

**ALABAMA DEPARTMENT OF TRANSPORTATION
Compliance and Business Opportunities Bureau**



REQUEST FOR PROPOSALS

On-the-Job Training Supportive Services (OJT/SS) Program

PROPOSAL DUE DATE/TIME: Wednesday, August 11, 2021 by 5:00 PM (CST)

REQUEST FOR PROPOSALS
On-the-Job Training Supportive Services (OJT/SS) Program
HIGHWAY CONSTRUCTION CRAFT LABORER TRAINING PROGRAM

This Request for Proposals (RFP) is issued by the Alabama Department of Transportation (ALDOT) for the purpose of selecting a qualified proposer to implement and administer a Highway Construction Craft Laborer Training Program for the OJT/SS Program within the state of Alabama. ALDOT has been allocated \$204,753 in federal funds from the Federal Highway Administration (FHWA) to implement this program for Fiscal Year 2021. These funds are meant to increase the effectiveness in providing meaningful training opportunities for women, minorities, veterans, and disadvantaged individuals on Federal-aid highway construction projects. This program will be implemented during the calendar year of 2021-2022.

Parties interested in performing the stated Statement of Work shall send notice to:

Via Postal Service, Courier Service or Email

Mr. Anthony Miller, OJT Coordinator
Alabama Department of Transportation
Compliance and Business Opportunities Bureau
1409 Coliseum Boulevard, Suite N-101
Montgomery, AL 36110
millera@dot.state.al.us

Important Note: Responses are to be submitted **ONLY** to the ALDOT Compliance and Business Opportunities Bureau no later than **August 11, 2021 at 5:00 PM (CST)**. Without exception, all responses postmarked later than the deadline date and time will not be considered.

Period of Performance: The time frame for program implementation will be defined as the performance period. The performance period will be for one (1) year with clearly established beginning and end dates for delivering specific services. The contract may be renewed at ALDOTs discretion for an additional year. ALDOT reserves the right to terminate or not renew the contract if performance is found to be unsatisfactory or if funding is not available. A continuance evaluation will be undertaken during the performance period. The potential effective date of contract is September 1, 2021.

Purpose Statement: The OJT/SS Highway Construction Craft Laborer Training Program is to provide highway construction skills and job readiness training, tools and equipment, and transportation services to women, minorities, veterans, and disadvantaged individuals (targeted population) in order to increase their participation in the highway construction workforce.

Statement of Problem: The demand for skilled labor in the construction industry remains high even in the midst of COVID-19 project delays and cancellations. A 2020 Workforce Survey Analysis conducted by the Associated General Contractors of America (AGC) indicated that

Alabama contractors continue to have trouble filling the following five (5) hourly craft positions: laborers, carpenters, equipment operators-cranes, concrete workers and truck drivers.

This OJT/SS program will attempt to fill a void in the hourly craft position that Alabama contractors expressed in the AGC workforce survey as having the most trouble filling: Laborer. This program will provide high quality classroom and applied/hands-on Highway Construction Craft Laborer training to aid highway contractors' efforts to increase and maintain a diverse and qualified workforce. This OJT/SS program seeks to improve the contractors' ability to meet and exceed On-the-Job Training goals and equip the participants with the knowledge and skills needed to secure their future in a successful career in the highway construction industry. In addition, this program will: (1) assist participants to start a pathway to careers with high wage-earnings, benefits, and opportunities for advancement and (2) open up opportunities and allow participants to support themselves and their families for a lifetime.

There are uncertainties and potential risks that could affect the schedule, cost, or success of the program such as COVID-19, participants may drop out, fail to participate, or be removed from the program with cause.

Needs Assessments: Alabama's statistical information supporting a need for this type of program is as follows:

1. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) has established within the State of Alabama a female worker utilization goal of 6.9%, minority utilization goal from 11.2% to 29.9%¹ and veterans hiring benchmark of 5.9%².
2. The Alabama unemployment rate as of September 2020 was 5.6%³. The poverty rate within Alabama according to 2018 census data is 17.2% which is well above the National poverty rate of 13.1%, proving the need to target disadvantaged and low-income individuals.

