKeys National Career Readiness Certificate (NCRC), including one retest opportunity
- Life Skills Workshops covering financial literacy, employability, and communication

Step 2: GreenWorks Bootcamp

After completing Core Training, participants must advance into a specialized bootcamp phase including:

- LEED Green Associate principles
- Energy auditing and weatherization training aligned to Building Performance Institute (BPI) standards
- Hands-on projects involving retrofits, smart systems, and building performance techniques
- Preparation for and sitting for one City-approved national certification examination appropriate to the participant's pathway: EPA Section 608 for HVAC participants, an identified BPI credential for building-performance/weatherization participants, or LEED Green Associate where appropriate. The proposer must identify the exact credential(s), prerequisites, exam provider, exam fee, and proposed selection process. The base price must include one examination attempt per participant. Any optional retest cost must be separately itemized.

All technical instruction must be conducted at a qualified training facility with sufficient classroom space, ADA accessibility, appropriate HVAC and/or electrical lab equipment, applicable safety controls, and instructors authorized or qualified to deliver the proposed curriculum and credentials. A college, apprenticeship, employer, community training center, or partner-operated facility may qualify. Proposers must identify the proposed facility, describe its capacity and equipment, provide evidence of any relevant accreditation or authorization, and explain how field settings will provide real project-based experience. The City does not require use of any particular existing facility.

3.3 GreenWorks Target Participants and Cohort Structure

The program must be open to eligible Jackson residents, with intentional outreach to licensed or working contractors pursuing green specialization, aspiring tradespeople, individuals from communities underrepresented in the energy or construction sectors, and adults seeking to re-skill into clean energy career pathways. Unless otherwise approved by the City, participants must be at least eighteen (18) years old by the start of technical instruction, provide documentation of Jackson residency, satisfy any credential-specific prerequisites, and be able to participate safely in classroom, laboratory, and field activities with reasonable accommodation. The City will approve final eligibility, stipend, and enrollment criteria before recruitment begins. Proposers must design their program around forty (40) participants delivered across four (4) cohorts of ten (10) participants each and describe their recruitment strategy for achieving this target.

3.4 GreenWorks Program Timeline

Phase	Timeline (per cohort)
Recruitment & Outreach	Month 1–2
Intake & Orientation	Month 3–4
Core Training (HVAC/Electrical)	Month 4–5
GreenWorks Bootcamp + Fieldwork	Month 5–6
Certification Exams + Exit Support	Month 6

Each of the four (4) cohorts follows a twelve (12) week instructional sequence (Core Training through Bootcamp), embedded within an approximately six-month overall project cycle per cohort inclusive of recruitment and exit support. Proposers must propose a cadence for delivering all four cohorts (e.g., sequential, overlapping, or concurrent) and may recommend an alternative sequence with justification.

3.5 GreenWorks Outcomes and Deliverables

Each GreenWorks participant who completes the program must achieve or complete the following, subject to participant eligibility and good-faith participation:

- Complete two (2) technical microcertifications
- Earn an OSHA 10 credential
- Earn the ACT WorkKeys NCRC
- Complete field-based training on energy efficiency or retrofit projects
- Complete preparation for and sit for one City-approved national certification examination (EPA Section 608, an identified BPI credential, or LEED Green Associate, as applicable). Passing is a tracked outcome but is not a condition of vendor payment unless expressly established in the final contract.
- Receive a training portfolio documenting all credentials and participation

3.6 GreenWorks Required Support Services

- Stipends to offset lost wages during training
- Transportation assistance (e.g., bus passes, gas cards)
- Uniforms, toolkits, and personal protective equipment (PPE)
- Meals or snacks provided during training sessions
- Technical mentorship and coaching throughout the program

TRACK 2 — C2: CONNECT & COMPETE

3.7 C2 Overview

C2: Connect & Compete is a 10-week, cohort-based program serving a total of seventy-five (75) participants, delivered across five (5) cohorts of fifteen (15) participants each. The selected vendor(s) will deliver one or more of five program components ("Lots"), described below, in coordination with the City's Department of Planning & Development, the Innovation Team, and other selected vendors.

