

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Equipment and Procurement Division

REQUEST FOR PROPOSALS (RFP) 11-001P:

On-The-Job Training Supportive Services Program

Proposals must be submitted
no later than 2:00 p.m. CST
July 2, 2010

No submissions or modifications
will be accepted after this deadline.

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Paragraph 2.3),
- (2) Address all the requirements set forth herein, and
- (3) Contain Page 5 completed as indicated.

For further information regarding this RFP contact
Danny Keene, Division Head
Equipment and Procurement Division
at (501)569-2672

Arkansas State Highway and Transportation Department
RFP Number 11-001P
On-The-Job Training Supportive Services Program

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ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Request for Proposals Number 11-001P

Proposed Work Plan
For The
On-The-Job Training Supportive Services Program

Section 1.0 INTRODUCTION

- 1.1 **Scope of Proposal:** The Arkansas Highway and Transportation Department, hereinafter called “AHTD” or “the Department,” is soliciting proposals to accomplish the Department’s On-The-Job Training Supportive Services Program (OJT/SSP) for the period (July 19, 2010 thru June 30, 2011) with an option to renew for one year periods, upon mutual agreement, and shall not exceed four (4) additional years. The proposed Statement of Work (SOW) is attached to and made a part of this RFP. Proposers may suggest revisions to the SOW, subject to Department approval. The successful contractor will be required to submit monthly reports of program activities by the 15th day of the month covering the previous month’s activities.
- 1.2 **Point of Contact:** This Request for Proposals (RFP) is issued by the Arkansas State Highway and Transportation Department, Equipment and Procurement Division on behalf of the Legal Division, EEO Section, which are the points of contact for the Department during the submission and selection process. These two Divisions will administer any contract resulting from this RFP. Questions concerning this RFP should be addressed to the AHTD officials named below:

Questions concerning submission of a proposal in response to this RFP should be addressed to:

Danny Keene, Division Head
Equipment and Procurement
Arkansas State Highway and Transportation Department
P.O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2672
Fax: (501) 569-2679

Questions concerning technical content and requirements of this RFP should be addressed to:

James Moore, Jr. Section Head –EEO/DBE
Legal – EEO/DBE Section
Arkansas State Highway and Transportation Department
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2298
Fax: (501) 569-2693

AHTD RFP 11-001P - On-The-Job Training Program

Written inquiries are encouraged and will be answered in writing. Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful consultant of any obligations resulting from this RFP. Proposers are expected to raise any questions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing.

- 1.3 **Qualifications:** Proposers should have knowledge of On-The-Job Training Supportive Services Programs and/or experience with similar programs.
- 1.4 **Information Restrictions:** All information received by AHTD regarding this RFP is restrictive and will not be available before award of the project to the successful consultant.
- 1.5 **Choice of Law & Choice of Forum:** This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or relating to this RFP or contract may be brought only before the appropriate forum in Pulaski County, Arkansas.
- 1.6 **Ethics:** *“It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.”* Ark.Code.Ann. § 19-11-708(a).

Section 2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 **General Instructions:** The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references and samples. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.
- 2.2 **Incurring Costs:** The Department is not liable for any cost incurred by proposers in replying to this RFP.
- 2.3 **Time and Place for Submission of Proposals:** Proposers must submit a completed proposal, along with all materials required herein for acceptance of their proposal, prior to **2:00 p.m. CST, on July 2, 2010.** RFP Number should be clearly marked on all packaging containing the proposal.

