

Missouri Department of Transportation
Roberta Broeker, Interim Director

1.888.ASK MODOT (275.6636)

October 28, 2015

RE: REQUEST FOR INFORMATION

Dear Valued Vendor:

The Missouri Department of Transportation (MoDOT) will soon be responding to the Federal Highway Administration's (FHWA) Notice of Funding Availability (NOFA) for a Pilot On-the-Job Training Supportive Services (OJT/SS) Program through the Ladders of Opportunity initiative in the approximate amount of \$500,000 (<https://www.federalregister.gov/articles/2015/09/24/2015-24245/notice-of-funding-availability-for-the-ladders-of-opportunity-initiative-pilot-on-the-job-training>). MoDOT's goal is to develop an application that will maximize the opportunity for MoDOT to receive the funding from FHWA. The money is not a guaranteed award and FHWA may choose to fund the program for more or less than the announced amount.

As an initial step in preparing for the application, MoDOT requests your participation in this effort in the following way:

(1) **REQUEST FOR INFORMATION (RFI) RESPONSE:** You are invited to submit a response to the attached RFI document. Written comments and suggestions in response to the RFI document are welcome and will be used in preparing a response to the funding from FHWA. The RFI response should address the items identified in Attachment 1. RFI responses may be sent to me as follows:

- By **mail:** ATTN: Leann Kottwitz, Sr. General Services Specialist, Missouri Department of Transportation, General Services, 830 MoDOT Drive (physical address zip code 65109), P.O. Box 270 (mailing address zip code 65102), Jefferson City, MO
- By **email:** leann.kottwitz@modot.mo.gov.

Final RFI responses are requested no later than November 13, 2015.

BACKGROUND:

The Missouri Department of Transportation believes that the key to workforce diversity is to provide the opportunity of training to minorities, females and disadvantaged individuals to prepare them for positions in the heavy highway industry. The NOFA funding will be used to promote innovative, nationally and regionally significant, highway construction workforce development programs that invest in America's economic growth and build ladders of opportunity into the middle class for American workers. NOFA requires MoDOT to make full use of apprenticeship programs and training programs targeted to the development of minorities, women and disadvantaged individuals to move



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

them into journey-level positions in the heavy highway industry to meet the needs of the workforce shortage in the heavy highway industry. The program should outline the demands of Missouri's construction workforce and ensure workers are trained in areas where there are workforce shortages. Programs must provide direct support to heavy highway construction workforce development programs.

As previously mentioned, the total maximum amount of funds for each State DOT is \$500,000. MoDOT desires to award multiple awards in various areas across the state such as the St. Louis area, Kansas City area and the North and Southern regions on the State. In an attempt to address each are, MoDOT encourages collaboration and partnerships in each of these areas; therefore, submitting collaborative regional proposals. MoDOT is soliciting for partnerships to career out the intent of the NOVA funding.

SUMMARY:

On behalf of MoDOT, thank you for your interest in these important services. If you should have any questions prior to the concept conference or prior to submitting your response, please call me at (573) 751-3685 or e-mail me at leann.kottwitz@modot.mo.gov. MoDOT looks forward to your participation and input into this important information gathering process and sincerely appreciates your efforts in helping us determine options for Ladders of Opportunity funding. Should special accommodations need to be arranged for any disabled persons planning to attend the Product Demonstrations, please contact me immediately so appropriate arrangements can be made.

Sincerely,

Leann Kottwitz

Leann Kottwitz, Senior General Services Specialist
Missouri Department of Transportation
General Services Division

Attachment 1

Missouri Department of Transportation Requirements OJT SS Ladders to Opportunity Funding

The chosen recipient(s) must comply with the requirements as outlined below:

Activities outlined to include the following:

- Targeting areas with high rates of unemployment,
- Encouraging increased participation of minority groups, disadvantaged individuals, and women;
- Providing career pathways that support the movement of targeted populations from initial or short-term employment opportunities to sustainable careers,
- Leveraging the use of other resources to support the proposed project,
- Addressing gaps in areas with current or projected workforce shortages in fields related to heavy highway construction,
- Pre-employment training/preparation/tracking,
- Recruitment and hiring.

