

**DEPARTMENT OF TRANSPORTATION**  
OFFICE OF BUSINESS AND ECONOMIC OPPOTUNITY  
1823 14<sup>TH</sup> STREET  
SACRAMENTO, CA 95811  
Phone (916) 445-9309  
Toll Free (866) 810-6346  
Fax (916) 324-1869  
TTY 711



*Flex your power  
Be energy efficient*

January 12, 2011

Dear Consultant:

The California Department of Transportation (Department) is soliciting proposals for On-the-Job Training/Supportive Services Program (OJT/SS) Statements of Work (SOW) to recruit, train, and employ women, minorities, and disadvantaged individuals in the Federal-Aid Highway Construction Industry and in transportation-related careers. The funding source for OJT/SS projects is through the U.S. Department of Transportation, Federal Highway Administration (FHWA) for Federal Year (FY) 2011.

If you are interested in participating in this solicitation for the OJT/SS Program, please submit your proposal in the following format:

- One (1) original, non-bound hard copy that includes a transmittal page with contact information
- One (1) electronic copy from disc or compact disc viewable by Adobe Reader 9
- One (1) electronic copy from disc or compact disc in Microsoft Word or Rich Text format

The Statement of Work must meet the guidelines established in the OJT/Supportive Service Handbook. Enclosed for your convenience is the U.S. Department of Transportation Federal Highway Administration Handbook detailing the requirements for submittal of unsolicited proposals OJT/SS.

The SOW may not exceed 10 pages and must include the Congressional District(s) number(s) along with the names(s) of Congressional member(s). The evaluation criteria will be based on ten key components that make up the proposal.

The components are:

1. Scope of Work (Needs Assessment)
2. Purpose Statement
3. Performance Goals and Measures
4. Performance Period
5. Monitoring and Evaluation
6. Budgeting and Financial Requirements
7. Reporting Requirements
8. Result-Oriented Objectives
9. Project Personnel, Resources and In-Kind Contributions
10. Partnerships

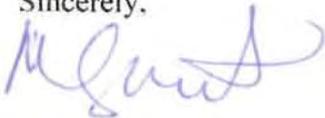
If you are interested in submitting a proposal for OJT/SS, please send the proposal by mail to:

Department of Transportation  
Office of Business and Economic Opportunity  
Title VI Program  
1823 14<sup>th</sup> Street  
Sacramento, CA 95811  
Attention: Mulissa Smith

In order to allow Department staff sufficient time to review your proposal, the SOW is **due no later than: Monday, February 14, 2011, at Noon**. Any SOW that does not follow the regulations found in 23 Code of Federal Regulation 230.113, Subpart A, will be ranked last, regardless of their merits.

For assistance, please contact Paula Roberson at (916) 324-8379, or via e-mail at [paula\\_roberson@dot.ca.gov](mailto:paula_roberson@dot.ca.gov) or Bernice Rule at (916)324-0722 or via e-mail at [bernice\\_rule@dot.ca.gov](mailto:bernice_rule@dot.ca.gov). I can be reached at (916) 445-9309 or via email at [mulissa\\_smith@dot.ca.gov](mailto:mulissa_smith@dot.ca.gov).

Sincerely,



Mulissa Smith, Manager  
On-the-Job Training Program

Enclosure