Mail To:
Arkansas State Highway
and Transportation Department
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203

Deliver To:
Arkansas State Highway and
Transportation Department
Equipment and Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

AHTD RFP 11-001P - On-The-Job Training Program

- 2.4 **Late Proposals:** Proposals received after the date and hour established will be considered late proposals and will be automatically disqualified. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals:** Page five of this RFP must be signed and included with proposal to constitute a valid submission. The signature must be original, in ink (not stamped or photocopied). Unsigned and improperly signed proposals will be automatically disqualified.
- 2.6 **Withdrawing or Modifying Proposals:** A proposal that has been submitted may be withdrawn, modified, or corrected by a proposer prior to the date and time set for submission. Telegrams or letters received before the date set for submission of proposals will be accepted and attached to the proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. RFP Number should be clearly marked on all packaging/envelopes containing proposal documents. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set for submission.
- 2.7 **Assignment:** No award resulting from this RFP may be assigned, sold, or transferred without the prior written consent of AHTD. Furthermore, no obligation incurred pursuant to this RFP and resulting contract may be delegated without prior written consent of AHTD.
- 2.8 **Cancellation of Contract:** The Department reserves the right to cancel any award without recourse upon written notice to the consultant.
- 2.9 **Default and Remedies:** Non-performance of any requirement, term or condition resulting from this RFP shall constitute default. Upon default, the Department shall issue a written notice of default providing a period in which the consultant shall have seven (7) days to cure said default. If the consultant remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the Department may, in its sole discretion, terminate the contract(s) or remaining portion thereof and exercise any remedy provided by law.
- 2.10 **References:** Proposers may submit a list of clients for whom On-The-Job Training Supportive Services Programs or similar programs have been performed. Any references should include a point of contact name, address, and telephone number. Information obtained from reference contacts will be used in determining the successful consultant.

Section 3.0 PRICING

- 3.1 **Pricing:** Proposers must submit a detailed budget for accomplishing the SOW. There will be no advance payment for start-up. Reimbursement will be based on expenditures and expense incurred. Although cost of services will not be a consideration in selecting the OJT/SSP consultant, proposers should be aware that the total annual budget for this project will be the amount shown in the budget or less depending on funding for the program from the Department of Transportation, Federal Highway Administration.

Section 4.0 EVALUATION AND AWARD

- 4.1 **Evaluation:** Proposals will be evaluated on the extent of services offered, ability to provide those services, references, experience and cost. The Department's Chief Counsel, Section Head-EEO/DBE, and the Division Head of Programs and Contracts will review the proposals received and may ask selected proposers to make a formal presentation to the DBE Advisory Committee.

- 4.2 **Award:** Any award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal or proposals considered to be the most advantageous to the State, contractors and trainees. The Department reserves the right to accept or reject in whole or in part, any and all proposals submitted, to award to more than one proposer, to waive any minor technicalities, when it is in the best interest of the State; and to negotiate the terms of the contract, including the award amount, with the selected proposer(s).

Arkansas State Highway and Transportation Department
Request for Proposals Number 11-001P
On-The-Job Training Supportive Services Program

This Page MUST be completed, properly signed, and returned for proposal to be considered.

Section 5.0 OFFER AND ACCEPTANCE

5.1 Offer:

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which I/we agree to be bound if this proposal is found acceptable by the Department; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company: _____ Address: _____

Representative: _____ City: _____

Title: _____ Phone: _____ Fax: _____

Federal Tax ID or Social Security No.: _____

Signature: _____ Date: _____

(Must be legible, original, and in ink, no photocopies)

5.2 Acceptance: (FOR AHTD USE ONLY)

Accepted: _____

By: _____ Date: _____

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Reimbursement. The consultant will be reimbursed for actual, incurred, eligible expenses upon submission and approval of detailed invoices. Invoices may be submitted for any time frame not less than two weeks. The rates allowed for reimbursement of consultant's expenses for mileage, meals and lodging will be as set forth in the AHTD Accounting Manual.

Costs associated with this program are subject to audit by AHTD or FHWA representatives during normal business hours. Appropriate receipts should be maintained by the consultant to support claimed expenses.

Termination Clause. This contract may be terminated by either party, with cause, upon giving the other party thirty (30) days written notice of intent to terminate.

Arkansas Highway and Transportation Dept.

