

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

**Civil Rights Compliance Division**

**REQUEST FOR PROPOSALS**

**On-the-Job Training Supportive Services Program**

Proposals must be received  
no later than the close of business on December 13, 2024

To constitute a valid submission, the proposal must:

- (1) Be submitted by December 13, 2024
- (2) Address all the requirements set forth herein, and
- (3) Contain Page Four (4) completed as indicated.

**The overall budget must not exceed \$64,862.00**

For further information regarding this Request for Proposals contact:

David Ballard, Assistant Director  
[David.K.Ballard@wv.gov](mailto:David.K.Ballard@wv.gov)  
(304) 414-6880



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DIVISION OF HIGHWAYS  
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On-the-Job Training Supportive Services Program

**Section 1.0 – INTRODUCTION**

- 1.1 **Scope of Work:** The West Virginia Department of Transportation/Division of Highways (the Department) is soliciting proposals to administer the Department's On-the-Job Training (OJT) Supportive Services Program from **January 01, 2025, until September 30, 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 Federal funding to increase women, minorities, and disadvantaged individuals' participation in the highway construction industry. The Department's goal is to increase the representation of the above groups in highway construction. The program will focus on the education and development of OJT's and may include recruitment, skilled trade training, employment counseling, and mentorship. The successful consultant will be required to 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 Request for Proposals (RFP) is issued by the Department's Civil Rights Compliance Division. Questions concerning this RFP should be addressed to:

David Ballard, Assistant Director  
West Virginia Department of Transportation  
Civil Rights Compliance Division  
State Capitol Complex – Building 5 – Room 550  
1900 Kanawha Boulevard East  
Charleston, West Virginia 25305

- 1.3 **Qualifications:** Proposers should know about the OJT program or have experience with similar programs.
- 1.4 **Information Restrictions:** All information received by the Department regarding this RFP is restrictive and will not be available before the award to 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, to:
- David Ballard, Assistant Director  
West Virginia Department of Transportation  
Civil Rights Compliance Division  
State Capitol Complex – Building 5 – Room 550  
1900 Kanawha Boulevard East  
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 (4) of this RFP must be signed and included with a proposal to constitute a valid submission. The signature must be original, and in blue ink (not stamped or photocopied). Unsigned and/or 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 to do so is filed with the Department's Civil Rights Compliance Division before the date and time set for submission. No proposal will be modified, corrected, or otherwise changed after December 13, 2024.
- 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 is incurred under this RFP, and the 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, providing a period where 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 remaining portion thereof and exercise any remedy provided by law.
- 2.10 **References:** Proposers may submit a list of clients for whom OJT Supportive Services 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 in determining the successful consultant.

### **Section 3.0 – PRICING**

- 3.1 **Pricing:** Proposers must submit a detailed budget for accomplishing the Scope of Work. There will be no advance payment for any expenses incurred for the Scope of Work start-up. Proposers should be aware that the total annual budget for this project will be the amount as shown in the budget or less, depending on the program's funding from the United States 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 the evaluation of all proposals received in response to this solicitation and the determination of 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 with the proposal 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 Request for Proposals 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: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Must be legible, original, and in blue ink, no photocopies)*