Lot C2-1 — Licensure & Certification Support

Exam preparation, mentorship, and navigation of Mississippi's contractor licensing process, including:

- Licensing pathway overview, classification, and qualifying-party requirements
- Construction fundamentals aligned to the International Residential Code (IRC), OSHA Construction Standards (29 CFR 1926), and standard trade references (e.g., NASCLA Contractors Guide, Carpentry & Building Construction)
- Exam readiness and practice testing aligned to PSI contractor exam content
- Approximately 65 hours of instruction over 10 weeks (2 sessions/week, 3–4 hours per session), or a proposed equivalent

The C2-1 base price must include required instructional materials and practice testing for all seventy-five (75) participants. Proposers must separately identify the cost and assumptions for state examination fees, application fees, permitted reference books, retesting, and license-issuance fees. Unless expressly included in the awarded contract, the City will not assume that all governmental licensing fees are included in the base instructional price.

Lot C2-2 — Business Development Training

- Business structures, registration, and legal compliance
- Estimating, bidding, and contract compliance workshops
- Project management fundamentals for small contracting businesses

Lot C2-3 — Financial Readiness & Ownership Pathways

- Financial literacy, bonding, and insurance readiness
- Capital access coaching, banking readiness, and connection to lending products
- Coaching toward business-property ownership pathways

Lot C2-4 — Life & Durable Skills

Leadership, communication, and critical-thinking training to strengthen management capacity, delivered in a community-based training setting.

Lot C2-5 — Market Access & Mentorship

- Recruitment and matching of licensed/established contractor mentors with program participants (target: at least 20 mentorship pairings per year)
- Facilitation of joint ventures between emerging and established firms (target: at least 2 per year)
- Support for procurement readiness, vendor registration, and bid opportunities with the City and other public/private entities

3.8 C2 Target Participants and Cohort Structure

The program will serve seventy-five (75) eligible small and emerging contractors across five (5) cohorts of fifteen (15) participants each, prioritizing firms based in South, West, and Midtown Jackson, women underrepresented in construction and skilled trades, and contractors currently operating informally. The City will approve final eligibility and enrollment documentation before recruitment begins. Proposers must describe their recruitment strategy and cohort scheduling approach for achieving the enrollment target across all five cohorts.

3.9 C2 Program Timeline

Each of the five (5) cohorts follows a 10-week instructional cycle. Vendors delivering Lots C2-1 through C2-4 must coordinate scheduling so that all components can be delivered within the 10-week window without excessive weekly time burden on participants. Lot C2-5 (Market Access & Mentorship) extends beyond the 10-week instructional period, with mentorship pairings and procurement support continuing on an ongoing basis across all cohorts. Proposers must propose a cadence for delivering all five cohorts (e.g., sequential, overlapping, or concurrent).

3.10 C2 Goals and Outcomes

The following are program-wide goals managed by the City across all Lots. Each selected vendor is contractually responsible only for the deliverables and outcome measures assigned to its awarded Lot, together with cross-Lot coordination and reporting requirements. The final contract will establish Lot-specific performance measures, data sources, and any payment milestones.

- License 75% of participants and expand small-business procurement participation by 25%
- Facilitate 20 mentorship pairings annually and at least 2 joint ventures
- Position 20% of alumni to own their business facilities within the program's long-term horizon
- 100% of participants complete financial readiness training; 50% access new capital, bonding, or insurance

3.11 Cross-Track Coordination Requirement

Because the C2 Lots are delivered as a single integrated cohort experience, all selected C2 vendors must participate in joint program coordination meetings convened by the City, share a common cohort roster and attendance system, and align curriculum sequencing to avoid duplication or scheduling conflicts. GreenWorks vendors must similarly coordinate with the City's designated program office.

SECTION 4 — SERVICE REQUIREMENTS BY TRACK AND LOT

The following requirements apply to the Track/Lot(s) for which a vendor is proposing. Proposers must complete the Service Requirements Matrix (Appendix B) for each proposed Track/Lot using the response codes below. A response of A, M, or N to a mandatory requirement may result in the proposal being deemed nonresponsive unless the City expressly accepts the exception. Costs for any “A” response must be separately itemized. For a C2 Lot not being proposed, enter “N/A — Lot Not Proposed,” not “N — Not Offered.”