Consultant

By: _____
AHTD Official

By: _____
Consultant Representative

Type or Print Name

Type or Print Name

Title

Title

Date: _____

Date: _____

The consultant understands that the Arkansas State Highway and Transportation Department is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the consultant agrees during the term of the agreement that the consultant will strictly adhere to this policy in its employment practices and provision of services.

**Arkansas State Highway and Transportation Department
On-the-Job Training Supportive Services Program
Statement of Work-2010**

PART 1.

SECTION A. Scope of Work

OJT/SSP Purpose Statement

The OJT/SS program is to provide supportive services that will increase the total number of minorities, women and disadvantaged individuals (the targeted group) participating in the Federal-aid highway construction industry. The amount of \$108,525 is requested for the program in order to provide highway construction industry skills training and education, tools and boots, transportation and childcare which are identified as barriers in the current needs assessment.

Performance Period

The performance period for the Department's On-the-Job Training Supportive Services Program will be from July 19, 2010 through June 30, 2011.

A needs assessment was utilized to determine which services would increase participation of the total number of minorities, women and disadvantaged individuals in the Federal-aid highway construction industry. Federal-aid highway construction contractors identified barriers that might hinder participation in the OJT/SS program. Barriers included heavy equipment skills, transportation to the project, English language skills, basic construction skills and understanding highway construction expectations, childcare, year-round work, and benefits and advancement opportunities in the industry. Although each contractor had specific needs in various classifications, an overwhelming majority of contractors cited heavy equipment operators, foremen and carpenters as critical trades.

Although lack of tools was not identified in the current needs assessment, tools for mechanics, carpenters and cement finishers have been identified as barriers in the past. In addition, interviews conducted with staff members of the Department of Workforce Services, Arkansas Workforce Centers, case managers, supervisors at the Department of Human Services and contractors confirm that locating and securing skilled highway construction workers is a significant problem in Arkansas. Arkansas is not only the third poorest state in the nation, but also has an unemployment rate higher than the national average (*Department of Labor*) and ranks in the bottom half for states with low high school graduation rates (*Institute for Policy Research*).

Contractors point out that retention of highway construction workers is a major problem in the industry, along with locating employees with highway construction experience. Many Arkansas citizens need basic skills training before they are able to be successful in the OJT/SSP. Additional barriers to job success reported by previous trainees during pre-employment interviews include the lack of funds to purchase required safety boots and tools, funds for transportation to the job site, childcare costs and construction training. Minority group members, women and disadvantaged individuals are especially concerned about how they fit into the field of highway construction because these groups have not been encouraged to participate in this career field in the past, as evidenced by the low ratio of females and minorities currently working on highway construction projects.

The critical tasks/competencies to achieve the OJT/SSP goals are to provide basic skills education in the field of highway construction for the targeted population through training and development and to provide initial funding to overcome the barriers that are most critical to successful employment. In addition, getting the word out to future employees will be important in building a future workforce including minority, women and disadvantaged individuals for the highway construction industry.

To ensure the OJT/SSP is meeting program goals, each component of the program (partners, trainees, contractors, organizations) will have an opportunity to evaluate the program through informal telephone interviews, meetings and surveys. Utilizing the needs assessment information, additional barriers that could hinder the targeted group's participation on Federal-aid highway construction projects will be identified and addressed. Monthly reports will be submitted to the Department for review and to determine if the OJT/SSP is meeting its goals. The Department's External EEO Coordinator will monitor the program and attend seminars when presented.

The Department has a training program special provision whereas a number of training slots (two or more) are assigned to the project. The Department has requested from FHWA the approval of 40 training slots to be assigned to FAPs for calendar year 2010. The following projects have been identified for training that are \$8 million or more along with the current percentages of minority and female availability in each county.

