



Minnesota Department of Transportation

Transportation Building

395 John Ireland Boulevard MS 170

Saint Paul, MN 55155-1899

March 25, 2013

Dear Contractors:

MnDOT has revised the **On-the-Job Training (OJT) Program Special Provisions**. This revised version is effective on federally funded projects with an OJT goal beginning with the **April 5, 2013 letting**. A copy is attached for your review. The DBE and Workforce Collaborative OJT Project Team comprised of many stakeholders including prime contractors, subcontractors, DBEs, job training providers, etc. has provided input into these revised special provisions to assist in achieving the objectives of the federal program. The key change in these provisions is that the **“OJT Training (OJT) Program Approval Form”** required of the low bidder or selected proposer is now due in the MnDOT Office of Civil rights no later than 4:30 p.m. central time on the **fifth business day** following the date specified for bids to be due.

In order to assist contractors, MnDOT is making the following changes in Expedite Bid. Beginning April 5, 2013 the Expedite Bid file, Miscellaneous folder, will show the following statement: **“The Contractor is reminded that this Project does have EEO Special Provisions and may have DBE, TGB, Vet or OJT Special Provisions. The Contractor is referred to the Special Provisions within the Contract Proposal.”** Then, effective with the April 26, 2013 letting, the Miscellaneous Folder will be renamed **“Officers and Acknowledgements.”** Attached is a sample screen shot from Expedite of these changes.

OCR Staff are available to assist you. Listed below is the Workforce Contract Compliance staff by region/district and their telephone number/e-mail addresses. We look forward to working with you on the new OJT Special Provision!

REGION/DISTRICT	NAME	PHONE	E-MAIL
Acting Supervisor	Bart Martinez	(651)366-3056	bartolo.martinez@state.mn.us
North(Districts 1, 2,3,4)	Addi Batica	(651)366-3007	adelberto.batica@state.mn.us
South(Districts 6, 7, 8)	Lars Harrisville	(651)366-3351	lars.harrisville@state.mn.us
Metro	Yolanda McIntosh	(651)366-3331	yolonda.mcintosh@state.mn.us
Admin. Assist.	Christian Guerrero	(651)366-3146	christian.guerrero@state.mn.us

Sincerely,

Mary Prescott, Director

Cc: DBE and Workforce Dev. Collaborative MnDOT Districts and Offices Cities and Counties

An Equal Opportunity Employer



S-1 (2041) ON-THE-JOB-TRAINING PROGRAM

Special Provisions will determine how many trainees will be on the project. (Use only on Fed. Funded jobs which are 100 working days or over in length and \$1 million or more in cost. (If the job is a completion date project, go to chart 3 located on the last page of http://www.dot.state.mn.us/const/documents/Productionrates_000.pdf to determine the number of working days on the job. If in 1806, the District has used calendar days instead of working days or a completion date, then use that calendar day number to determine if trainees are required. The calendar day number must be over 100.)) This write-up is for MnDOT projects ONLY.

SP2005-57

Section II. 6.b of the "Required Contract Provisions-Federal-Aid Contracts" set forth elsewhere in this Proposal is deleted and the following substituted therefore:

As part of the Contractor's equal employment opportunity affirmative action program, training shall be provided as follows:

The Contractor shall provide on-the-job training for the purpose of developing full journeymen in the type of trade involved. **THE NUMBER OF HOURS OF TRAINING TO BE FULFILLED UNDER THIS CONTRACT WILL BE ____; UTILIZING AT LEAST ____ TRAINEES.** In the event the Contractor subcontracts a portion of the work, the Contractor must determine how much of the training requirement will be fulfilled by the subcontractor. Despite a subcontractor agreement, the Contractor remains the primary party responsible for meeting the training requirements imposed by this special provision. The Contractor must ensure that these provisions are incorporated into its subcontracts. If feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on (1) the basis of the Contractor's needs and (2) the availability of journeymen in the various classifications within a reasonable area of recruitment. The contractor is required to complete all sections of the "On-the-Job Training (OJT) Program Approval Form". The Apparent Low Bidder must submit the completed form to the MnDOT Office of Civil Rights. FORMS ARE DUE NO LATER THAN 4:30 PM CENTRAL TIME ON THE FIFTH BUSINESS DAY FOLLOWING THE DATE SPECIFIED FOR BIDS TO BE DUE. The form can be found in the attached Equal Employment Opportunity (EEO) Special Provisions and on the MnDOT Office of Civil Rights website - <http://www.dot.state.mn.us/civilrights/pdf/ojt/ojt-programapproval.pdf> . The Contractor will receive credit for each trainee currently enrolled and new enrollees in an approved program and will be reimbursed accordingly.

