



William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

PROJECT SOLICITING FOR INTEREST



David Rodrigue, P.E.
Assistant Commissioner
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Deputy Commissioner

On-The-Job Training (OJT) Support Services #41129I (1 Contract)
PRE-QUALIFIED LOW-BID CONTRACT

POSTING DATE: July 11, 2024

SCOPE OF WORK:

One (1) On-Call Agreement, not to exceed \$24,523 over a one (1) year term is needed to provide services necessary to support the On-The-Job Training (OJT) Program as administered by the NHDOT. The scope of work under this project will serve to assist with the recruitment and removal of barriers to the employment of minorities, women and disadvantaged individuals for positions as on-the-job trainees for Federal-aid road and bridge construction projects as outlined in [23 CFR 230.204](#), *Implementation of Supportive Services* and [23 CFR 230.111](#), *Implementation of special requirements for the provision of on-the-job training*. The expected contract start date is October 1, 2024.

All firms and individuals wishing to bid on this project must complete a Prequalification Statement available at: <https://mm.nh.gov/files/uploads/dot/remote-docs/ss-ojt-prequalification-statement.pdf> and submit it to the Department's Office of Access, Opportunity and Compliance. Prequalification will be based on the firm/individual's ability to demonstrate:

- Work experience related to recruitment and removal of barriers to the employment of minorities, women, and disadvantaged individuals,
- Marketing,
- Promotion,
- Information management, and
- Knowledge of the Federal regulations indicated above.

A scope of work detailing the specific objectives of this contract is provided with the Prequalification Statement.

Each prequalified firm/individual will then be invited to bid on the above contract. Each invitation to bid will include a sample contract with a detailed scope of work and all necessary bid documents. The amount of the contract shall not exceed \$24,523, **however contract selection will be based on the lowest responsive bid from the prequalified firms/individuals.**

CONTACT INFORMATION:

For additional information contact Cody J. Oliphant, Federal Programs Specialist, Bureau of Opportunity and Compliance, at (603) 271-3491, or Cody.J.Oliphant@dot.nh.gov.

CLOSING DATE:

Interested firms/individuals must submit a completed Statement of Qualifications via e-mail on or before August 1, 2024 at 4:00 pm to: Merideth Wilson, Administrator, Office of Access, Opportunity and Compliance (receipt will be confirmed) at DOT-POL-Federal-Compliance-Team@msgroups.nh.gov with the following in the subject line: "[YOUR COMPANY NAME] Statement of Qualifications for DBE Support Services."