



zero deaths | zero serious injuries
on Montana roadways

Montana Department of Transportation

2701 Prospect
PO Box 201001
Helena MT 59620-1001

Michael T. Tooley, Director

Steve Bullock, Governor

June 9, 2016

On-The-Job Training Supportive Services Statement of Work

A. NEEDS ASSESSMENT

The Department of Labor and Industry's August 31, 2015 State of Montana Labor Day Report to the Governor (Labor Day Report), reported that Montana's unemployment rate is at 4 percent compared to the national average of 5.3 percent. Despite the benefits of having low unemployment rates, challenges remain. The Labor Day Report notes that Montana is now facing a workforce shortage due to the retirement of a large aging baby-boomer population without enough younger workers available to replace them. A constrained labor supply can limit economic growth if businesses are unable to find workers.

Listed below are noteworthy statistics and projections obtained from the Labor Day Report.

- Nearly 6% of Montana's labor force is already over 65 years of age, the fourth highest share in the nation.
- While many Montanan's continue to work past retirement age, there are still expected to be at least 130,000 retirements in the next ten years. In comparison, there are only about 123,000 Montanans aged 16 to 24, and not all of these young Montanans will choose to be in the labor force.
 - Montana is expected to add roughly 7,800 jobs per year in 2015 and 2016 at a rate of 1.6%, then slow to job growth of 5,950 jobs per year from 2017 to 2024. The faster growth in the near term is expected as a continuation of the strong job growth Montana has experienced in recent years, with the worker shortage slowing growth in the long-term to only 1.1%. Although slower than recent years, the 1.1% pace in the long term is just slightly above the long-term employment growth average of 1% annually since 1980.
- Montana is only expected to add 4,100 workers per year for the next ten years, leaving a shortfall in the number of workers needed to fill the expected jobs. Labor force participation must increase considerably.

The Montana Department of Transportation (MDT) proposes to contribute to Montana's workforce solutions by encouraging increased participation of women, minorities, and disadvantaged individuals (hereinafter referred to as the "target population") in the Montana

Federal-aid highway construction On-the-Job Training Supportive Services (OJT/SS) program. MDT will oversee the administration and program delivery of a third party that provides the target population an opportunity to earn industry-recognized credentials and full-time employment positions within the Montana highway construction industries and trades.

B. PURPOSE STATEMENT

MDT is requesting the Federal Highway Administration (FHWA) OJT/SS funding allotment of \$71,297 to provide support to Montana programs that recruits, educates and trains target populations in the Montana Federal-aid highway construction industry.

C. PROGRAM GOALS

1. Develop and implement targeted recruitment services in order to increase target population's participation in the highway construction industry.
2. Ensure at least 20 participants will successfully complete the program and receive at least one (1) industry-recognized credential.
3. Ensure at least 80% of target population program participants, who successfully complete the program, will be placed in either highway construction training jobs or succeed in attaining full or part-time employment in the highway construction industry.

D. RESULT-ORIENTED PROGRAM OBJECTIVES

1. Provide and report ongoing recruitment services aimed to increase target population's participation in the highway construction industry.
2. Provide comprehensive and detailed reporting of participants enrolled and completing the OJT/SS program and credentials earned in quarterly and final reports.
3. Provide analysis of actions and track graduates as follows:
 - a) Provide an analysis of actions taken to enroll participant in further OJT/SS program or career opportunities and report actions during the semi-annual on-site assessment(s) and in the final report; and
 - b) Track graduates for a minimum of one calendar year following completion of the program and report results during the semi-annual on-site assessment(s) and in the final report.

E. SCOPE OF WORK

Narrative and Timeline for Activities/Services

The OJT/SS program will include programmatic components that will enable the participants to gain and improve in the knowledge, skills, abilities, credentials, and career placement opportunities in the highway construction industry. The OJT/SS program will encompass the following:

1. Consist of education and training in a truck driving and/or heavy equipment operation program.
2. Provide participants with industry recognized certifications and/or credentials that will enable them to secure a full-time position in the highway construction industry.
3. Include program performance measurements that include or exceed those contained in this OJT/SS Statement of Work (SOW).
4. Identify relationships established with key industry personnel, companies and organizations, and describe how relationships benefit career placement activities.

The timeline for the aforementioned activities and services are outlined in this SOW under the sections entitled Evaluation, Monitoring, and Reporting and Budget Summary and Narrative.