Carroll & Madison County Relative Availability / Job Numbers 009901 & 009951:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 2.6 | 1.3 |
| Heavy Equipment Operator | 0.0 | 0.0 |
| Truck Driver | 2.5 | 6.2 |
| Carpenter | 3.6 | 0.7 |
| Concrete Finisher | 11.4 | 11.4 |
| Mechanic | 8.2 | 2.1 |

Lafayette and Hempstead County Relative Availability / Job Number 030348:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 6.5 | 6.4 |
| Heavy Equipment Operator | 19.0 | 0.0 |
| Truck Driver | 18.8 | 5.1 |
| Carpenter | 14.8 | 1.2 |
| Concrete Finisher | 66.0 | 0.0 |
| Mechanic | 7.5 | 2.0 |

Grant County Relative Availability / Job Number 020464:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 2.9 | 7.1 |
| Heavy Equipment Operator | 12.5 | 2.5 |
| Truck Driver | 18.5 | 4.8 |
| Carpenter | 9.6 | 1.7 |
| Concrete Finisher | 60.0 | 0.0 |
| Mechanic | 5.7 | 3.1 |

Miller County Relative Availability / Job Numbers 030325, 030326 & 030378:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 8.0 | 2.4 |
| Heavy Equipment Operator | 25.0 | 0.0 |
| Truck Driver | 22.8 | 6.4 |
| Carpenter | 17.6 | 0.9 |
| Concrete Finisher | 67.5 | 0.0 |
| Mechanic | 8.7 | 1.0 |

Sebastian County Relative Availability / Job Numbers 040238 & 040487:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 0.0 | 1.8 |
| Heavy Equipment Operator | 9.5 | 0.0 |
| Truck Driver | 8.5 | 7.1 |
| Carpenter | 10.9 | 3.3 |
| Concrete Finisher | 30.0 | 6.7 |
| Mechanic | 21.8 | 0.0 |

Monroe County Relative Availability / Job Number 110394:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 4.0 | 0.0 |
| Heavy Equipment Operator | 7.0 | 8.7 |
| Truck Driver | 22.8 | 5.0 |
| Carpenter | 19.6 | 1.4 |
| Concrete Finisher | 40.0 | 0.0 |
| Mechanic | 17.1 | 0.0 |

Pulaski County Relative Availability / Job Numbers 061177 & 061202:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 17.3 | 4.5 |
| Heavy Equipment Operator | 8.3 | 2.8 |
| Truck Driver | 34.9 | 6.6 |
| Carpenter | 27.1 | 3.6 |
| Concrete Finisher | 62.5 | 0.0 |
| Mechanic | 17.9 | 0.3 |

Chicot County Relative Availability / Job Number 020426:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 11.7 | 0.0 |
| Heavy Equipment Operator | 23.1 | 0.0 |
| Truck Driver | 38.9 | 6.4 |
| Carpenter | 27.0 | 4.3 |
| Concrete Finisher | 62.5 | 0.0 |
| Mechanic | 25.1 | 0.0 |

Drew County Relative Availability / Job Number 020471:Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 5.9 | 2.4 |
| Heavy Equipment Operator | 10.7 | 13.6 |
| Truck Driver | 25.3 | 9.1 |
| Carpenter | 3.2 | 0.0 |
| Concrete Finisher | 66.7 | 0.0 |
| Mechanic | 25.0 | 0.0 |

Newton County Relative Availability / Job Number 090213:Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 2.6 | 1.3 |
| Heavy Equipment Operator | 0.0 | 0.0 |
| Truck Driver | 2.5 | 6.2 |
| Carpenter | 3.6 | 0.7 |
| Concrete Finisher | 11.4 | 11.4 |
| Mechanic | 8.2 | 2.1 |

Garland County Relative Availability / Job Number 061059:Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 5.9 | 2.6 |
| Heavy Equipment Operator | 22.2 | 0.0 |
| Truck Driver | 11.3 | 7.9 |
| Carpenter | 4.7 | 2.4 |
| Concrete Finisher | 0.0 | 0.0 |
| Mechanic | 0.0 | 2.2 |

Jefferson County Relative Availability / Job Number 020070:Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 27.7 | 7.7 |
| Heavy Equipment Operator | 32.5 | 8.3 |
| Truck Driver | 28.6 | 10.3 |
| Carpenter | 30.8 | 8.3 |
| Concrete Finisher | 106.0 | 0.0 |
| Mechanic | 26.8 | 0.0 |