Female representation in highway construction for Alabama as reflected in the Alabama 2020 FHWA 1392 report indicates 4.5%⁴ of the overall workforce is well below the established OFCCP female utilization goal of 6.9%. In addition, construction employment has increased in 36 states within the last 12 months excluding Alabama

¹ <https://www.dol.gov/ofccp/regs/compliance/AnnualVEVRAABenchmarkEffectiveDates.htm>

² <https://www.dol.gov/ofccp/regs/compliance/AnnualVEVRAABenchmarkEffectiveDates.htm>

³ September Employment Data for Alabama – dated October 2020 <https://www.jec.senate.gov/cards/al/>

⁴ Alabama Department of Transportation 2020 Annual FHWA 1392 report

Proposals are to be designed to outline how this program will be implemented, overseen and monitored by the proposer.

Proposals **should not** exceed 10 pages, and be single-spaced, single-sided, have 12-point font (either Times Roman, Arial, or Calibri), and be on 8.5 x 11-inch paper. The 10-page limit **does** include attachments or exhibits, **not** the cover page. Electronic submission is acceptable and preferred, but other forms of delivery, such as postal and courier services can also be used.

Each proposal submitted will be reviewed for content and conformance that is governed by 23 CFR 230.113 and other federal and state regulations. Proposals will be reviewed and evaluated based on the following criteria:

1. Experience and expertise of proposer to implement this program within the highway construction industry.
2. Highway construction industry experience and expertise of person(s) who will implement this program. Person's name and description of experience must be included.
3. Proposer's financial abilities to implement this program
4. Detailed description of program design (ex: location of classroom training, hours per week of classroom training, who will conduct training, costs of instructional material, etc.).
5. Program design must be developed to ensure completion of all program areas within twelve (12) months.
6. Proposer's ability to develop and execute contracts with partners, participants' and construction contractors to implement the program.
7. Proposer's ability to develop a program to carry out the objectives for the curriculum to successfully train 20 participants.
8. Proposer's ability to assist/coordinate with industry professionals in the training of 20 participants.
9. Proposer's ability to assist/coordinate with industry professional in the recruitment of active ALDOT construction contractors to participate in the ALDOT OJT/SS program and ensure eligibility for participation.
10. Proposer's ability to develop partnerships with ALDOT active construction contractors.
11. Proposer's ability to monitor enrolled participants on a daily/weekly basis in both instructional and OJT training.
12. Proposer's ability to coordinate/monitor/oversee participants enrolled in the program working with ALDOT construction contractors.
13. Proposer's ability to provide timely monthly program reports and other reports to ALDOT.
14. Proposer's ability to provide a timely annual report to ALDOT within 30 days of program completion.
15. Proposer's ability to provide an accomplishment report to ALDOT within six (6) months after program completion.

16. Proposer's ability to maintain a complete filing system for the entire program for a period of three (3) years after program completion or final invoice payment.
17. Proposer's ability to provide to ALDOT in a timely fashion, monthly invoices for reimbursement of all incurred monthly expenditures.
18. Proposer's utilization of an excel spreadsheet to show budget expenditures.
19. Proposer's inclusion of a line item budget to include detailed expenditures.
20. Proposer's timely submission of proposal.
21. Proposer's adherence to page limits.
22. Proposer's ability to adhere to the program requirements timeline shown below.

As a proposer, you must demonstrate to ALDOT your qualifications and financial abilities for carrying out the below program. Components to support your expenditure are in the areas of program design, budget summary, evaluation, monitoring, oversight and reporting requirements.

Protected veteran means a veteran who is protected under the non-discrimination and Affirmation Action of the Act specifically defined by OFCCP⁵ as:

Active duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service, during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Armed Forces service medal veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which and Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FD 1209).

Disabled veteran means (1) A veteran of the U.S. military; ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

Recently separated veteran means any veteran during the **three-year period** beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

⁵ <https://www.federalregister.gov/articles/2013/09/24/2013-21227/affirmative-action-and-nondiscrimination-obligations-of-contractors-and-subcontractors-regarding>

Program Goals & Objectives:

Goal 1: Provide education and hands-on training in a highway construction program (Construction Craft Laborer) aimed at increasing the overall participation of women, minorities, veterans, and disadvantaged individuals (targeted population) in the highway construction industry. **Objective(s):** Recruit, screen and enroll 20 members of the targeted population to earn at least one industry-recognized credential and documented experience in the highway construction industry.

