



**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!

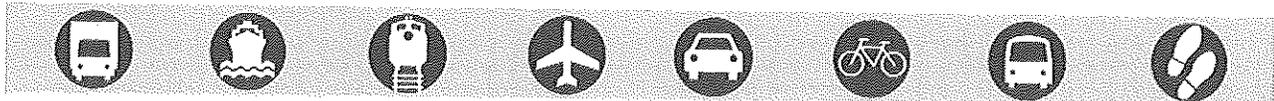
REGION/DISTRICT	NAME	PHONE	E-MAIL
Acting Supervisor	Bart Martinez	(651)366-3056	<a href="mailto:bartolo.martinez@state.mn.us">bartolo.martinez@state.mn.us</a>
North(Districts 1, 2,3,4)	Addi Batuca	(651)366-3007	<a href="mailto:adelberto.batuca@state.mn.us">adelberto.batuca@state.mn.us</a>
South(Districts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

Sincerely,

Mary Prescott, Director

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

An Equal Opportunity Employer



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

Expedite Bid - 22Mar045 EBS (0 Amendments) 130045

File Edit Tools View Help

- 22Mar045
- Schedule Of Items
- TGB Goal
- VET Goal
- Office and Acknowledgments
- Bid Bond

STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION

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REG, DBE, TCE, VET AND OJT STATEMENT

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

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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: