

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/
DIVISION OF HIGHWAYS**

Civil Rights Compliance Division

REQUEST FOR PROPOSALS

Disadvantaged Business Enterprise Supportive Services Program

Proposals must be received
no later than the close of business on February 23, 2024

To constitute a valid submission, the proposal must:

- (1) Be submitted by **February 23, 2024**
- (2) Address all the requirements set forth herein, and
- (3) Contain Page 4 completed as indicated.

The overall budget must not exceed \$ \$117,939.30

For further information regarding this RFP, contact
William Hartwell, CRC Division Director
on (304) 414-6877

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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/DIVISION OF HIGHWAYS
Request For Proposal
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Section 1.0 INTRODUCTION

1.1 **Scope of Proposal:** The West Virginia Department of Transportation/Division of Highways, Office of Civil Rights Compliance (“the Department”) is soliciting proposals to administer the Department’s Disadvantaged **Business Enterprise Supportive Services Program (“DBE/SSP”)** for one (1) year from **February 2024 until February 2025 or whenever the funds allocated for the program are exhausted; whichever is greater.**

The Department is seeking to partner with an outside consultant to utilize its Federal funding to enhance the growth and development of DBE firms. The Department aims to increase the number of DBE firms participating in highway contracts successfully. The program will focus on the education and development of DBEs, including interaction with individuals who can aid DBEs in developing work opportunities from project lettings. The program must be tailored to offer DBE supportive services for three (3) specific DBE categories.

- Beginner (DBEs with 1-3 years of experience)
- Intermediate (DBEs with 3-7 years of experience)
- Advanced (DBEs with more than seven (7) years of experience).

The program will create opportunities for DBEs to successfully bid on projects within the highway construction industry. The successful consultant must submit monthly reports of program activities covering the previous month’s activities. The consultant will be reimbursed for actual, incurred, eligible expenses upon submission and approval of detailed invoices.

1.2 **Point of Contact:** This RFP is issued by the West Virginia Department of Transportation/Division of Highways, CRC Division. Questions concerning this RFP should be addressed to:

William Hartwell, Director
CRC Division
West Virginia Department of Transportation/Division of Highways
1900 Kanawha Boulevard East
Building 5, Room A-550
Charleston, West Virginia 25305
Phone: (304) 414-6877
Fax: (304) 558-4236

- 1.3 **Qualifications:** Proposers should know the Disadvantaged Business Enterprise Supportive Services Program or have experience with similar programs
- 1.4 **Information Restrictions:** All information the Department receives regarding this RFP is restrictive and will not be available before awarding the successful consultant (candidate).
- 1.5 **Ethics:** Safeguards shall be established to prohibit employees of the Department from using their position for a purpose that constitutes, or presents the appearance of, a personal or organizational conflict of interest or personal gain.
- 1.6 **Anti-Lobbying:** Recipients shall comply with and ensure compliance with all Federal Statutes relating to the Anti-Lobbying Requirement, Pub. L. 101-121, Section 319, 31 U.S.C. § 1352, that prohibits the recipient, or any lower tier sub-recipients, of a Federal contract, grant, loan, or cooperative Agreement from expending Federal funds to pay any person for influencing or attempting to influence any Federal agency or the United States Congress in connection with the awarding of any: Federal contract, Federal grant or loan or the entering into of any cooperative agreement.

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, 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 **Place for Submission of Proposals:** Proposers must submit a completed proposal, along with all materials required herein.

William Hartwell, Director
CRC Division
West Virginia Department of Transportation/Division of Highways
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Charleston, West Virginia 25305

- 2.4 **Late Proposals:** Proposals received after the date and time established will be considered late and **automatically disqualified**. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals:** Page four of this RFP must be signed and included with the 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 may be withdrawn, modified, or corrected by a proposer after it has been submitted only if a written request is filed with the Department's CRC Division before the date and time set for submission. No proposal will be modified, corrected, or otherwise changed after (insert date from above).
- 2.7 **Assignment:** No award resulting from this RFP may be assigned, sold, or transferred without the prior written consent of the Department. Furthermore, no obligation incurred under this RFP and resulting contract may be delegated without the prior written permission of the Department.
- 2.8 **Cancellation of Proposal:** 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. 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 contract term, the Department may, in its sole discretion, terminate the contract(s) or the remaining portion thereof and exercise any remedy provided by law.
- 2.10 **References:** Proposers may submit a list of clients for whom DBE 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 may be used to determine 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 expenses incurred for the SOW start-up.** Proposers should be aware that the total annual budget for this project will be the amount shown in the budget or less, depending on the program's funding 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 costs. The Department may ask selected proposers to make a formal presentation.

4.2 **Award:** Any award will be made based upon evaluating all proposals received in response to this solicitation and determining the proposal or proposals considered the most advantageous to the State. The Department reserves the right to accept or reject, in whole or in part, any 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).

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

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have the legal authority to commit to the terms and conditions outlined 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: _____

DUNS #: _____

Signature: _____ Date: _____

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