Code	Status	Definition
Y	Included as Proposed	Fully included in the vendor's base proposed program and cost
A	Available as Add-On	Available at additional cost, itemized separately
M	Modification Required	Requires modification to the vendor's standard curriculum or staffing model
N	Not Offered	Not available from this vendor; describe any workaround or alternative

TRACK 1 — GREENWORKS REQUIREMENTS

4.1 Curriculum and Instruction

- Deliver instruction in both a core technical track (HVAC and/or Electrical fundamentals) and the GreenWorks Bootcamp specialization track
- Provide qualified, credentialed lead instructors for HVAC/Electrical core content
- Provide qualified guest trainers or subject-matter experts for bootcamp specializations (energy auditing, LEED, BPI)
- Maintain instructor-to-participant ratios sufficient to support hands-on lab and fieldwork instruction across cohorts of 10 participants each
- Provide curriculum materials aligned to current national certification exam content outlines (EPA 608, BPI, LEED Green Associate)
- Provide life skills curriculum covering financial literacy, employability, and communication

4.2 Facilities and Equipment

- Provide or arrange access to a certified training facility with appropriate classroom and lab space for HVAC/Electrical and weatherization instruction
- Provide lab equipment, diagnostic tools, and weatherization/retrofit training materials sufficient for hands-on instruction
- Identify field-based project sites (e.g., local energy retrofit or weatherization projects) that provide participants with applied, real-world experience
- Ensure facilities are ADA-accessible

4.3 Certification and Testing

- Administer or arrange OSHA 10 certification training and testing
- Administer or arrange ACT WorkKeys testing, including one retest per participant
- Arrange and cover the cost of one national certification exam per participant (EPA 608, BPI, or LEED Green Associate), including exam fees
- Track and report pass/fail outcomes for all certification and testing events, by cohort

4.4 Participant Support Services

- Administer participant stipends on a documented, auditable schedule tied to attendance
- Provide transportation assistance (bus passes and/or gas cards) to eligible participants
- Procure and distribute uniforms, starter toolkits, and PPE appropriate to HVAC/Electrical and weatherization work
- Provide meals or snacks during training sessions
- Provide technical mentorship and coaching throughout the program, including support during the exit/certification phase

4.5 Staffing

- Assign a named Program Coordinator responsible for overall program implementation, compliance, and reporting across all four cohorts
- Assign a named Assessment Coordinator / Program Assistant responsible for testing logistics and participant services
- Identify all lead instructors, assistant instructors, and guest trainers, including credentials and relevant experience

4.6 Recruitment and Enrollment

- Develop and execute a recruitment and outreach plan targeting the populations described in Section 3.3, sufficient to fill four (4) cohorts of ten (10) participants each
- Conduct intake and orientation, including a skills assessment used to place participants appropriately
- Maintain a waitlist and replacement process to sustain a minimum cohort size of 10 participants through completion, for each of the four cohorts

TRACK 2 — C2 REQUIREMENTS

4.7 Lot C2-1 — Licensure & Certification Support Requirements

- Deliver a structured licensing-exam-preparation curriculum covering Mississippi contractor licensing classifications relevant to enrolled participants
- Provide instruction aligned to standard reference materials permitted during state contractor exams
- Provide practice testing and individualized exam-readiness assessment
- Track and report licensure exam attempt and pass rates, by cohort

4.8 Lot C2-2 — Business Development Training Requirements

- Deliver workshops on bidding, estimating, compliance, and project management tailored to small contracting businesses
- Provide sample bid packages, estimating templates, and compliance checklists as training materials
- Assess and report each participant's business-readiness progress at program midpoint and completion

4.9 Lot C2-3 — Financial Readiness & Ownership Pathways Requirements

- Provide one-on-one or small-group financial coaching covering capital access, banking readiness, bonding, and insurance
- Provide education on transitioning from renting to owning business property or facilities
- Track participant progress toward capital access, bonding/insurance acquisition, and ownership readiness
- Coordinate with financial institution partners (e.g., community development financial institutions or credit unions) where applicable

