

On-The-Job Training Supportive Services Statement of Work

A. Scope of Work

1. Purpose Statement

The Montana Department of Transportation is requesting \$83,706 in On-The-Job Training Supportive Services funding, in order to complement the activities of the MDT OJT Program by enabling a Montana program that recruits, educates and trains; ultimately increasing the employment of minorities, females, and other socially or economically disadvantaged individuals in the Montana Federal-aid highway construction industry.

2. Performance Period

The performance period shall consist of FY2013, as outlined in FHWA Memo HCR-40.

3. How Identified Needs of the OJT/SS Program and Target Population Will Be Addressed

MDT conducted a survey to identify the current situation and potential barriers facing minorities, females, and other socially and/or economically disadvantaged individuals (here forth referred to as the 'target population') within the Montana highway construction industries and trades. Included in this survey were: Minority Institutions of Higher Education; Public University, two-year Colleges and Community College Career Centers; Job Service Centers, Job Corp Centers; Career Transition Trainers; T.E.R.O. Offices; Workforce Placement Service Centers. The MDT OJT/SS program staff also considered historical barriers and examples that remain relevant.

Through this multifaceted analysis, MDT has concluded that certifications and industry recognized credentials are the key identified needs of the target population, in order to administer a program that can increase the participation of members of the target populations in Federal-aid highway construction OJT and full-time employment positions. MDT also synthesized the needs assessment survey results and identified communication of available positions as a barrier, and as such will be looking into ways to develop an OJT-specific referral list of ready, willing, and able individuals who have completed a Montana OJT/SS program.

MDT will oversee the administration and program delivery of a third party (or of parties) that provide members of the target population (and others) an opportunity to earn industry-recognized credentials by completing specific components of highway

construction-related training and certification. This will be accomplished through the MDT OJT/SS Program contracting out the activities of recruiting, educating, training, testing, student support, and participant tracking needed to help participants from the target population become more capable and successful in attaining full-time highway construction related employment.

MDT will require each Request for Procurement from potential OJT/SS contractors to include specific steps that will be taken by the contracting entity in order to increase the identification and placement of program participants in highway construction related jobs following successful program completion. The contractor will also be required to comply with detailed contractual agreements as to: how the identification and placement of participants will occur; strategies that will be utilized for the successful retention and program completion of participants; specific knowledge/skills/certificates/licenses participants will be able to develop/receive; specific performance expectations, goals, targets, deadlines, and reporting dates.

4. Program Qualifications

In order for a contractors Request for OJT/SS Procurement to be considered, it must have programmatic components that improve the knowledge, skills, abilities, credentials, and career placement opportunities of the target population.

- The program must consist of education and training in a Truck Driving and/or Heavy Equipment Operation program which follows the Department of Labor's guidelines for apprenticeship trade programs.
- The program must contain programmatic activities to address all of the following: participant retention; resume and interview skills; participant support services; highway construction safety standards.
- The program must have an appropriate recruitment and marketing plan.
- The program must detail and describe at least two established partnerships, and two projected partnerships, with the purposes of delivering the funding, facilities, equipment, expertise, participant support, and participant retention, and/or participant placement responsibilities
- The program must have, and provide proof of, all appropriate insurances and accreditations.
- The program must provide participants with industry recognized certifications and/or credentials that will better enable them to secure a full-time career in the highway construction industry.
- The program must include program performance measurement components that include, and additionally go above and beyond, those contained within this overall MDT OJT/SS Statement of Work.
- The program must identify and detail relationships that it has with key industry personnel, companies and organizations, and how that benefits career placement activities.

5. Timeline for Performance of Key Tasks or Activities, Related Milestones, and Quarterly Report Dates

- Contractor Quarterly Reporting to MDT must occur within 15 working days of the end of each calendar-year quarter.
- MDT Reporting to FHWA will occur within 30 working days of the end of each calendar- year quarter.
- A Semi-Annual On-Site Program Assessment conducted by MDT will occur at least once per contract, at any time within the contract period.
- The Final Report from the Contractor to MDT must be submitted within 30 days of the contract period expiration.
- MDT will produce and submit an overall Final Report to the FHWA designated authority within 60 days after completion of the program contract.
- The signed and approved contract between MDT and OJT/SS Contractor will have program-specific goals/deadlines/accomplishments that must be met in addition to the aforementioned overall specifics.

For specific reporting components and details, please refer to sections C (3) and D (3) of this document.

B. Performance Goals, Objectives, and Measurements

1. Meaningful Participation Performance Objective:

- **Performance Goal:** (Goal #1) At least 20 members of the target population will be recruited and enrolled in the contracting entities program to earn at least one industry-recognized credential and documented experience.
- **Performance Measurement:** The following will be utilized in the Meaningful Participation Performance Measurement:
 - a. The submission of a detailed recruitment/marketing plan will be required for any potential OJT/SS contracting entity's Request For Procurement to MDT.
 - b. Comprehensive and detailed reporting of enrolled participants as of the first day of coursework, and in all quarterly reporting.