F. EVALUATION AND MONITORING PLAN

MDT's evaluation and monitoring plan will require the OJT/SS program Contractor (Contractor) to submit quarterly reports and the final report to MDT OJT/SS Program Manager.

1. Contractor Performance Assessments

- a) MDT will assess Contractor performance by the review of quarterly reports, semi-annual on-site assessment(s), and the final report. These assessments will analyze the Contractor's performance in attaining the established goals, objectives, and intent of the OJT/SS program and contract.
- b) The OJT/SS program contract (contract) may be terminated for two or more poor Contractor performance assessments and/or for a pattern of failure to attain established goals and objectives. Contractors will have the opportunity to respond to poor performance assessments.
- c) MDT will make a final decision to terminate Contractor's contract based on:
 - i) assessment and any related information;
 - ii) response; and
 - iii) severity of any negative performance. The Contractor will be notified of contract termination as outlined in the agreed upon contract. Contractor's prior performance assessments may be considered in future solicitations.

2. Contractor Performance Measurements

Performance measurements will include:

- a) Tabulation of number and percent of target group participants by ethnicity and gender enrolled each academic or programmatic quarter;
- b) Number of target population members completing training, program, and/or certificate course track;

- c) Number of target population members that complete their training, program, and/or certification course track and their success in securing apprenticeship, full-time, part-time jobs in highway construction-related careers; and
- d) Results of semi-annual on-site assessment(s) reviews.

3. Data Collection

The information collected from Contractor to evaluate goals and objectives will consist of:

- a) Detailed enrollment lists;
- b) Tabulation of number and percent of target group participants by ethnicity and gender enrolled each academic (or programmatic) quarter;
- c) Number and types of credentials earned;
- d) Number placed in highway construction industry jobs and other relevant and related employment data;
- e) Detailed list of trainees placed in highway construction jobs;
- f) Receipts, invoices, and expenditure narratives;
- g) Concerns identified and resolutions implemented;
- h) Recommendations for program improvement; and
- i) Documentation to support other goals established by the OJT/SS contractors in their program Statements of Work and contract.

4. Reporting Schedule Frequency

Quarterly Reports will be submitted according to the schedule outlined below.

Timeframe	Report Type	Contractor Due Dates to MDT	MDT Due Dates to FHWA
Oct 1 – Dec 31	Quarterly	January 15	January 30
Jan 1 – Mar 31	Quarterly	April 15	April 30
Apr 1 – Jun 30	Quarterly	July 15	July 30
Jul 1 – Sept 30	Final	October 30	November 30

The schedule assumes OJT/SS contracts will be signed by October 1, 2016. If sign date differs, the reporting time frames will be adjusted contingent on the nearest quarter and the due dates will follow the same outline. The Contractor will submit reports to MDT within 15 days of the quarter end. MDT will review and forward to FHWA within 30 days of the quarter end. The Contractor will submit the final report to MDT within 30 days of the end of the contract. MDT will review the final report and compile its final report to FHWA within 60 days of the end of the contract.

These reports will follow the Report Outline described in Appendix A and will contain information to address the information contained in Sections C and D of this SOW.

5. Semi-Annual On-Site Assessment(s)

MDT will conduct a minimum of one semi-annual on-site assessment(s) for each OJT/SS contracting entity. The following will be performed and analyzed during this assessment:

- a) Tour of facilities/site and equipment.
- b) Participant interviews.
- c) Instructor/Staff interviews.
- d) Review and discussion of quarterly reported statistics, expenditures, documented and/or anticipated successes/issues/deficiencies, and (if necessary) steps to be taken to improve, remedy, or dissolve contract.

6. Identification of MDT Person Responsible for Collecting, Analyzing and Reporting

The MDT OJT/SS Program Manager (Program Manager) listed below will be responsible for collecting, analyzing and reporting Contractor data.

Kirtrena Deen, Affirmative Action Officer
Office of Civil Rights
Montana Department of Transportation
2701 Prospect Avenue
P O Box 201001
Helena, MT 59620
406-444-7481 | krdeen@mt.gov

G. Reporting Requirements

1. Quarterly Reports

The Program Manager will be responsible for submitting the quarterly reports detailing the services provided and the progress achieved toward the performance measurements. The quarterly reports will include the following:

- Accomplishments during the reporting period;
- Additional items that may impact performance;
- Problems encountered and recommendations made and implemented;
- Status of goal attainment; and
- Budget status that reflects the total program funding, expenditures to date of report, explanation of deviation, if any, from planned expenditure programs.