4.10 Lot C2-4 — Life & Durable Skills Requirements

- Deliver leadership, communication, and critical-thinking curriculum appropriate for adult learners in a business/trades context
- Provide training space with adequate technology and accessibility, or coordinate with a City-approved facility
- Track attendance and engagement for this component, by cohort

4.11 Lot C2-5 — Market Access & Mentorship Requirements

- Recruit and screen mentor contractors, including licensed/established firms willing to participate in structured mentor–protégé relationships
- Facilitate a minimum of 20 mentorship pairings per program year and support at least 2 joint ventures
- Provide procurement-readiness support, including vendor registration assistance and bid-opportunity notifications
- Report mentorship pairing status, joint venture progress, and procurement outcomes quarterly

4.12 Cross-Lot Requirements (All C2 Vendors)

- Assign a named lead staff person responsible for the vendor's component(s), with relevant subject-matter and adult-education experience, capable of supporting all five cohorts
- Participate in coordination meetings convened by the City with all C2 vendors and City staff
- Use a shared cohort roster and attendance/outcomes tracking approach specified by the City
- Support City-led outreach, recruitment, and orientation activities as needed
- Provide accessible facilities and materials consistent with ADA requirements

SECTION 5 — DATA, REPORTING, AND COMPLIANCE REQUIREMENTS

5.1 Grant Compliance

Because these programs are anticipated to be funded in whole or in part through workforce development grant sources, including the NLC SCEI initiative, the selected vendor(s) must comply with all applicable grant terms, including record retention, allowable cost principles, and, where federal pass-through funds are involved, 2 CFR Part 200 (Uniform Guidance). Vendors must cooperate with any City, grantor, or federal monitoring or audit request within a reasonable timeframe.

5.2 Required Data Collection

The City's Innovation Team coordinates program-wide data collection and evaluation, including efforts to modernize procurement systems to collect and report data on business size, race, gender, and ZIP code, enabling transparent, equity-driven analysis. Vendors must collect and report data consistent with this effort, by cohort, including, as applicable to their Track/Lot:

- Enrollment, attendance, and completion by cohort (4 GreenWorks cohorts of 10; 5 C2 cohorts of 15)
- Participant demographics, including race, gender, and neighborhood/ZIP code, consistent with applicable privacy law
- GreenWorks: microcertification, OSHA 10, NCRC, and national certification exam pass/fail outcomes
- C2 Lot C2-1: licensure exam attempt and pass outcomes
- C2 Lot C2-2: business-readiness assessment outcomes
- C2 Lot C2-3: capital access, bonding/insurance, and ownership-readiness progress
- C2 Lot C2-4: engagement and attendance for life/durable skills sessions
- C2 Lot C2-5: mentorship pairings, joint ventures, and procurement/vendor-registration outcomes

5.3 Reporting Deliverables

- Progress report on a schedule agreed upon during contract negotiation during each active cohort
- Cohort completion report within thirty (30) calendar days after each cohort's conclusion
- Periodic outcomes report feeding into the City's performance reviews and any public-facing scorecards
- Final/annual report, summarizing outcomes across all cohorts, supporting the City's evaluation cycle and any grantor reporting obligations

5.4 Data Privacy and Security

- Participant personally identifiable information (PII) must be stored securely and shared with the City only as necessary for program administration and grant reporting
- Vendors may not use participant data for any purpose other than program delivery, evaluation, and required reporting without prior written City consent
- Vendors must maintain a documented data retention and destruction policy consistent with applicable grant record-retention requirements

5.5 Monitoring and Accountability

The City, and where applicable the grantor or its designee, reserves the right to conduct periodic site visits, review training records, and observe training sessions to confirm compliance with the approved program design and grant requirements. The City anticipates maintaining regular coordination meetings across relevant departments and vendors; the frequency and format will be finalized during contract negotiation.

5.6 Work Product, Curriculum Use, and Publicity

The vendor retains ownership of its pre-existing proprietary curriculum and tools. The City will receive a perpetual, nonexclusive, royalty-free license to use, reproduce, and adapt final reports, participant-facing materials, templates, and curriculum elements developed specifically with City funds for internal governmental and program-continuation purposes. The vendor must identify any proposed exclusions in its proposal. Participant records and City program data are City records and must be transferred to the City upon request or contract termination in a usable format. Vendors may not use participant names, images, testimonials, or program data for marketing or publicity without prior written City approval and any required participant consent.