Goal 2: Provide job readiness skills training (resume writing, interview skills, computerized job search, filling out applications and financial management), OSHA-10 and ATSSA flagger training needed for entry-level employment in the highway construction industry. **Objective(s):** Job readiness skills training (resume writing, interview skills, computerized job search, filling out applications and financial management), OSHA-10 and ATSSA flagger training will be provided to 100% of the enrolled participants.

Goal 3: Graduate 100% of all participants enrolled. **Objective(s):** 20 participants will be successful graduates and ready to be employed on Federal-aid highway construction jobs.

Goal 4: Place 60% of all graduates with Federal-aid highway construction employers. In addition, mentor and monitor 100% of all graduates for a period of six months from the graduation date. **Objective(s):** 12 of all graduates will be employed by Federal-aid highway construction employers. 100% of all graduates will be monitored to determine employment status, need for additional training or mentoring.

Goal 5: Provide participants with personal protective equipment (hard hat, steel toe boots, safety vest, eye protection, gloves, etc.) to support their continued employment on Federal-aid highway construction jobs. **Objective(s):** Provide personal protective equipment (hard hat, steel toe boots, safety vest, eye protection, gloves, etc.) for 100% of the targeted population who have gained full-time or part-time employment on Federal-aid highway construction jobs.

Goal 6: Provide transportation cost reimbursement for targeted population to enable them to travel to and from training and/or work sites. **Objective(s):** Provide transportation cost reimbursement for 100 percent of the targeted population for travel to and from training and/or work sites.

Scope of Work Narrative with Timetables/Milestones/Services:

Activities	Time Frame
Identify, screen for eligibility (adult education testing, drug testing, etc.) and enroll 20 participants into the OJT/SS program.	Months one (1) – three (3)
Provide OSHA-10 and ATSSA Flagger Training, job readiness skills training (resume writing, interview skills, computerized job search, filling out applications and financial management).	Months four (4) – five (5)
Provide education and hands-on training to participants in NCCER Core: Introductory Craft Skills Curriculum (5th edition).	Months six (6) – twelve (12)
Provide education and hands-on training to participants in NCCER Construction Craft Laborer Curriculum Level 1 (3rd edition).	Months six (6) – twelve (12)
Develop partnerships with ALDOT Highway Construction Contractors to engage them in training and hiring enrolled participants.	Months one (1) – twelve (12)
Provide personal protective equipment to participants identified as working full-time or part-time on Federal-aid highway construction jobs to support their continued employment.	Months one (1) – twelve (12)
Provide transportation cost reimbursement for targeted population to enable them to travel to and from training and/or work sites.	Months one (1) – twelve (12)
Comply with all reporting requirements: Provide monthly accomplishment reports to ALDOT detailing services provided and ongoing progress toward the performance measurements of the program.	Monthly
Provide monthly invoice submissions for reimbursements to ALDOT with supporting documentation.	Monthly
Provide End of Year Accomplishment Report to ALDOT with required measures.	Within thirty (30) days of the program completion date
Provide ALDOT with a report of the participants’ progress after graduation from the program.	Six months after program completion

- Recruit, screen, and enroll twenty (20) women, minorities, veterans, and disadvantaged individuals for enrollment in the Highway Construction Craft Laborer Training Program. Possible recruitment sources are as follows: Alabama Department of Labor, Alabama Career Center System, Alabama Veterans’ Employment and Training Service, National Association of Women in Construction (NAWIC), ALDOT Highway Construction Contractors, Associated General Contractors of Alabama, and other recruitment sources.

