

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**

**Equipment and Procurement Division**

**REQUEST FOR PROPOSALS (RFP) 16-004P**

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

Proposals must be submitted  
no later than 2:00 p.m. CST  
August 28, 2015

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 16-004P  
On-The-Job Training Supportive Services Program

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ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Request for Proposals Number 16-004P

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 (October 1, 2015 thru September 30, 2016) 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 quarterly reports of program activities by the 15th day of the following quarter.
- 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 EEO Section, which will be the point 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:

Joanna P. McFadden, Section Head –EEO/DBE  
EEO/DBE Section  
Arkansas State Highway and Transportation Department  
P. O. Box 2261  
Little Rock, AR 72203  
Phone: (501) 569-2298  
Fax: (501) 569-2695

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 Arkansas State Claims Commission.
- 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 August 28, 2015.** 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

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- 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 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 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. A representative from the Program Management Division, a representative from the Construction Division and Section Head-EEO/DBE will review the proposals received.
  
- 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 16-004P  
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: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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: \_\_\_\_\_ By: \_\_\_\_\_  
AHTD Official 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.





## FY15 OJT/SS Program SOW Outline

### 1. PART 1: OJT/SS Program Design

- a. Analysis of a recent needs assessment identifying current barriers
- b. Purpose statement
- c. Program goals
- d. Results-oriented metrics-based objectives
- e. Scope of work
  - i. Narrative with schedule/timeline for activity/services
  - ii. Description of State DOT personnel and resources devoted to program
  - iii. Whether service provider will be used; description of service provider if known, include resumes, expertise, and experience
  - iv. Identify current and/or anticipated partnerships

### 2. PART 2: Budget Summary

- a. Describe program line-item budget and funding sources
- b. Provide description of in-kind contributions
- c. Ensure total amount of funds/budget allocated for each category does not exceed allocated funds
- d. Ensure if SOW contains more than one component, SOW and budgets are separated by program.

### 3. PART 3: Evaluation, Monitoring, and Oversight Plan

- a. Provide a narrative detailing how program will be monitored by State DOT
- b. Describes how State DOT will evaluate success of program
- c. Describe data collection procedures
- d. Describe frequency of data collection and service provider reporting
- e. Describe how the State DOT will provide ongoing interaction with service provider to ensure timely completion of program tasks and ensure accomplishments are achieved
- f. Describe how State DOT will identify and report issues and concerns throughout the program

### 4. PART 4: Reporting Requirements

- a. Describe how the State DOT will report accomplishments (i.e. number of individuals trained, trainees placed in Federal-aid highway construction jobs or apprenticeship programs upon graduation, etc.)
- b. Detail how State DOT will track employment status of or follow up with the trainees for at least six months (broken out by demographics)
- c. Describe how often State DOT will provide progress reports to the Division Office detailing developments of the program