

## **Amendment Two**

### **Request for Qualifications – Instructor Services**

**RFQ No. 2015-02**

Sections 4 and 6 of the Request for Qualifications – Instructor Services are amended to delete the requirement that instructors applying for DiSC Personality Assessment training will be required to possess a certification or license. The amendments are notated in red. The sections are amended as follows:

#### **Section 4 – Minimum Qualifications**

Instructors are required to possess the following minimum qualifications:

- A minimum of five (5) years of professional instructor experience for an audience of adult learners in an academic or professional setting, either on a contract basis or as an employee;
- A minimum of two (2) years of the above experience must have been in the public sector and have included content delivery in a training and teaching capacity;
- Strong interpersonal and presentation skills;
- Strong oral and written communication skills; and,
- Proficiency with Microsoft Office, including presentation software such as PowerPoint, and the skills and ability to draft course curriculum and progress measurement tools.

Additionally, some instructors will be required to possess the following certifications/licenses:

- Myers Briggs Type Indicator
- ~~DiSC Personality Assessment~~
- Franklin Covey Writing Advantage
- Franklin Covey The 7 Habits of Highly Effective People
- Franklin Covey Advanced Writing
- Franklin Covey The 4 Roles of Leadership
- Franklin Covey The 5 Choices to Extraordinary Productivity
- Certificate of Good Standing from the Mississippi Bar will be required for legal training

#### **Section 6 – Application Submission Requirements**

The application package must be sealed and must contain the following:

- Application Cover Sheet (**Attachment A**).

- Application Cover Letter indicating the individual’s qualifications to perform the services, a summary of course curriculum developed by the vendor, and a summary of experience, including experience facilitating classes in the public sector (state or local government);
- Resume or curriculum vitae indicating the individual’s education and work experience;
- If applying to qualify to administer any courses requiring the certifications or licenses referenced in Section 4, the vendor must provide the applicable certification and/or license from the applicable certifying authority:
  - For certification to administer the Myers Briggs Type Indicator, the vendor must provide a copy of the Document of Completion from the certifying authority;
  - ~~○ For certification to administer the DiSC personality assessment, the vendor must provide a copy of the Certificate of Completion from the certifying authority;~~
  - For certification to administer a Franklin Covey workshop, the vendor must provide a copy of the Franklin Covey Client Facilitator License Agreement for each area in which he or she is certified; and,
  - For legal training, the vendor must provide a Certificate of Good Standing from the Mississippi Bar.
- Application Form (**Attachment B**) – At the top of the form, the vendor should indicate the category or categories of training for which he or she qualifies and is applying (may apply/qualify for more than one category). The Instructor Services Contract Rate Schedule **MUST** be accepted as indicated by the vendor’s signature. Failure to complete and/or sign the application form may result in vendor being determined nonresponsive.
- References (**Attachment C**) – Each vendor must furnish a listing of **at least three (3)** professional references along with the contact person, address, and phone number for each. These references must be familiar with the vendor’s abilities in the areas involved with this solicitation. MSPB will use these references to assist in determining the vendor’s ability to perform the services. It is the responsibility of the vendor to ensure that the reference contact information is correct and current. MSPB will not track down references. Vendors should verify before submitting their application package that the contact person and phone number are correct for each reference. **MSPB must be able to reach two (2) references for a vendor within two (2) business days of application opening to be considered responsive. Further, the vendor must score a minimum of four (4) points on each Reference Score Sheet which will be used by MSPB staff when interviewing the two (2) references (for a total minimum scoring requirement of eight (8) points) to be considered responsive and/or responsible. (See Attachments C and D.)** Only vendors who are found responsive and responsible will have their application considered. Vendors may submit as many references as desired. MSPB will begin contacting references at the top of the list and will continue down the list until they have completed Reference Score Sheets for two (2) references. After two (2) score sheets are completed, MSPB staff will stop the reference check process.

Additional submission requirements include:

- The original and one copy of the application package must be signed and submitted in a sealed envelope or package to 210 East Capitol Street, Suite 800, Jackson, MS 39201 no later than **9:00 AM CST, Tuesday, February 24, 2015**. The original application must be marked "ORIGINAL". All documents contained in the original application package must have original signatures and must be signed by a person who is authorized to bind the vendor. All additional application sets may contain photocopies of the original package. Sealed applications should be labeled as follows:

**Request for Qualifications for Instructor Services**

**RFQ No. 2015-02**

**Certification(s):** \_\_\_\_\_

**Opening Date: 9:30 AM CST, February 24, 2015**

**Mississippi State Personnel Board**

**Attention: Brittany Martin**

**210 East Capitol Street, Suite 800**

**Jackson, Mississippi 39201**

**SEALED APPLICATION PACKAGE – DO NOT OPEN**

- Timely submission of the application package is the responsibility of the vendor. Applications received after the specified time will be rejected and returned to the vendor unopened. The time and date of receipt by MSPB will be indicated on the envelope or package by MSPB staff.
- Each page of the application form and all attachments must be identified with the name of the vendor.
- MSPB reserves the right to decide, on a case-by-case basis, whether to reject an application with modifications or additions as nonresponsive.
- **Any vendor claiming that its application contains information exempt from the Mississippi Public Records Act (*Miss. Code Ann. §§ 25-61-1 et. seq.*), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.**
- All application packages must be received by MSPB no later than **9:00 AM CST, Tuesday, February 24, 2015**. Applications submitted via facsimile (faxes) or email **will not** be accepted. It is suggested that if an application is mailed to MSPB, it should be posted in certified mail with a return receipt requested. MSPB will not be responsible for mail delays or lost mail.

No other changes are made to the Request for Qualifications.

Please acknowledge receipt of this amendment by returning it, along with your original application, by Tuesday, February 24, 2015 at 9:00 AM CST. This acknowledgment should be

enclosed in your application packet before the Application Cover Sheet (Attachment A). Failure to submit this acknowledgment may result in rejection of the application.

Signed by: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date: \_\_\_\_\_