THE COMPLETED OJT PROGRAM APPROVAL FORM MUST BE SUBMITTED by one of the following methods:

- a) E-mail: christian.guerrero@state.mn.us; place the State Project number in the subject line
- b) Fax: Christian Guerrero at 651-366-3129

CONTRACTORS PARTICIPATING IN THE MNDOT ON-THE-JOB (OJT) TRAINING ALTERNATIVE PROGRAM MUST RECEIVE PRIOR WRITTEN APPROVAL FROM THE OFFICE OF CIVIL RIGHTS. AN APPROVED CONTRACTOR IN THE ALTERNATIVE PROGRAM WILL SUBMIT THEIR TRAINING PLAN WITHIN THE TIMEFRAMES SPECIFIED BY THAT PROGRAM AND THEREFORE WILL NOT BE REQUIRED TO SUBMIT THE "ON-THE-JOB TRAINING (OJT) PROGRAM APPROVAL FORM" AS INSTRUCTED ABOVE. The trainees approved under the Contractor – based assignment of positions, must be utilized in accordance with the following provisions set forth here.

Training and upgrading of minorities and women toward journeyman status is a primary objective of these requirements. Accordingly, the Contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and

women trainees) to the extent such persons are available within a reasonable area of recruitment. The Contractor will be responsible for demonstrating the steps it took to recruit minority and women trainees prior to a determination as to whether the Contractor is in compliance with these requirements. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether a member of a minority group or not.

No employee shall be employed as a trainee in any classification in which he/she has successfully (1) completed a training course leading to journeyman status or (2) in which he/she has been employed as a journeyman. The Contractor must satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the Contractor's records shall document the findings in each case.

The Contractor should also note the following in regards to qualification of candidates to meet the OJT requirements:

1. All apprentices that are officially registered in one of the approved training programs listed below are eligible to be accepted as OJT candidates as long as they have not worked more hours than the stated number of hours of their crafts apprenticeship program.
2. Movement of approved trainees from project to project or from contractor to contractor is allowed for OJT credit, if that practice is not determined to constitute a practice of "bicycling" and/or result in a disproportionate adverse effect upon minority and women apprentice members or trainees. Bicycling – is the transfer of minority or female employees or trainees from contractor to contractor and/or from project to project for the sole purpose of meeting the Contractor's goals. "Bicycling" shall be a violation of this Special Provision and the regulations in 41 CFR Part 60-4.

The minimum length and type of training for each classification will be as established on the "On-the-Job Training (OJT) Program Approval Form" submitted by the Contractor and approved by the State Transportation Department and the Federal Highway Administration. The State Transportation Department and the Federal Highway Administration will approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the Contractor and will qualify the average trainee for journeyman status in the classification concerned by the end of the training period. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

Examples of approved training programs include, but are not limited to, the following:

- MN Construction Laborers Apprenticeship Program
- Local 49 Operating Engineers Apprenticeship Training Program
- North Central States Regional Council of Carpenters Training Program
- Iron Workers Apprenticeship Program
- MN Teamsters Construction Apprenticeship Training Program
- MN Cement Masons Apprenticeship Training Program
- Painters and Allied Trades District Council 82 Finishing Trades Apprenticeship Program
- MN Electricians Union Apprenticeship Programs.

Any training program proposed by a contractor to meet the obligations set forth in this Provision which is not included in the list of approved programs cited above will be subject to approval by MnDOT's Office of Civil Rights, and must include a minimum of 500 training hours but shall not to exceed 2,000 hours. If a contractor proposes to utilize an approved apprenticeship program from one of the examples cited above, the contractor must provide the Apprenticeship Form or Indenture Number when submitting for approval. The Contractor shall also furnish to MnDOT's Office of Civil Rights a list of currently employed apprentices in each trade they wish to utilize. The list must include: Name, Gender, Ethnicity and current year of apprenticeship. The number of hours an approved trainee who is enrolled in a certified apprenticeship program can retain eligibility for

trainee status will be consistent with the amount of hours that have been established as the minimum requirement necessary to be completed prior to achieving journey level status.

