

PUBLIC NOTICE
SOUTHERN MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT
Fiscal Agent For
TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA
REQUEST FOR PROPOSALS

Payroll Services Provider

Program Year 2024

The Southern Mississippi Planning & Development District (SMPDD), as the fiscal agent for the Twin Districts Workforce Development Area (TDWDA), is advertising for sealed proposals for payroll services for its High School Paid Internship Program that may be funded by American Rescue Plan Act of 2021 (ARPA), Resources and Ecosystems Sustainability, Tourist Opportunities, and Revival Economies of the Gulf Coast States (RESTORE) Act of 2012, the State of Mississippi General Fund, other State funds, and/or federal funds. Eligible vendors must be able to: pay assigned employees' wages, withhold and transmit payroll taxes, provide unemployment insurance, workers compensation benefits, and all required federal wage and hour financial obligations. The proposed services will be provided to interested students (which may be as young as 16 years old) who are referred by SMPDD High School Career Coaches. The Paid Internship Program will serve any or all of the following counties of Clarke, Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jasper, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Leake, Marion, Neshoba, Newton, Perry, Pearl River, Scott, Smith, Stone and Wayne. This advertisement is conducted pursuant to the requirements, conditions and the applicable regulations and policies of the State of Mississippi, Mississippi Department of Employment Security, AccelerateMS, and Southern Mississippi Planning & Development District.

Copies of the Request for Proposals (RFP) will be available from Southern Mississippi Planning & Development District, beginning February 29, 2024. Copies of the RFP can be obtained on or after this date by downloading a copy of from the SMPDD website at www.smpdd.com/rfp_publicnotice. Completed proposal packages should be submitted to Southern Mississippi Planning & Development District, 10441 Corporate Dr., Ste. 1, Gulfport, MS 39503. Proposals may also be submitted electronically via email to Grant Wesley at gwesley@smpdd.com. Proposals are due no later than **10:00 a.m. CST March 18, 2024**; proposals received after this deadline will not be considered responsive to this RFP. The initial contract awarded will be through June 30, 2025, with the option to extend the contract annually up to three years with the approval of both parties, dependent on funding.

Minority and Woman Owned Business Enterprises are solicited to submit proposals on this project as prime contractors and are encouraged to make inquiries regarding potential subcontracting opportunities, equipment, material and/or supply needs.

SMPDD is an Equal Opportunity Employer, and hereby notifies that all Proposers will be afforded the full opportunity to submit proposals in response to this advertisement for proposals and will not be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, sexual preference, marital or veteran status, or any other legally protected status in consideration for an award.

This project may be funded by the ARPA of 2021 and the RESTORE Act of 2012. The rules and regulations therein apply. The successful Proposer shall comply with all 2 CFR 200 requirements.

SMPDD reserves the right to waive any informality or to reject any or all Proposals with or without reason.

Questions or comments concerning this advertisement for proposals shall be directed to Patricia Morrison – Workforce Development Manager at SMPDD by email at pmorrison@smpdd.com no later than 4:00 p.m. March 8, 2024.

SMPDD/TDWDA is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to those with disabilities. TTY/ TDD 1-800-582-2233