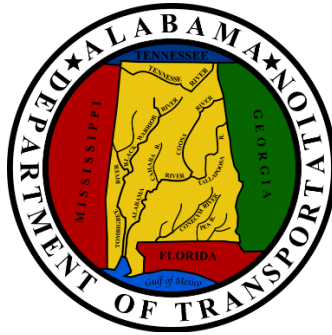


ALABAMA DEPARTMENT OF TRANSPORTATION COMPLIANCE BUREAU



REQUEST FOR PROPOSALS (RFP) for Youth Transportation Workforce Development (YTWD) Program

Alabama Department of Transportation
Compliance Bureau – Internal Programs Unit
1409 Coliseum Boulevard
Montgomery, Alabama 36110
Phone: 334-242-6943 | Fax: 334-263-7586
roset@dot.state.al.us

Prepared By:
Tameka Rose, Equal Employment Unit Supervisor

The Alabama Department of Transportation is an equal opportunity employer.
Auxiliary aides and services are available upon request to persons with disabilities.

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

PROPOSAL SUBMISSION DEADLINE: October 9, 2019, 5:00 P.M. Central Standard Time (CST)

RFP Contact Name: Tameka Rose
Contact Address: Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110
Email Address: roset@dot.state.al.us
Telephone Number: 334-242-6943

QUESTIONS DEADLINE: All questions must be submitted in written form and sent via email to roset@dot.state.al.us by September 27, 2019, 5:00 P.M. (CST)

INTRODUCTION:

Securing employment can be challenging, especially when *experience* is listed as one of the key requirements. Typically, students do not have the required experience to acquire desired careers. Furthermore, retirement eligibility is peaking at ALDOT but the number of youth familiar with career opportunities in the transportation profession is scarce. To address these and other workforce issues, the Alabama Department of Transportation (ALDOT) has established its Youth Transportation Workforce Development (YTWD) Program. The YTWD Program is an internship program that exposes high school students to career opportunities that exist in the transportation industry while also enhancing work-readiness, life skills, and leadership development. The program also enables college/university students the opportunity to gain experience in transportation-related careers that link to their specialized program of study.

PROJECT AND LOCATION:

The prospective consultant will administer the Youth Transportation Workforce Development Program in a centralized location. Whereas, the interns (high school and college students) will be placed statewide at various Alabama Department of Transportation work sites determined by ALDOT officials.

PROJECT OBJECTIVE:

The objective for this project is to provide awareness of the career choices and opportunities that exist in the transportation industry. ALDOT seeks to accomplish this goal by providing high school and college students with practical experience to encourage them to pursue transportation-related careers and/or programs of study. ALDOT is dedicated to strengthening the link between the transportation sector and high schools/colleges/universities, while also focusing on expanding enrollment in transportation-related programs.

PROJECT SCOPE AND SPECIFICATIONS:

The Alabama Department of Transportation invites and welcomes competitive proposals from accredited institutions of higher education that are interested in providing professional services for ALDOT's Youth Transportation Workforce Development Program. The services provided by the selected consultant will assist ALDOT in developing and executing a comprehensive and cost-effective internship development model. The purpose of the YTWD Program is to execute an internship model that encompasses education, occupational skills training, leadership development, and provisional employment opportunities for high school and college students. The YTWD Program aims to provide

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

students from high school to college with paid on-the-job training while seeking to enhance the knowledge, skills, and abilities of future transportation professionals. Please take the time to carefully read and become familiar with the proposal requirements.

AWARD AMOUNT

The Alabama Department of Transportation (ALDOT) has allocated **\$205,128.00** for the development and implementation of its Youth Transportation Workforce Development Program. *There is no cost-sharing requirement for the YTWD Program, though bidders are encouraged to identify in-kind contributions.* The YTWD Program is a cost reimbursable program. This means that the proposing organization must have the financial capacity to pay all program costs up front. Allowable costs will be determined by applicable federal, state, and local regulations. The award will be made to a responsive and responsible institution of higher education based on the best comprehensive and cost-effective plan.

PERIOD OF PERFORMANCE

The period of performance is twelve (12) months with an anticipated start date of November 18, 2019. ALDOT may choose to renew the contract for up to two additional one-year terms. Renewals will be based upon funding availability and contract performance during the preceding year(s). Under no circumstances will the performance period extend beyond a total of three years from the initial date of a contract.