SECTION 6 — IMPLEMENTATION REQUIREMENTS

6.1 Implementation Approach

The City anticipates the timelines described in Sections 3.4 and 3.9 for GreenWorks (4 cohorts of 10) and C2 (5 cohorts of 15), respectively. Exact start dates and cohort cadence will be confirmed after contract execution and are subject to funding availability. The City anticipates an initial period of performance of up to twenty-four (24) months from the effective date, including completion of all cohorts, required follow-up, final reporting, and transition of records. Any extension, renewal, additional cohort, or expanded service must be authorized in writing and is subject to available funding and required approvals.

6.2 Project Management

- Each vendor must assign a dedicated, named lead point of contact for their Track/Lot(s)
- Vendors must participate in a City-convened kickoff meeting within ten (10) calendar days after contract execution
- Regular coordination meetings across vendors and City staff are required, on a cadence to be confirmed during contract negotiation
- Vendors must maintain records in a format compatible with the City's shared tracking approach

6.3 Curriculum Approval

Each vendor must submit its detailed curriculum or service delivery plan for its proposed Track/Lot(s) for City review and approval prior to the start of the first cohort. Material changes require prior written City approval.

6.4 Outreach, Engagement, and Recruitment

The City's Innovation Team leads coordinated outreach in partnership with community organizations, using information sessions, pop-up events, job fairs, peer-to-peer outreach through alumni and mentor networks, and digital/social media campaigns. Vendors are expected to support these efforts within their area of expertise and to help identify prospective participants and mentors for each successive cohort.

6.5 Proposer-Identified Partners

The City is not designating, recommending, or requiring the use of any specific subcontractor, training provider, mentor organization, financial institution, legal advisor, or other partner for any Track or Lot. Each Proposer is responsible for identifying the partner organization(s), if any, it intends to use to deliver its proposed Track/Lot(s), and must describe those partnerships fully in its proposal, including:

- The name and a brief description of each proposed partner organization
- The specific role and scope of work each partner will perform (e.g., facility space, instruction delivery, mentor recruitment, financial coaching, legal advisory services, industry outreach)
- The percentage of the total Track/Lot scope of work each partner will perform
- A description of the Proposer's relevant experience working with the proposed partner(s), if any, or its plan to establish the relationship if new

Proposers may deliver the full proposed scope using only their own staff and resources, without any partner organization, if they are able to meet all requirements in Section 4 independently. The City will evaluate proposed partnerships as part of Tab 2 of the Technical Proposal (Section 7) and will consider the strength, relevance, and clarity of each proposed partnership as part of the Vendor Experience and References and Implementation Approach evaluation criteria in Section 8.2.

6.6 Incentives and Participant Retention

Proposers should describe how their component supports participant retention, which may include stipends or tool vouchers for milestone completion, recognition certificates at public events, business promotion opportunities on City and partner platforms, and supportive services such as transportation coordination and childcare scheduling assistance.

6.7 Sustainability

Proposers should describe how their services can be sustained or scaled beyond the initial contract term (i.e., beyond the four GreenWorks cohorts or five C2 cohorts specified in this RFP), including potential integration into any permanent City workforce or small-business support function, and alignment with diversified funding sources (e.g., CDBG, state workforce grants, philanthropic partners, and private-sector contributions).

6.8 Insurance, Screening, and Safety

Before contract execution, each selected vendor must provide evidence of insurance in the types and amounts required by the City for the awarded services, which may include commercial general liability, workers' compensation, automobile liability, professional liability, and cyber/privacy coverage. The final requirements will be stated in the City's contract terms or an addendum. Vendors must maintain appropriate safety procedures for classroom, laboratory, and field activities and perform any legally required personnel screening. If the City authorizes participation by minors, additional background-check and safeguarding requirements will apply.

SECTION 7 — PROPOSAL FORMAT AND CONTENT

Proposals must follow the format outlined in this section and must clearly identify which Track and Lot(s) are being proposed. Proposals that do not include required sections may be deemed nonresponsive.