Lee County Relative Availability / Job Number 110228:Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 7.7 | 1.5 |
| Heavy Equipment Operator | 18.9 | 0.0 |
| Truck Driver | 21.7 | 5.8 |
| Carpenter | 13.6 | 2.8 |
| Concrete Finisher | 36.4 | 0.0 |
| Mechanic | 8.9 | 2.4 |

Benton County Relative Availability / Job Number 090174:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 3.5 | 0.7 |
| Heavy Equipment Operator | 9.3 | 4.7 |
| Truck Driver | 9.5 | 9.9 |
| Carpenter | 8.9 | 3.2 |
| Concrete Finisher | 18.0 | 0.0 |
| Mechanic | 8.9 | 0.9 |

Independence County Relative Availability / Job Number 050186:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 14.8 | 0.0 |
| Heavy Equipment Operator | 0.0 | 0.0 |
| Truck Driver | 6.9 | 7.0 |
| Carpenter | 9.1 | 0.0 |
| Concrete Finisher | 32.0 | 0.0 |
| Mechanic | 2.6 | 2.6 |

Washington County Relative Availability / Job Numbers 040517 & 040524:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 1.6 | 0.8 |
| Heavy Equipment Operator | 4.4 | 1.8 |
| Truck Driver | 6.5 | 9.8 |
| Carpenter | 10.5 | 2.9 |
| Concrete Finisher | 34.7 | 0.0 |
| Mechanic | 9.3 | 1.0 |

Mississippi County Relative Availability / Job Number 100307:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 3.6 | 0.0 |
| Heavy Equipment Operator | 36.9 | 0.0 |
| Truck Driver | 16.4 | 6.5 |
| Carpenter | 16.1 | 0.0 |
| Concrete Finisher | 16.0 | 0.0 |
| Mechanic | 39.7 | 0.0 |

Pope County Relative Availability / Job Number 080236:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 0.0 | 0.0 |
| Heavy Equipment Operator | 3.6 | 3.6 |
| Truck Driver | 3.1 | 9.6 |
| Carpenter | 4.9 | 0.0 |
| Concrete Finisher | 0.0 | 0.0 |
| Mechanic | 11.9 | 3.1 |

Craighead County Relative Availability / Job Numbers 100308 & 100642:

Job Classification

| | <u>Minority %</u> | <u>Female %</u> |
|--------------------------|-------------------|-----------------|
| Foreman | 3.6 | 0.0 |
| Heavy Equipment Operator | 0.0 | 0.0 |
| Truck Driver | 4.9 | 5.5 |
| Carpenter | 13.3 | 3.5 |
| Concrete Finisher | 0.0 | 0.0 |
| Mechanic | 7.0 | 0.0 |

Skills required for these projects involve heavy equipment, carpenter, concrete finisher, foremen, form setter, grade checker and asphalt related classifications. The training program should increase the availability of minorities, females and disadvantaged individuals on the above projects and the OJT/SSP will assist the contractor in locating the above individuals for employment and enrollment in the training program.

SECTION B. Performance Goals, Objectives, and Measurements

1. Provide advanced skills training in the field of highway construction to ten trainees currently employed in the highway construction industry.

Objective: Provide a 40-hour training seminar for ten participants with 60 percent of graduating participants maintaining employment for a period of six months after graduation. This should be accomplished by September 2010.

2. Provide funds for work boots, tools and equipment, transportation and childcare to OJT/SSP participants, as needed.

Objective: Provide funds for work boots, tools and equipment, transportation and childcare expenses, as needed, to 100 percent of the targeted population enrolled in the OJT/SSP program and employed full- or part-time by the contractor on a Federal-aid highway construction job. Trainees will be paid within two weeks after receiving a request for reimbursement. This will be on-going throughout the contract period.