Consultant must ensure the achievement of the following tasks:

- Develop outreach/recruitment material to increase awareness of ALDOT's YTWD Program.
- Contact and communicate with Administrators and/or Career Counselors at various high school and colleges throughout the State of Alabama to gain permission to enroll students in the workforce development program.
- Coordinate the initial meeting for students and their mentors (ALDOT supervisors). A thorough review of job duties, work schedule, conduct, dress code, program requirements/rules, and supervisor are among the topics to be discussed during the meeting.
- Recruit, screen, select and place high school and college students in designated internships within ALDOT. Notify applicants of acceptance or non-acceptance. Provide accepted applicants with a YTWD Welcome Packet.
- Ensure that the interns work a minimum of 20 hours per week at a rate of \$8.00 per hour (high school students)/\$10.00 per hour (college students) for 24 weeks (480 hours minimum). A minimum of six (6) to eight (8) high school students and twelve (12) to fourteen (14) college students must be enrolled in the program.
- Project oversight and management, reporting, and other administrative functions.
- Communicate with the interns and their supervisors on a bi-monthly basis to assess performance, progress, or concerns.
- Process payroll for the interns to include collecting, reviewing and submitting a copy of the interns' timesheets with the Form F-25 Invoice.
- Plan and host a closing/awards program prior to the end of the YTWD Program. ALDOT mentors/representatives should be invited. Certificates of completion should be presented

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

(signed by ALDOT Director/representative) to participants who successfully complete 480 hours or more.

- Develop and maintain all forms/documents (i.e. application, timesheets, YTWD Welcome Packet) needed for YTWD Program.
- Develop and maintain a database to track all participants of the YTWD Program.
- Conduct a one-year follow-up survey with all intern participants of the YTWD Program.

Note: Additional tasks which are necessary to execute the YTWD Program may be incorporated in the Contract.

PROPOSAL REQUIREMENTS

PROPOSAL SUBMISSION FORMAT

Proposals are limited to ten (10) pages, excluding the cover sheet, budget worksheet and any letters of support. Proposals must be submitted in 12-point, Times New Roman font, singled spaced with 1-inch margins. Proposals will not be considered if page limitations and formatting requirements are not met. Proposals must contain all the following content:

1. **Cover Sheet** – Use the template provided.

2. **Program Information**

The following is a list of information that the Bidder should include in their proposal submission:

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Provide a description of the Bidder's organization, including its mission and history.
- Evidence of established track record for providing services and/or deliverables that are subject of this proposal.
- Evidence of legal authority to conduct business in Alabama (e.g. business license number).

3. **Program Overview**

- Provide a one or two-page summary of the YTWD Program to be implemented, including the location where the program will operate.

4. **Program Administration**

This section should include the following information:

- **Recruitment and Student Selection Procedures:**
Provide a brief narrative on the recruitment and participant selection procedures.
- **Staffing:**
List all position titles for the prospective YTWD staff, including salary per hour and job description/duties.

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

- Program must have a Program Director. Program Director shall be full-time. Bidder shall state the employment status of anyone associated with the program (i.e. contractor or employee; full or part-time).
 - **Note:** Criminal offense and child abuse screening shall be conducted and documented to assure that no staff member has a criminal record involving moral turpitude or a founded complaint of child abuse.
- Include the minimum educational and experience requirements for proposed staff of the Youth Transportation Workforce Development Program.
- **Intermodal Advisory Committee (IAC):**
 - A successful YTWD Program requires a cooperative effort among ALDOT officials and State of Alabama high school officials and institutions of higher education. Therefore, the YTWD consultant is encouraged to establish an IAC.
 - List all prospective persons and organizations that will serve on the committee.
- **Partners/Sponsors:**
 - List all partners/sponsors, their role and/or contribution(s).
 - Names and descriptions of partner agencies or organizations formally or informally involved in the project and the nature of the partnership (businesses, local agencies, non-profits, schools, etc.).
- **Implementation Process and Timeline:**
 - List all tasks to be performed, task assignment(s), action(s) required, and the timeframe for completion.
 - Provide a timeline of proposed activities, including:
 - A timeline for program development and implementation.
 - Anticipated start and completion dates for students.
 - Indicate how many proposed students will complete the program upon completion of the proposed project.
- **Outcomes**
 - List one or more measurable outcomes to reflect the annual number of participants that will successfully enroll in and complete the workforce training program, and/or obtain quality employment following such program.
- **Monitoring and Evaluations**
 - Describe the tools and processes that will be used to track students' progress and indicate the frequency of the evaluation.
 - The purpose of the evaluation is to determine how well the program has accomplished its goals and identify ways to improve the effectiveness of the YTWD Program. An overall program evaluation must be administered at the end of the program and include a summary of the evaluations.