Volume I — Technical Proposal

Tab 1 — Executive Summary

- Summary of the proposed services and Track/Lot(s) proposed
- Vendor's understanding of the City's goals for the applicable program(s), including the required participant and cohort counts in Section 3
- Key differentiators and relevant subject-matter expertise

Tab 2 — Vendor Qualifications and Experience

- Organization overview: founding year, headquarters, staff size, nonprofit/for-profit status, relevant certifications or licenses
- List of at least three (3) relevant programs delivered in the past five years, with reference contact information (Appendix C)
- Description of any litigation, licensing action, or material contract termination in the past three years

Disclosure of any material exceptions requested to the RFP or anticipated City contract terms, together with the proposer's current insurance coverage and ability to satisfy the City's final insurance requirements

- Key personnel: resumes for the proposed lead staff for each Track/Lot proposed
- Identify all proposed subcontractors or partner organizations the Proposer intends to use, the specific role and scope of work each will perform, the percentage of total Track/Lot work each will perform, and each partner's relevant qualifications (see Section 6.5)

Tab 3 — Proposed Curriculum / Service Delivery Plan

- Detailed curriculum outline or service delivery plan for each Track/Lot proposed, including session count, hours, and topics
- Sample training materials, coaching tools, or mentorship program frameworks, as applicable
- Description of proposed facilities and equipment, and their capacity to support the required cohort sizes (10 for GreenWorks, 15 for C2)

Tab 4 — Implementation Approach and Project Plan

- Detailed implementation methodology and proposed timeline aligned to Section 3, including a proposed cadence for delivering all four GreenWorks cohorts and/or all five C2 cohorts
- Staffing plan and instructor/coach/mentor-recruiter qualifications, including capacity to deliver multiple cohorts
- Recruitment and outreach strategy sufficient to fill all cohorts
- Data collection and reporting approach consistent with Section 5
- Sustainability plan

Tab 5 — Service Requirements Matrix

- Completed Appendix B matrix for each Track/Lot proposed
- For any requirement marked M (Modification Required) or N (Not Offered), describe the impact and any proposed alternative

Volume II — Cost Proposal (Separate File)

The Cost Proposal must be submitted as a separate PDF and Excel file using the applicable template in Appendix A, one per Track/Lot proposed, and must reflect the full participant and cohort counts specified in Section 3 (GreenWorks: 40 participants / 4 cohorts of 10; C2: 75 participants / 5 cohorts of 15). Any cost information included within the Technical Proposal will be disregarded during scoring; the separate file will be used.

- Costs must be itemized by category consistent with Appendix A
- Proposers should identify any portion of costs proposed as in-kind or matched contribution
- Proposers should indicate cost per cohort and per participant, and any economies of scale across cohorts

SECTION 8 — EVALUATION AND AWARD CRITERIA

8.1 Evaluation Process

Proposals will be evaluated by a cross-functional Evaluation Committee composed of representatives from the Department of Planning & Development, the Office of Economic Development, the Innovation Team, and the Mayor's Office, with input from relevant subject-matter stakeholders as needed. Evaluation proceeds separately by Track and Lot: (1) responsiveness review, (2) technical scoring, (3) interviews or clarifications as needed, (4) reference checks, (5) cost scoring, and (6) award recommendation. A proposal must earn at least fifty-nine and one-half (59.5) of the eighty-five (85) available non-cost points—equivalent to seventy percent (70%) of the technical points—to advance to cost scoring, unless the City documents a different competitive-range determination in the procurement file.

8.2 Scoring Criteria

Proposals will be scored against the following criteria and weights:

Evaluation Criterion	Weight	Key Considerations
Curriculum / Service Quality and Relevance	20%	Depth and rigor of curriculum or service model; alignment to certification, licensing, business, financial, or mentorship goals of the applicable Track/Lot
Vendor Experience and References	20%	Prior experience delivering similar services; reference quality; strength and clarity of any proposed partnerships
Equity and Target Population Alignment	10%	Demonstrated ability to reach and serve the target populations described in Section 3
Implementation Approach and Coordination	15%	Methodology quality, timeline realism, feasibility of proposed cadence for delivering all required cohorts, ability to coordinate with other vendors and City partners
Data, Reporting, and Compliance	10%	Completeness of data plan; grant compliance readiness
Sustainability	10%	Plan to sustain or scale services beyond the initial contract term
Cost and Value	15%	Cost per cohort/participant, cost transparency, value per dollar
TOTAL	100%	

8.3 Vendor Interviews

Shortlisted vendors may be invited to present their proposed services to the Evaluation Committee, including sample materials and responses to committee questions.