- Recruit ALDOT’s highway construction contractors awarded contracts with TSP requirements to potentially enroll participants in the On-the-Job Training program or approved apprenticeship program. Participants placed in the OJT program or approved apprenticeship program must be paid in accordance with the Davis-Bacon wage rate.
- Provide reimbursement for participants’ transportation costs (covered at State of Alabama current rate of .58 cent per mile).
- Ensure participants receive drug screenings (urine or hair) prior to enrollment in the program.
- Provide participants with safety/ personal protective equipment (hard hat, steel toe boots, safety vest, protective clothing, etc.).
- Market the program through advertisement of both elements of program (i.e. brochures for participants and contractors, information sessions to potential participants and contractors, newspaper, etc.).
- Ensure signed partnership agreements or contracts with all entities, which will include construction contractors and instructors.
- Monitor participants attendance and progress in the training program on a continuous basis. The selected proposer will primarily be responsible for monitoring the participants’ activities. ALDOT will conduct monitoring activities in person, by phone or email on a quarterly basis or as requested.
- Provide ALDOT with monthly reports detailing training and other program activities.
- Provide ALDOT with an End of Year Accomplishment Report encompassing the entire program and required measures within thirty (30) days of completion.
- Provide ALDOT with a report of the participants’ progress six (6) months after graduation from the program.

Evaluation, Monitoring and Oversight: Monitoring will be conducted by the selected proposer, ALDOT and partners involved. ALDOT will assign an OJT Program Monitor who will provide oversight and monitoring of the progress of this program by conducting monthly visits to classrooms and project sites, reviewing selected proposer’s monthly and annual progress reports and contract invoices. During site visits participants, instructors and project mentors will be interviewed.

Reporting Requirements: The selected proposer will be responsible for submitting monthly reports detailing the services provided and ongoing progress toward the performance measurements of the program. The monthly reports will include the

following:

- Detailed account of accomplishments during the reporting period.
- Evaluation of the progress made toward each benchmark.
- Evaluation of achievement relative to targeted time period.
- Enrollment breakdown including gender, race, ethnicity, and disability.
- Description of partners and their impact on performance.
- Additional items that may impact performance.
- Problems encountered and recommendations made and implemented.
- All entries will be quantified and qualified for purposes of measurement
- Budget status that reflects the total program funding, expenditures to date of report, explanation of deviation, if any from planned expenditure programs.

Upon the one-year completion of the Highway Construction Craft Laborer Training Program OJT/SS program, the selected proposer will be responsible for submitting an Annual/Final/End of Year Accomplishment Report within thirty (30) days of program completion. The report will provide a summary of project tasks and accomplishments, lessons learned, and recommendations for future improvement of the program. The Annual/Final/End of Year Accomplishment Report will include, at minimum, the following:

- Comprehensive account of accomplishments.
- Concerns identified and resolutions implemented.
- Recommendations for improvement.
- Other items impacting performance.
- Status of goal attainment.
- All entries will be quantified and qualified for purpose of measurement.
- Number of individuals enrolled in a training/supportive services program
 - Cost per individual trained
 - Type of training received (Heavy Equipment Operator, etc.)
 - Include demographic information (gender, race /ethnicity, age, veteran's status, etc.)
- Number of individuals that completed the training/supportive services program
 - Any certification received for individuals (name of certification, type, certifying agency)
 - Include demographic information (gender, race /ethnicity, age, veteran's status, etc.)
- Number of individuals hired into the construction industry within 6 months of the training and/or type and number of placement assistance services provided
 - Include demographic information (gender, race /ethnicity, age, veteran's status, etc.)
- Number of individuals retained by a construction industry employer within 90 days of placement.
 - Include demographic information (gender, race /ethnicity, age, veteran's status, etc.)

The selected proposer will track the participants for **six (6) months upon completion of the program** and provide a detailed report of participants current employment status, placement in highway construction industry, occupation employed in and other necessary information required by ALDOT.

Inquiries: Should proposers have any questions as to the intent or meaning of any part of this proposal, they must contact the Department as indicated below no later than one week prior to proposal due date to guarantee a reply. Questions concerning the RFP, submissions, and procedures may be obtained by submitting contacting to Anthony Miller at millera@dot.state.al.us or via telephone at (334) 242-6940.

**Fiscal Year 2021 On-the-Job Training Supportive Services (OJT/SS) Program
BUDGET NARRATIVE**

A. Personnel **Total: \$45,000.00**

OJT/SS Program Director, is responsible for recruiting participants, providing support for participants, overseeing and management of the participants education in the Construction Craft Laborer training, assists participants with obtaining personal protective equipment necessary for current highway construction employment, developing partnerships with highway construction contractors and reimbursement of participant transportation cost reimbursement. The total salary for the 12-month period for the program director is \$45,000.

