

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

**Equal Employment Opportunity Division**

**REQUEST FOR PROPOSALS**

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

Proposals must be received  
no later than the close of business on December 21, 2015.

To constitute a valid submission, proposal must:

- (1) Be submitted by **December 21, 2015**;
- (2) Address all the requirements set forth herein, and
- (3) Contain Page 4 completed as indicated.

**The overall budget must not exceed sixty-five thousand, one-hundred and sixty-four dollars (\$65,164.00)**

For further information regarding this RFP contact  
Drema Smith, EEO Division Director  
(304) 558-3931

West Virginia Department of Transportation/Division of Highways  
Request for Proposal  
On-the-Job Training and On-the-Job Training Supportive Services Program

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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/DIVISION OF HIGHWAYS

Proposed Work Plan  
for the  
On-the-Job Training and 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 administer the Department’s On-the-Job Training (“OJT”) and On-the-Job Training Supportive Services Program (“OJT/SS”) for Federal Fiscal Year 2014 (October 1, 2015 through September 30, 2016). Instructions for preparing Statements of Work (“SOW”) is attached to, and made a part of, This Request for Proposals (“RFP”). The successful consultant will be required to submit monthly reports of program activities by the 15<sup>th</sup> day of the month 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, EEO Division. Questions concerning this RFP should be addressed to:

Drema Smith, Director  
EEO Division  
West Virginia Department of Transportation/Division of Highways  
1900 Kanawha Boulevard East  
Building 5, Room 948  
Charleston, West Virginia 25305  
Phone: (304) 558-3931  
Fax: (304) 558-4236

**1.3 Qualifications:** Proposers should have knowledge of the OJT and OJT/SS programs 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 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 **Place for Submission of Proposals:** Proposers must submit a completed proposal, along with all materials required herein.  
  

Drema Smith, Director  
EEO Division  
West Virginia Department of Transportation/Division of Highways  
1900 Kanawha Boulevard East  
Building 5, Room 948  
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 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 EEO 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 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 Proposals

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

**This Page MUST be completed, properly signed, and returned for 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)**