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

- **Reporting Requirements**

- Consultants are required to submit a Quarterly Progress Report containing updates on the implementation and progress specified in the Statement of Work (SOW). The Quarterly Progress Report must include but not limited to, information on the activities, performance goals, narrative of communications with interns and ALDOT mentors, challenges or concerns and promising approaches and processes, milestones and financial status. Quarterly Progress Reports assist ALDOT in tracking YTWD activities and outcomes as well as provide a snapshot of activities for the quarter and cumulative quarters throughout the period of performance.
- Consultants are also required to submit a Final Performance Report that incorporates a final cumulative of the performance data and narrative report due no later than 45 days after the end of the period of performance.
 - Final Performance Report – The Quarterly Progress Report submitted for the last reporting quarter will serve as the Final Performance Report. The Final Performance Report will provide both quarterly and cumulative information that reflect the activities for the entire period of performance. The final performance report must summarize project activities, employment outcomes, other deliverables, and related results of the project.

5. **Budget** – Use the template provided.

- Provide a detailed budget with narratives of cost.
- ALDOT has allocated \$205,128.00 for its YTWD Program. The requested budget amount cannot exceed this allocation.

Budget Categories/Definitions

The budget categories and definitions are listed below:

Personnel & Fringe Benefits: Personnel costs (including fringe benefits) are capped at 43% of overall budget - not to exceed **\$88,206.00**

- Personnel costs includes all expenditures for direct services of Professional and/or Support Staff who are employed by the Bidder, regardless of whether such employment is on a permanent, temporary, or fee basis.
- Fringe Benefits - Includes all employer contributions made by the Bidder on behalf of employees, e.g. medical insurance.

Travel: For staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state trips, and any other costs associated with traveling. **Note:** Per diem and mileage are reimbursed at the approved State of Alabama rate.

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

Recruitment - Includes all expenditures for the recruitment of participants for the YTWD Program.

- Production of flyers, application packages, participant selection/non-selection notification letters and any other required program documents.
- Postage, such as the mailing of applications and other program documents to State of Alabama high schools/colleges or directly to participants.

Contractual Services: Includes all expenditures for services, other than by official employees of the bidder, which includes the use of equipment, materials, or commodities.

Equipment: Identify each item of equipment, quantity, and the unit cost per item.

Supplies: Identify all materials and supplies needed for the daily implementation of the YTWD Program, include the quantity and unit cost per item.

Stipends: Provide clear and specific detail regarding stipends and fringe benefits for interns.

- 6 – 8 high school students at \$8 per hour and 12 – 14 college students at \$10 per hour.

Closing (Certificate) Program: Include all associated costs such as facility rental and catering fee to include the number of individuals and cost per person.

Administrative (Indirect) Costs: not to exceed 10% of overall direct costs.

- Indirect cost is any cost that cannot be directly attributed to the project and may cover services and products such as telephone bills, utilities, rent payments, and maintenance costs.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding ALDOT's objective.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

REQUEST FOR PROPOSALS (RFP)
ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT)
YOUTH TRANSPORTATION WORKFORCE DEVELOPMENT (YTWD) PROGRAM

Contracts will be awarded only to responsible consultants possessing the ability to perform successfully under the terms and conditions of this program. Alabama Department of Transportation reserves the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to proposing bidder/contractor. ALDOT reserves the right to reject any or all proposals, to accept or reject any or all items in any proposal, and to award contracts in whole or in part as is deemed to be in the best interest of ALDOT. ALDOT reserves the right to negotiate the final terms of the contract with successful bidder(s). ALDOT will not be responsible for any costs incurred by a bidder in the preparation of responses to this RFP.

RFP Schedule

- The RFP will be advertised for a minimum of three (3) weeks upon receipt of the Notice to Proceed from ALDOT's Administrative Office.
- The RFP will be advertised in the following manner:
 - Posted on ALDOT's internet site: <http://www.dot.state.al.us/>.
 - Entered in the STAARS PROCUREMENT System – <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>.
 - Advertised in the Montgomery Advertiser, Huntsville Times, Birmingham News, Mobile Press-Register on Wednesday, Friday and Sunday.
- Upon conclusion of advertising period, proposals received by deadline will be evaluated, scored and rank ordered by a committee composed of ALDOT employees.
- All proposals and the committee's letter of recommendation will be forwarded to both the Compliance Bureau Chief and the Deputy Director of Administration for review.
- After ALDOT's Administration Bureau approves the final selection, notification letters will be mailed out and a contract will be drafted for the selected consultant.

DEADLINE TO SUBMIT PROPOSALS

The Alabama Department of Transportation must receive all proposals by **5:00 P.M. (central standard time) on October 9, 2019**, no exceptions. Any proposals received or postmarked later than the proceeding date and time will not be considered.

Note: All proposals submitted by mail must include an identical electronic copy of the proposal on flash drive. If discrepancies are identified between the hard copy and the flash drive copy, the proposal on the flash drive will be considered as the official submission for evaluation purposes.

Proposals are to be sent via email to: roset@dot.state.al.us or via U.S. mail to:

Tameka Rose
Alabama Department of Transportation
Compliance Bureau – Internal Programs Unit
1409 Coliseum Boulevard
Montgomery, Alabama 36110