B. Fringe Benefits - No fringe benefits will be incurred.

C. Travel

This funding will be used by the OJT/SS Program Director to cover the costs of in-state travel expenses incurred for recruiting participants, providing support for participants, overseeing and management of the OJT/SS participants, travel to and from work sites, meetings with strategic partners

D. Equipment

This funding will be used by the OJT/SS Program Director to cover the costs to provide personal protective equipment (hard hat, steel toe boots, safety vest, eye protection, gloves, coveralls and long-sleeved shirts, etc.) to participants who have gained full-time or part-time employment on Federal-aid highway construction jobs.

E. Supplies

This funding will be used by the OJT/SS Program Director to cover the costs of office supplies that may be needed to recruit participants, provide support for participants, oversee and manage participants and complete the required training.

F. Contractual

This funding will be used by the OJT/SS Program Director to cover the costs of the participants instructional training, facilities usage, classroom tools and instructor(s) salaries and other participant related expenditures.

G. Miscellaneous/Other

This funding will be used by the OJT/SS Program Director to cover the costs for drug testing, marketing and advertising, reimbursement of participants transportation costs to/from training and worksites, graduation ceremony, etc.

H. Indirect/Administrative Cost **Total: \$16,077.00**

This funding amount will cover indirect cost for service provider and the indirect cost for ALDOT. For budget estimating purposes only, indirect cost for a service provider will be based on historical data. However, after a service provider has been selected, the indirect cost must be reviewed, negotiated, and certified in accordance with 2 CFR 225. FHWA and ALDOT have agreed that 13.63% will be the rate charged by ALDOT for program administration this fiscal year in accordance with 2 CFR Part 225.

I. Program Administrative Costs **Total: \$27,908.00**

FHWA and ALDOT have agreed that 13.63% will be the rate charged by ALDOT for program administration this fiscal year in accordance with 2 CFR Part 225.

On-the-Job Training Supportive Services Program Budget

State: ALABAMA

Fiscal Year: 2021

Program Cost: \$204,753.00

Budget Summary

Categories	FHWA Funds	Total Cost
Personnel	\$ 45,000.00	\$ 45,000.00
Miscellaneous/Other	\$ -	\$ -
Contractual Services	\$ -	\$ -
Equipment	\$ -	\$ -
Travel	\$ -	\$ -
Supplies	\$ -	\$ -
Indirect/Administrative Cost	\$ 16,077.00	\$ 16,077.00
Program Administrative Cost	\$ 27,908.00	\$ 27,908.00
Program Total	\$	88,985.00

Budget Description: Provide a short account for each category listed above, including a cost breakdown for each item and the purpose.

Detailed Budget

Categories	Purpose (Short Description)	Cost Breakdown	
		FHWA Funds	Total Cost
Personnel	Project Manager and/or Project Coordinator and/or Administrative Asst (12 months)	\$ 45,000.00	\$ 45,000.00
Miscellaneous/Other	Graduation ceremony	\$ -	\$ -
	Marketing/Promotion	\$ -	\$ -
	Participant's Transportation Expenses	\$ -	\$ -
	Participant's Drug Testing	\$ -	\$ -
	Participants equipment site/project visits (transportation to/from, associated cost)	\$ -	\$ -
	Marketing and advertising	\$ -	\$ -
Contractual Services	Instructional Aides (books, etc.)	\$ -	\$ -
	Instructors (NCCER Core, NCCER Construction Craft Laborer Level 1, ATSSA and OSHA)	\$ -	\$ -
Equipment	Participant's personal protective equipment, hard hats, steel toe boots, safety vests, eye protection, etc.	\$ -	\$ -
Travel	In State Travel	\$ -	\$ -
Supplies	Office Supplies	\$ -	\$ -
Indirect/Administrative Cost	10% Maximum (TBD) Service provider	\$ 16,077.00	\$ 16,077.00
Program Administrative Cost	13.63% ALDOT	\$ 27,908.00	\$ 27,908.00
Total		\$	88,985.00