

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

Civil Rights Compliance Division

REQUEST FOR PROPOSALS

**On-the-Job Training Supportive Services
Statewide Needs Assessment**

Proposals must be received
no later than the close of business on November 20, 2020

To constitute a valid submission, proposal must:

- (1) Be submitted by November 20, 2020
- (2) Address all the requirements set forth herein, and
- (3) Contain Page 4 completed as indicated.

The overall budget must not exceed \$60,000

For further information regarding this RFP contact:

William Hartwell, Civil Rights Compliance Division Director
Phone: (304) 414-6877

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/DIVISION OF HIGHWAYS
Request for Proposal
On-the-Job Training Supportive Services Program

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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/DIVISION OF HIGHWAYS
Request For Proposal
On-the-Job Training Supportive Services Program

Section 1.0 – INTRODUCTION

- 1.1 **Scope of Proposal:** The West Virginia Department of Transportation/Division of Highways, (“the Department”) is soliciting proposals to conduct a needs assessment for the **On-the-Job Training (OJT) Supportive Services Program.**

The Department is seeking to contract with a third-party consultant to conduct a statewide needs assessment survey to identify barriers facing OJT program participants. The assessment may include:

1. Problem analysis to determine the barriers and obstacles facing minority population groups from participating in highway construction trades;
2. Business analysis to determine which trades are forecasted to have the greatest need and which trades have the fewest minority representation.
3. Determine which regions have the lowest OJT participation/recruitment.
4. Proposed recommendations to address any deficiencies.

The Department’s goal is to utilize data to increase the representation of underrepresented groups in highway construction. The successful consultant will be required to submit monthly updates of program 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, Civil Rights Compliance Division. Questions concerning this RFP should be addressed to:

William Hartwell, Civil Rights Compliance Division Director
West Virginia Department of Transportation/Division of Highways
1900 Kanawha Boulevard East
Building 5, Room 618
Charleston, West Virginia 25305
Phone: (304) 414-6877
Fax: (304) 558-4236

- 1.3 **Qualifications:** Proposers should have knowledge of the OJT program or 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 his/her position for a purpose that constitutes, or presents the appearance of, 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, Civil Rights Compliance Division Director
West Virginia Department of Transportation/Division of Highways
1900 Kanawha Boulevard East
Building 5, Room 618
Charleston, West Virginia 25305

- 2.4 **Late Proposals**: Proposals received after the date and hour established will be considered late and will be **automatically disqualified**. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals**: Page four of this RFP must be signed and included with a 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 to do so is filed with the Department's Civil Rights Compliance Division prior to 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 pursuant to this RFP and resulting contract may be delegated without prior written consent 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 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, 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 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 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 any expenses incurred for the SOW 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 funding of the program from the U.S. 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 proposals received and 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 to be the most advantageous to the State. 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).

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/DIVISION OF HIGHWAYS
Request for Proposal
OJT Supportive Services Program

This Page MUST be completed, properly 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 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: _____

DUNS #: _____

Signature: _____ Date: _____

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