3. Conduct one Construction Career Day for junior/senior high school and community college students in Central Arkansas.

Objective: Contractors and heavy equipment dealers will showcase their equipment, including how the equipment operates. Information on the highway construction industry and choosing it as a career will also be provided to the attendees. An estimated total of 200 students will attend the events to be completed by the Spring of 2011.

4. Provide referral services to individuals seeking employment in the highway construction industry.

Objective: Provide referral applications and/or seminars when requested to Department of Human Services, Arkansas Workforce Centers and contractors, including DBEs, on Federal-aid projects. Twenty-five applicants will be referred to highway projects for employment consideration. This referral service will continue throughout the contract period.

PART 2.

Budget Summary and Narrative

| Line Item | Requested from FHWA | State Funds | Total 20% Required Match | Total |
|--------------------------------|----------------------------|--------------------|---------------------------------|-------------------|
| Personnel | \$ 53,592 | \$ 13,398 | \$ 13,398 | \$ 66,990 |
| Operations | \$ 11,360 | \$ 2,840 | \$ 2,840 | \$ 14,200 |
| Supportive Services Aid | \$ 11,600 | \$ 2,900 | \$ 2,900 | \$ 14,500 |
| Seminars | \$ 9,920 | \$ 2,480 | \$ 2,480 | \$ 12,400 |
| Construction Career Day | \$ 22,053 | \$ 5,513 | \$ 5,513 | \$ 27,566 |
| Total | \$ 108,525 | \$ 27,131 | \$ 27,131 | \$ 135,656 |

Salary Requested: \$66,990.

OJT/SSP Administrator/Director: OJT/SSP Administrator/Director is responsible for all aspects of the OJT/SSP including any and all responsibilities for implementation, management and reporting duties. The total salary for this position is \$30,000.

**On-the-Job-Training Supportive Services Program
Proposed Budget
April 1, 2010 –September 30, 2010**

General and Administrative Expenses

Operating Expenses:

| | |
|-------------------------------|---------|
| Rent and Utilities | \$2,500 |
| Telephones | 2,000 |
| Travel Expenses | 4,000 |
| Office Supplies/Copy Expenses | 2,000 |

Total Operating Expense **\$10,500**

(Federal-aid portion \$10,500)

Salaries (Includes Fringe Benefits):

| | |
|-------------------------|----------|
| Program Director | \$30,000 |
| Receptionist/Bookkeeper | 12,000 |
| Payroll Additives | 24,990 |

(Federal-aid portion \$53,592) **\$66,990**

| | | |
|---|----------------|-----------------|
| Other Expenses: | | |
| Tech Support | \$1,200 | |
| Accounting/Admin. | 2,500 | |
| | <u>\$3,700</u> | |
| (Federal-aid portion \$860) | | |
| Total General and Administrative Expenses: | | \$81,190 |
| (Federal-aid portion \$64,952) | | |

Supportive Services Aid – This category includes amounts that will be paid to or for eligible individuals who may not be participating in the training seminars, but are enrolled in an approved training program. Costs are calculated based on 50 trainees.

| | | |
|---------------------------------------|---------|-----------------|
| Work Boots | \$2,500 | |
| Work Tools | 1,000 | |
| Child Care | 6,000 | |
| Transportation | 5,000 | |
| | | |
| Total Supportive Services Aid: | | \$14,500 |
| (Federal-aid portion \$11,600) | | |

Seminar Expenses - This category includes the expenses that can be specifically identified as being related to the preparation for or the performance of the applicable supportive service training programs. All instructors and guest lecturers are subject to AHTD approval. Seminar sites are tentative and may be changed pending availability of training facilities.