2. Final Report

The Program Manager and Contractor will prepare a final report upon the one-year completion of the OJT/SS program implementation. The annual report will include the following:

- Comprehensive account of accomplishments;
- Concerns identified and resolutions implemented;
- Recommendations for improvement;
- Other items impacting performance; and
- Status of goal attainment.

The final report will be submitted to FHWA within 60 days after completion of the OJT/SS program in accordance with the OJT/SS guidelines.

H. Performance Period

MDT's OJT/SS program will begin one year from when the contract is signed.

I. Budget and Financial Requirements

Budget Summary and Narrative

OJT/SS program expenditure and budgetary documents and requests will be required to be provided either in hardcopy or electronic format.

1. Budget Priorities

Based on the Needs Assessment, federal regulations, and the intent of the program, MDT has prioritized Personnel Salaries, Fuel Supplies, Equipment, Materials, and Parts as the line item categories to receive the majority of the OJT/SS federal funding. These categories are most critical to goal success and program intent when considering the needs and barriers in Montana. Contractors will be required to restrict expending OJT/SS federal funding to these categories alone. While these categories are somewhat specific, reasonable flexibility within these categories can be exercised; however, the expenditure must logically fit and meet the intent of the program.

2. In-Kind Donations

MDT will encourage each potential contractor to utilize all available avenues for funding in support of the program. While funds that supplement the federal OJT/SS allotment are not required, these funds typically position the contracting entity to deliver a more comprehensive and successful OJT/SS program.

3. Budget Expenditures

MDT will require all OJT/SS contractors to include billing statements with the quarterly reports and the final report. Billing statements will include information necessary to support the expenditures. Depending on the expense, receipts, invoices, hourly usage for rental rates, salary information, and similar documentation may be required.

4. OJT/SS Budget

Line Item	FHWA Funds Requested	In-Kind Contributions	Funding Purpose	Total Cost
Personnel Salaries	14,000	Contractor resp.	One FTE Employee	14,000
Fringe Benefits	1,297	Contractor resp.	Insurance for one FTE	1,297
Fuel Supplies	14,000	Contractor resp.	Equipment/Truck Fuel	14,000
Equipment	14,000	Contractor resp.	Hardhats/Vests/Tools Misc.	14,000
Materials & Parts	14,000	Contractor resp.	Classroom/ Jobsite Misc.	14,000
Maintenance/Repairs	14,000	Contractor resp.	Equipment/I.T. Upkeep	14,000
Totals	\$71,297	Contractor resp.		\$71,297

(\$0 = zero dollars)

Appendix A: Report Outline

GOAL 1: PARTICIPANT SUCCESS

Enrollment Information

Contractor will provide a summary of the number of students enrolled by ethnicity and gender and provide in a similar charts as below.

Example: As shown in the chart below, ABC Contractor had 30 students enrolled in the Truck Driving Program, of which 25 were of the target population.

Total Students Enrolled	Male Students	Female Students	Target Population Students	Non-Target Population Students
30	20	10	25	5

The 30 students were enrolled in ABC's Truck Driving Program, which is scheduled to receive 60 certifications throughout the year. To date, 10 students have obtained CDL certifications.

Student Name	Gender	Tribe or Ethnicity	Name of Program (including certifications) Student is Enrolled	Credentials Achieved
Jane Doe	F	Blackfeet	Truck Driving Program Class A CDL Certification	Class A CDL

GOAL 2: PROGRAM SUCCESS

Employment Information

Contractor will provide a summary of the number of students employed by ethnicity and gender and provide in a similar charts as below.

Example: As shown in the chart below, ABC Contractor had 20 students complete the Truck Driving Program in Spring 2017 and earn industry recognized certifications. Of these 20 students, 18 are employed in the highway construction or related industry.

Student Name	Gender	Tribe or Ethnicity	Credentials Achieved	Employed	Occupation
John Doe	M	Crow	Class A CDL	Yes	XYZ Company / Truck Driver

BUDGET

Contractor will provide a summary of budgeted amounts and expenditures to date.

Example: ABC Contractor expended \$8,000 this quarter in vehicle fuel to support the Truck Driving Program. Supporting receipts are attached.

Expense Item	Budgeted Amount	Amount Expended this Quarter	Total Amount Expended for the Contract	Amount Remaining
Vehicle Fuel	\$30,000	\$8,000	\$14,000	\$16,000

PROGRAM SUMMARY

Contractor will provide information to highlight successes, concerns, recommendations for program improvement, or any other items identified to support the quarterly report and work performed by the contractor.