2. Participant Success Performance Objective:

- **Performance Goal:** (Goal #2) At least 90 percent (18 individuals) of enrolled participants will successfully complete the program, receiving at least one industry-recognized credential.
- **Performance Measurement:**
 - a. Analysis of Student support services during initial and quarterly reporting

- b. Analysis of utilization rates of, and participant communication with, advising/support services. This will be measured via quarterly reporting, the Semi-Annual On-Site Assessment interviews.
- c. Participant-specific grade, course track, and progression tracking through Quarterly reporting and Semi-Annual On-Site Assessment.
- d. Initial and quarterly reporting.

3. Program Success Performance Objective:

- Performance Goal: (Goal #3) At least fifty percent of target population program participants will be placed in either highway construction training jobs, or succeed in attaining full or part-time employment in the Montana highway construction industry.
- Performance Measurement:
 - a. Specific individualized documentation of actions taken to enroll participant in further OJT or career opportunities. This will be assessed in the Final report, and reviewed during the Semi-annual On-Site Assessment.
 - b. Track graduates for a minimum of one calendar year following completion of the training to the extent possible. This mechanism must be detailed, and the results reported, during the Semi Annual On-Site Assessment, and in the Final Report.

C. Budget Summary and Narrative

All OJT/SS program expenditure and budgetary documents/requests will be required to be provided both in hardcopy and in the appropriate MS Office (Word, Excel, or PowerPoint) electronic format.

1. Budget Priorities

Based on the Needs Assessment, federal regulations, and the intent of the program, MDT has prioritized Personnel Salaries, Fuel Supplies, Equipment, Materials, and Parts for the majority of federally supported funding. While each program aimed at satisfying the intent of the OJT/SS Program Contractor will have unique components, these are the area's most critical to goal success and program intent, when considering the needs and barriers in Montana. Contractors will be required to restrict expending Federal OJT/SS to within these line item categories alone. While the Line Items are somewhat specific, reasonable flexibility within those defined categories can be exercised; however, the expenditure must logically fit within that specific Line Item, and meet the intent of the program.

2. In-Kind Donations

MDT will require documentation of any committed or projected matching and/or in-kind donations to the contractor's specific OJT/SS program at the time of Request For Procurement with MDT. MDT will encourage each potential contractor to utilize all available avenues for funding and support of the program, and may consider these factors when determining contract award. While funds that supplement the Federal OJT/SS allotment are not required, they typically position the contracting entity in such a way as to deliver a more comprehensive and successful OJT/SS program.

3. Budget Expenditures

MDT will require all OJT/SS Contractors to include Quarterly Billing Statements within each Quarterly Report.

These statements will include:

- (a) All labor billing will show names of employees and number of hours worked during the billing period.
- (b) Fringe benefits shall be detailed as to what is included in the benefit package and the dollar expended for each benefit.
- (c) Receipts/Invoices will be required for all fuel, equipment, materials, parts, maintenance and repair expenditures related to Federal-aid funding expenditures.
- (d) A brief narrative will be required for each expenditure.
- (e) Timesheet records must be maintained for the life of the contract plus three years.

MDT will also require that all OJT/SS Contractors include a final budget statement within the Final Report, due within thirty days of the close of the contract.

Based on the structure of specific Request for Procurement programmatic details and needs, amendments may be considered as to the specific quantities of Line Item Federal-aid funding commitments. Any amendments must maintain the Line Item categories prioritized by the MDT Overall Statement of Work, and cannot propose adjusting funding for any Line Item that is initially allocated zero dollars. Proposed amendments to Line Item commitment amounts will only be considered at the initial Request for Procurement phase of the OJT/SS cycle, will be reviewed and submitted to the Montana Division FHWA office, and will be approved only upon both state and federal concurrence.

4. Montana OJT/SS Budget

Line Item	Funds Requested from FHWA	In-Kind Contributions	Funding Purpose	Total Cost
Personnel Salaries	\$25,000	Contractor resp.	One FTE Employee	\$25,000
Fringe Benefits	\$2,000	Contractor resp.	Insurance for one FTE	\$2,000
Fuel Supplies	\$15,206	Contractor resp.	Equipment/Truck Fuel	\$15,206
Equipment	\$15,000	Contractor resp.	Hardhats/Vests/Tools Misc.	\$15,000
Materials & Parts	\$13,500	Contractor resp.	Classroom/ Jobsite Misc.	\$13,500
Maintenance/Repairs	\$13,000	Contractor resp.	Equipment/I.T. Upkeep	\$13,000
Stipends	\$0	Contractor resp.	N/A	\$0
Miscellaneous/Other	\$0	Contractor resp.	N/A	\$0
Totals	\$83,706	Contractor resp.		\$83,706

(Contractor resp. = The contracting entity (or entities) is/are expected to secure, and detail, the specific committed and anticipated In-Kind Contributions at the point of initial Request For Procurement of OJT/SS Funds with MDT, and will include up-to-date reporting of it through quarterly and final reporting.)