Construction Seminar - Fall 2010 – Little Rock, Arkansas - Shorter College (40 Hours)

| | | |
|-------------------------------|-----------------|--|
| Facilities, Instructors | \$2,500 | |
| Transportation Cost | 500 | |
| Stipends | 4,000 | |
| Student Lodging (10 students) | 3,500 | |
| Student Meals | 1,600 | |
| Curriculum and supply costs | 300 | |
| | <u>\$12,400</u> | |

(Federal-aid portion \$9,920)

Construction Career Day – Spring 2011 - Central, Arkansas

| | | |
|--------------------------------|-----------------|--|
| Facility | \$5,000 | |
| Transportation Cost/Bus Rental | 6,400 | |
| Activity Equipment Rental | 3,666 | |
| Hospitality | 2,000 | |
| Consultant | 10,000 | |
| Hard Hats/Bags | 500 | |
| | <u>\$27,566</u> | |

(Federal-aid portion \$22,053)

| | | |
|---------------------------------------|--|-----------------|
| Total Seminar Expenses: | | \$39,966 |
| (Federal-aid portion \$31,973) | | |

Summary of Total Project Expenses

| | | |
|---|--------|------------------|
| Training Support Expense: | | |
| Salaries | 66,990 | |
| (Federal-aid portion \$53,592) | | |
| General/Administrative | 14,200 | |
| (Federal-aid portion \$11,360) | | |
| Supportive Services | 14,500 | |
| (Federal-aid portion \$11,600) | | |
| Total Training Support Expenses: | | \$95,690 |
| (Federal-aid portion \$76,552) | | |
| Seminar Expenses: | | |
| Construction Seminar | 12,400 | |
| (Federal-aid portion \$9,920) | | |
| Construction Career Day | 27,566 | |
| (Federal-aid portion \$22,053) | | |
| Total Seminar Expenses: | | \$39,966 |
| (Federal-aid portion \$31,973) | | |
| Total Project Expenses: | | \$135,656 |
| (Federal-aid portion \$108,525) | | |

PART 3.

Monitoring and Evaluation

The Department will monitor and evaluate the OJT/SSP to ensure that results are being achieved. This monitoring will be conducted through on-site visits, evaluation of student surveys, contacts with participating contractors, and review of monthly reports. Results of the program review will be provided to the Project Administrator/Director so that improvements or changes can be made to enhance the program throughout the year.

PART 4.

Reporting Requirements

The Project Director will collect data and submit monthly reports that will include:

1. Documentation of contacts with contractors requesting enrollment of individuals in the training program.
2. Name, address, telephone number, race, and sex of individuals referred to highway contractors for employment consideration, including the number of individuals receiving public assistance and employment status of each individual.

3. Names of trainees, broken down by race and sex, that were enrolled, graduated and/or terminated from the program.
4. Documentation submitted by highway contractors reporting training hours for trainees enrolled in the training program.
5. Documentation of contacts with each trainee on the job site to explain supportive services.
6. Names of individuals, broken down by race and sex that have received Supportive Services aid for transportation, work boots, tools and childcare, by item.
7. Documentation of monthly contacts with each trainee that includes providing the trainee with the number of hours accumulated in the training program. The name of the trainee, job classification, race, sex, Department's Job Number, each contact date and name of contractor will be kept in each trainee's file.
8. Documentation of monitoring of individuals up to six months when training is interrupted due to work lay-off or job completion.
9. Documentation of monitoring of graduates up to six months to determine employment status.
10. Documentation of contacts with trainees terminated from the training program, (with the exception of graduation) to determine their reason for termination.
11. Forms showing the number of individuals in training graduated or terminated during the quarters broken down by job classification, race and sex.
12. Names of individuals that attend either the Construction, training during the quarter broken down by race, sex, employer and current work status.
13. A narrative of program objectives indicating if the objectives are being achieved (program successes to date), progress toward achievement, or problems encountered along with possible solutions for meeting the objectives.

In addition, an annual report will be prepared and submitted 15 days before the end of the federal fiscal year. The report will include an annual summary of all activities of the OJT/SSP. Reports will be submitted to:

Dana McClellan
External EEO Coordinator
Arkansas State Highway and Transportation Department
P. O. Box 2261
Little Rock, AR 72203-2261
501-569-2320