8.4 Cost Scoring Methodology

Cost proposals will be scored within each Track/Lot using: $\text{Cost Score} = (\text{Lowest Evaluated Cost per Participant} \div \text{Proposer's Evaluated Cost per Participant}) \times \text{Maximum Cost Points}$. The City may correct arithmetic errors and will use the corrected total cost to calculate per-cohort and per-participant amounts. In the event of a discrepancy, the itemized extended total controls over a vendor-entered derived amount, subject to clarification. Optional and add-on costs are excluded unless the City states otherwise. A zero-dollar or fully in-kind proposal will be evaluated for reasonableness and may be scored using a City-determined method that avoids division by zero. Tied cost scores will receive equal points; award ties may be resolved using the higher technical score, reference results, or another documented best-value factor.

8.5 Preferences

In accordance with Mississippi Code Annotated § 31-7-1 et seq., the City will apply a resident-business preference where applicable law permits, and will consider MBE/WBE certification and demonstrated capacity to serve Jackson's underrepresented communities as part of the Equity and Target Population Alignment criterion.

APPENDIX A — PRICING AND COST FORMS

Complete a separate copy of the applicable cost form for each Track/Lot proposed. Proposers must also submit the forms in editable Excel format. All prices must be in U.S. dollars and must include all costs necessary to perform the proposed base scope. Enter “\$0” or “Not Applicable” for categories that do not apply; do not leave required fields blank. Optional services, add-ons, retests, and governmental fees must be separately identified and will not be included in cost scoring unless the City expressly states otherwise.

A.1 — GreenWorks Cost Form (Track 1, all 4 cohorts of 10 participants each; 40 total)

Category	Line Item(s)	Cost
Personnel	Program Coordinator; Assessment Coordinator / Program Assistant (across all 4 cohorts)	\$
Contractual (Instruction)	Lead Instructor(s); Assistant Instructor(s); Guest Trainers	\$
Certification & Testing	Microcertifications; Life Skills Curriculum; WorkKeys; OSHA 10; National Certification Exam	\$
Participant Supports	Stipends; transportation assistance; uniforms; starter toolkits; PPE; meals/snacks; mentorship and coaching	\$
Facilities & Equipment	Facility usage; lab fees; lab/field consumables; training equipment (identify any in-kind portion)	\$
TOTAL PROGRAM VALUE (All 4 Cohorts)		\$
Cost per Cohort (Total ÷ 4)		\$
Cost per Participant (Total ÷ 40)		\$

A.2 — C2 Cost Form (Track 2, per Lot, all 5 cohorts of 15 participants each; 75 total)

Category	Line Item(s)	Cost
Personnel / Staffing	Lead Staff / Coordinator; Instructors / Coaches / Mentor-Coordinators (across all 5 cohorts)	\$
Curriculum, Materials, and Testing	Curriculum development/licensing; instructional materials; practice testing/assessment tools; separately itemized exam, application, reference-book, retest, and license fees where applicable	\$
Participant Supports	Stipends / tool vouchers; transportation / childcare coordination support	\$
Facilities and Equipment	Facility usage (note any in-kind portion)	\$
TOTAL LOT PROGRAM VALUE (All 5 Cohorts)		\$
Cost per Cohort (Total ÷ 5)		\$
Cost per Participant (Total ÷ 75)		\$

A.3 Cost Summary — All Tracks/Lots Proposed

Track / Lot	Total Cost
Track 1 — GreenWorks (40 participants / 4 cohorts)	\$
Track 2, Lot C2-1 — Licensure & Certification Support (75 participants / 5 cohorts)	\$
Track 2, Lot C2-2 — Business Development Training	\$
Track 2, Lot C2-3 — Financial Readiness & Ownership Pathways	\$
Track 2, Lot C2-4 — Life & Durable Skills	\$
Track 2, Lot C2-5 — Market Access & Mentorship	\$
GRAND TOTAL (Track/Lots Proposed)	\$

APPENDIX B — SERVICE REQUIREMENTS MATRIX

Proposers must complete the matrix section(s) corresponding to the Track/Lot(s) proposed (also provided as a separate Excel workbook), indicating a response code and comments. For C2, complete the row(s) for each proposed Lot and all applicable cross-Lot requirements. Enter “N/A — Lot Not Proposed” for every Lot not included in the proposal. Do not use “N” for a Lot that is simply outside the proposal.