Cash Match and In-Kind Funding

- Identify the Amount of Cash Match Funding,
- Identify In-Kind Funding Amounts,
- Identify any cost share or additional funding that will be utilized.

Strategic Partnerships

- Identify outside partners, including the type of work to be performed by the partner (i.e. educational institutions, public workforce systems, labor organizations, contractor associations, or other non-for profit organizations,
- Identify apprenticeship program or schools, including the type of work to be performed.

Program Narrative Statement

- Identify the Program Title (name) and contact person (phone, address, email, fax and job title),
- Identify program objectives,
- Identify tasks to be performed and outputs,
- Benefits of the program,
- Identify the number of individuals to be served by the program,
- Identify the area of the State the program will be administered,
- Outline the workforce issues or problems present in the heavy highway industry where the program will be administered. Describe how you identified the problems (i.e. surveyed workers, laborer organizations, contractors, educational institutions or other stakeholders),
- Describe how the program will specifically address the issues and provide a description of new or existing programs to be supported by your program. Cite the unique features of the project such as technological innovations, reductions in cost or time or social and community involvement,
- Explain why you are taking the specified approach above as opposed to others and how its innovative aspects have the potential to be utilized nationwide,
- Identify uncertainties and external factors that could affect the schedule, cost or success of the

program.

Geographic Location, Target Groups and Emphasis Areas

- Give a precise location(s) of the project,
- Identify the area(s) and target group(s) to be directly served by the program. (Attach maps or other graphic aids), if needed.

Scope of Work

- Outline the plan of action on how you will accomplish the program.
- Identify milestone dates for all major activities,
- Clearly demonstrate the connection between each activity and the overall program objectives,
- Address supporting activities such as marketing plans for recruiting participants and/or dissemination strategies for sharing results.

Final Deliverables

- Describe at least one final project deliverable and how it will improve the program,
- Final products and project deliverables must be made available at no cost to FHWA or MoDOT,
- Project deliverables may include class materials, websites or software, recruitment material, flyers, brochures and reports.

Performance Period

- Provide a schedule for completion of tasks (up to 36 months).

Budget Proposal

- Provide a cost proposal indicating staffing levels, hours, and direct costs for the total project.
- Include the amount of match funding, if any,
- Cost proposal must set forth the nature and value of in-kind resources and the team members that will contribute, if any,
- Provide a line-item budget for the total project, with enough detail to indicate the various key components of the project, in addition, please complete the chart in Attachment 2,
- The budget must comply with principles found in 2 CFR Part 200, Subpart E.

Performance Measures

- Provide an approach for demonstrating the local, national and regional impact of the program on the heavy highway industry, including the number of jobs directly supported or created by the program,
- Provide a description of the plan for recording outcomes and reporting in a Final Report at the end of the project,
- The report must include the number of targeted individuals (women, minorities and disadvantaged individuals into the program, number of individuals who successfully completed the program, number of individuals placed in heavy highway construction, and the number of retained works during the project period.

Performance Metrics

- Provide metrics to include, but not limited to surveys, results, exit interviews and longitudinal

tracking of staff (during the performance period only). At least one performance metric is required,

- Provide a short hypothesis (for qualitative measures) of what type of impact/performance MoDOT could expect from the program.

Project Management/Staffing

- Describe the proposed approach for managing and staffing the project, including the distribution of responsibilities among potential partner entities and an organizational chart, if possible. Include responsibilities such as regular reporting, performance measurement and management interactions with MoDOT,
- List all known key individuals who will work on the project, along with short descriptions of their appropriate technical expertise and experience. Attach resumes tailored to the project/program,
- Identify how consultants and organizations will be solicited/use.

Attachment 2

Object Class Categories	Applicant/Program	MoDOT/FHWA	Other sources	Totals
a. Personnel				
b. Fringe Benefits				
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual (including contract employees)				
g. Constructions				
h. Other				
i. Indirect charges				
j. Totals (				