(N/A= Not Applicable)

(\$0 = zero dollars)

D. Evaluation, Monitoring, and Reporting

The evaluation and monitoring plan will require that all reports will be prepared by the OJT/SS Contractor and submitted to the MDT OJT/SS Program staff in order to document work progress and other results.

1. Contractor Performance Assessments:

MDT will conduct contractor performance assessments for all OJT/SS contractors at the points of quarterly reporting, Semi-Annual On-Site Assessment(s), and the Final Report. These reporting and assessment responsibilities will analyze the Contractor's performance in attaining the goals, objectives, and intent of the OJT/SS Program and contract. The contract may be terminated for two or more poor performance assessments, or for a pattern of failure in attaining goals and objectives as determined through multiple reporting periods. Contractors will have the opportunity to respond to poor performance assessments. MDT will make any final decision to terminate this contract based on the assessment and any related information, the Contractor's response and the severity of any negative performance assessment. The Contractor will be notified with a justification of any contract termination. Performance assessments may be considered in future solicitations.

2. Performance Measurements will include:

- The thoroughness and execution of the marketing and recruitment plan;
- The number of target population members enrolled;
- The number of target population members completing training/program/certificate course track;
- Tabulation of number and percent of target group participants by ethnicity and gender enrolled each academic (or programmatic) quarter;
- The number of target population members failing to complete initial training/program/certificate course track;
- The number of target population members that complete their training/program/certification course track and their success in securing apprenticeship/full-time/part-time jobs in highway construction related careers;
- The number of enrolled target population members receiving participant supportive services (e.g. job/career counseling, tutoring, etc.);
- Results of Semi-Annual On-Site Assessment student interviews.

3. The information utilized for Goal and Objective evaluations will consist of:

- a. Recruitment reports;
- b. Detailed enrollment lists;
- c. Grade reports and transcripts;
- d. List of students referred to program participant support services;
- e. Detailed list of trainees placed in highway construction jobs;
- f. Tabulation of number and percent of target group participants by ethnicity and gender enrolled each academic (or programmatic) quarter;
- g. Number, type, and amount of participant supportive services provided;
- h. Number of participants completing respective training programs and support courses;
- i. Number and types of credentials earned;
- j. Specific details on in-kind and matching contributions made to the program during the contract year;
- k. Number placed in highway construction industry jobs and other relevant and related employment data;
- l. Receipts, invoices, and expenditure narratives;
- m. Concerns identified and resolutions implemented;
- n. Recommendations for program improvement;
- o. Documentation to support other goals established by the OJT/SS contractors in both their individual program Statements of work and contract.

4. Quarterly Reporting

Quarterly Progress Reports will be received by the MDT, from the contracting entity, within fifteen working days from the last calendar day in the Months of December, March, June and September.

MDT will analyze and synthesize this data and narrative, conduct a performance assessment, and forward a copy of this assessment and a program progress report to FHWA within thirty working days of the end of each quarter.

These reports will contain, at a minimum, information to fully address the information contained in parts C (3) and D (3) of this document.

5. Semi-Annual On-Site Assessment

A minimum of one Semi-Annual On-Site Assessment will be required for each OJT/SS contracting entity. The results of this assessment will be compiled and shared with both the contracting entity and with the Montana Division of FHWA.

The following will be performed and analyzed during this assessment:

- a. Tour of facilities/site and equipment.
- b. Participant interviews.
- c. Instructor/Staff interviews.
- d. Review and discussion of quarterly reported statistics, expenditures, documented and/or anticipated successes/issues/deficiencies, and (if necessary) steps to be taken to improve, remedy, or dissolve contract.

6. Final Reporting

Any and all successful OJT/SS contractors will be required to submit a Final Report to MDT within 30 days after the completion of the project. The contractor's Final Report will contain, at a minimum, information to fully address the information contained in parts C (3), D (2) and D (3) of this document.

MDT will analyze and synthesize this report's data and narrative and conduct a final performance assessment. MDT will then compile and submit an overall Final Report to the FHWA designated authority within 60 days after completion of the program contract in accordance with the FHWA Memo HCR-40, or as otherwise directed by the FHWA. This report will contain, at a minimum, information to fully address the information contained in parts C (3), D (2) and D (3) of this document.