Approval or acceptance of a training program shall be obtained from MnDOT's Office of Civil Rights prior to any work by the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Any and all training provided by a contractor to meet the obligations in this Provision must provide a significant and meaningful training experience for the trainee candidate. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

Except as noted below, the Contractor will be reimbursed at the appropriate Contract price per hour for each employee that is trained in accordance with, and for at least the minimum period specified in the approved training program. As approved by the Engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the Contractor receives additional training program funds from other sources, provided such other source does not specifically prohibit the Contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the Contractor where he/she does one or more of the following and the trainees are concurrently employed on a Federal-aid project; (1) contributes to the cost of the training, (2) provides the instruction to the trainee or (3) pays the trainee's wages during the offsite training period.

No payment shall be made to the Contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyman, is caused by the Contractor and evidences a lack of good faith on the part of the Contractor in meeting the requirements of this Special Provision. It is normally expected that a trainee will begin his/her training on the Project as soon as feasible after start of work utilizing the skill involved, and remain on the Project as long as training opportunities exist in his/her work classification or until he/she has completed his/her training program. It is not required that all trainees be on board for the entire length of the Contract. If a contractor lay-off or terminates a trainee for any reason, that contractor must complete and submit the "Trainee Termination Form" which can be found in the EEO Special Provisions. A Contractor will have fulfilled his/her responsibilities under this special provision if he/she has provided a significant, meaningful training experience and/or acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the Contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the Contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this Project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Special Provision.

The Contractor shall furnish the trainee a copy of the program he/she will follow in providing the training. The Contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

The Contractor shall provide for the maintenance of records and furnish periodic reports documenting his/her performance under these Special Provisions. Any trainee that has been approved by the Office of Civil Rights and employed by the Contractor, and subsequently terminated must be documented on the "On-the-Job Training Trainee Termination Form" located in the EEO Special Provisions of this Contract. All required forms needed to satisfy the requirements of these Special Provisions can be found in the attached EEO Special Provisions, on the MnDOT Office of Civil Rights website - <http://www.dot.state.mn.us/civilrights/>.

Compliance with the foregoing requirements for timely filing of the reports may be a condition precedent to the processing and payment of partial and final payments. If it is determined that a contractor has not acted in "Good Faith" with efforts to comply with this provision or engages in willful violations, a contractor may

SP2005-57
OJT Special Provision for MnDOT projects
Revised April 5, 2013

be subject to sanctions including but not limited to; monetary deductions associated with the trainee requirements in the contract and withholding of partial and/or final payment.

The trainee period will be measured by time in hours as specified hereinbefore, and payment will be made at the fixed rate amount of \$1.00 per hour.

With appropriate documentation, an additional \$4.00 per hour (maximum total of \$5.00 per hour) will be paid to the Contractor for hours worked on the project by employees recruited from MnDOT's OJT Supportive Services Programs. In conjunction with any employees recruited from MnDOT's OJT Supportive Services Programs, an additional \$5.00 per hour (maximum total of \$10.00 per hour) will be paid to the Contractor for hours worked on the project by employees recruited from MnDOT's OJT Supportive Services Programs, if the Contractor provides a mentor for the trainee(s) while the trainee(s) is working on the project. Approval for payments to be made under Item 2041.610 (Trainees) for any amount which exceeds the fixed rate amount of \$1.00 must be received in writing from the MnDOT Office of Civil Rights. The ratio of trainee to mentor may not exceed 3 to 1. A listing of MnDOT's OJT Supportive Services Programs can be found on the Office of Civil Rights website cited above.

- Expedite Bid Folder Name Change Effective with the April 26th Letting (advertisement 3-29-13 for the 4-week ad)
- OJT added to leading Statement – Statement will be shown in the April 5th letting by addendum for OJT projects, standard with the April 26th letting

Expedite Bid - 22Mar045-EBs (0 Amendments) 130045

File Edit Tools View Help

- 22Mar045
- Schedule Of Items
- TGB Goal
- VET Goal
- Officers and Acknowledgements
- Bid Bond

STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION

REG, DBE, TCB, VET AND OJT STATEMENT

The Contractor is reminded that this Project does have REG Special Provisions and may have DBE, TCB, Vet or OJT Special Provisions. The Contractor is referred to the Special Provisions within the Contract Proposal.

ENTER NAMES OF COMPANY OFFICERS

All 5 fields must be filled in. Enter NA for officer name if Not Applicable.

Principal Officer or

President

title



CEO

Vice-President

Secretary

Treasurer

NON-COLLUSION DECLARATION

The following Non-Collusion Declaration shall be executed by the bidder:

For Help, press F1