B.1 — Track 1: GreenWorks (40 participants / 4 cohorts of 10)

ID	Requirement	Response	Comments
4.1	One City-approved HVAC or electrical core pathway + 2 defined industry-recognized microcredentials		
4.3	OSHA 10 and ACT WorkKeys NCRC		
4.1/4.2	GreenWorks Bootcamp (LEED GA, BPI-aligned energy auditing)		
3.5/4.2	Hands-on retrofit/weatherization fieldwork		
4.3	One City-approved national certification exam attempt (EPA 608, identified BPI credential, or LEED GA, as applicable)		
4.2	Certified training facility with lab space		
4.4	Stipends, transportation, uniforms/toolkits, meals, mentorship		
4.6	Recruitment sufficient to fill 4 cohorts of 10 participants		
5.2/5.3	Full data collection and reporting per Section 5, by cohort		

B.2 — Track 2: C2 Connect & Compete (75 participants / 5 cohorts of 15)

ID	Requirement	Response	Comments
4.7	Lot C2-1: Licensing exam-preparation curriculum + practice testing		
4.8	Lot C2-2: Bidding, estimating, compliance, project management workshops		
4.9	Lot C2-3: Financial coaching (capital access, banking, bonding, insurance)		
4.10	Lot C2-4: Leadership/communication/critical-thinking curriculum		
4.11	Lot C2-5: Mentor recruitment/pairing and joint venture facilitation		
4.11	Lot C2-5: Procurement readiness / vendor registration support		
4.12	Cross-Lot: Coordination participation + shared roster compatibility		
3.8	Recruitment sufficient to fill 5 cohorts of 15 participants		
5.2/5.3	Full data collection and reporting per Section 5, by cohort		

APPENDIX C — VENDOR REFERENCES FORM

Provide the following information for three (3) client references relevant to the Track/Lot(s) proposed, for programs delivered in the past five years. References will be contacted by the City.

Reference 1

Organization Name:	
City, State:	
Track / Lot(s) / Service Type:	
Primary Contact Name:	
Title:	
Phone:	
Email:	
Program Dates:	
Contract Value (approx.):	

Reference 2

Organization Name:	
City, State:	
Track / Lot(s) / Service Type:	
Primary Contact Name:	
Title:	
Phone:	
Email:	
Program Dates:	
Contract Value (approx.):	

Reference 3

Organization Name:	
City, State:	
Track / Lot(s) / Service Type:	
Primary Contact Name:	
Title:	
Phone:	
Email:	
Program Dates:	
Contract Value (approx.):	

PROPOSAL CERTIFICATION AND SIGNATURE

The undersigned, by signature below, certifies that:

- The proposing organization is authorized to do business in the State of Mississippi.
- The information provided in this proposal is true, accurate, and complete to the best of the signatory's knowledge.
- The proposing organization has not engaged in any collusive or anti-competitive conduct in connection with this proposal.
- No City of Jackson employee or official has been offered any payment, gift, or benefit in connection with this procurement.
- If selected, the proposing organization agrees to negotiate in good faith and execute a written contract containing the City's applicable standard terms, grant requirements, and the final negotiated scope and price.
- All addenda issued by the City have been reviewed and are incorporated into this proposal (list addenda numbers below).

Track(s) / Lot(s) proposed: _____

Addenda acknowledged (list numbers): _____

Authorized Signature:	
Date:	
Printed Name and Title:	
Organization Name:	
Street Address:	
City, State, ZIP:	
Phone:	
Email:	
Federal Tax ID Number (EIN):	
Mississippi Secretary of State Registration Number:	
MBE/WBE Certification (if applicable):	