

Draft Statement of Work
OJT Supportive Services

The Consultant shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below.

The Statement of Work (SOW) is for the On-the-Job Training and Supportive Services Program (herein referred to as OJT/Supportive Services Program)

Description of Timeframe: approximately January 1, 2020 – July 30, 2021

Description of Work

Proposals for work must meet the specifications outlined below:

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| Outreach |
| Assessment and Pre-Employment Preparation |
| Support Services (Pre and Post Direct Entry Pre-Apprenticeship Training) |
| Direct Entry Pre-Apprenticeship Placement and Training |
| Apprenticeship Placement |
| Reporting |

Outreach, Assessment and Pre-Employment Preparation, Support Services (Pre and Post Training), Direct Entry Pre-Apprenticeship Training, Apprenticeship Placement, Reporting

Outreach:

Consultant shall conduct statewide outreach focused primarily on women, minority, and other disadvantaged individuals utilizing partnerships/relationships with Community based organizations and businesses.

Ongoing outreach shall be part of the Program approach.

Assessment and Pre-Employment Preparation:

Consultant shall assess targeted individuals' readiness for highway construction direct entry pre-apprenticeship training and address any specific barrier. Pre-employment preparation assistance can include but is not limited to the following: pre-employment highway construction trades counseling, resume and interviewing skill building, and other barrier removal.

Participants shall be assessed upon acceptance into pre-apprenticeship training,

Support Services (Pre and Post Direct Entry Apprenticeship Training):

Consultant shall assess each individual's need for services and delegate such support services as necessary. Including assisting participants with the application process for Washington Connections and providing allowable support services as stated in exhibit as needed during and after the pre-apprenticeship. Support services shall begin once a participant has been accepted for and has attended at least one training session of the pre-apprenticeship program.

Consultant shall provide an amount for support services that is appropriate to these goals. See OJT/SS Program 20-21 Allowable Activities.

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Direct Entry Pre-Apprenticeship Training:

Consultant shall provide an in-depth multi-week pre-apprenticeship training to provide basic knowledge and entry level construction trade skills for trainees begins their career as a trades worker.

All participants that have passed drug screening and successfully completed the multi-week pre-apprenticeship shall be offered direct entry into a recognized construction trades apprenticeship.

Pre-apprentices will receive direct entry following the successful completion of the pre-apprenticeship as soon as there is a dispatch available. In the case that dispatches are not available, pre-apprentices shall be dispatched in the order of highest grade to lowest class grade received in the pre-apprenticeship.

Apprenticeship Placement:

Consultant shall assist graduates in securing a highway construction career on WSDOT projects by utilizing existing relationships with WSDOT's prime highway construction contractor community, and other partners, to enhance the successful placement of graduates. Contractors shall be directly encouraged to hire pre-apprentices with invitations to observe pre-apprenticeship trainings and to attend the pre-apprenticeship graduation.

The Consultant shall track the long-term outcomes of each graduate using internal systems as well as WSDOT provided forms.

Reporting:

Consultant is required to submit monthly a WSDOT OJT/SS 20-21 Monthly Program Tracking & Reporting Form to WSDOT.

Consultant is required to submit a completed WSDOT OJTSS 20-21 (F) Program Intake Form(s), for each individual receiving assistance prior to any reimbursement for invoiced services.

WSDOT reserves the right to amend this reporting list and format at any time during the contracting cycle to ensure that the objectives and deliverables of this Proposal are being met.

Invoices shall not be processed or paid unless the Consultant is in compliance with all reporting requirements.

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