

WISCONSIN UTILIZATION PLAN
Statement of Commitment for Business and Workforce Inclusion

Version: 4.27.2018

PROJECT ID: _____
PROJECT DESCRIPTION: _____
ROUTE: _____
COUNTY: _____
CONTRACTING AGENCY: _____
CONTACT PERSON: _____

Contracting Entity: Prime Contractor Subcontractor

Utilization Plan Submission:
 At Time of Bid Date: _____ Revised Plan Date: _____

Origin

The overall objective is inclusion, transparency and accountability for public interest and state benefit. Wisconsin has made every effort to analyze contract opportunities on the Foxconn Development Roads Projects and the potential for our community’s return on investment. The public agency has reviewed the contract scope to identify potential subcontract opportunity and project workforce estimates.

Purpose

This document is the Wisconsin Utilization Plan for the above contract which represents the bidder’s efforts supporting nondiscrimination and exercising inclusion to serve a substantial statewide public purpose. Signatory should make every feasible effort to provide economic opportunities to targeted businesses and workforce candidates. The submission of a Wisconsin Utilization Plan affirms that the Bidder has implemented inclusionary measures to engage targeted businesses and work force.

Disclaimer

This document will not be evaluated as a factor of the bid evaluation nor is its submission a bid requirement for state or federally funded contracts. Bids are evaluated in compliance with applicable federal and state laws, regulations and directives, as applicable.

Definitions

1. Targeted business: Wisconsin-based small businesses, certified by a public agency for purposes of increasing access to contracting and procurement opportunities generated by public dollars. Targeted businesses include all business certifications recognized by the state of Wisconsin in Chapter 16 and chapter 84 of the state statutes: Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Emerging Business Enterprise (EBE), Small Business Enterprise (SBE), Service Disabled Veteran and or Veteran-owned business (SDV/SVB)
2. Targeted Business Intermediary: non-profit community-based organizations and chambers of commerce that serve small and diverse businesses within the State of Wisconsin. These entities should receive bid advertisements, distribute opportunity information to their members and refer interested members to organizations, meetings and contractors to facilitate subcontract opportunity and training.
3. Workforce Intermediary: community based organizations that recruit and train community residents interested in skilled trade and manufacturing careers. Each intermediary organization in knowledgeable about construction trades and manufacturing entry and career requirements. These entities should be the first source for hiring from the area.

A. Requirements

The following documentation is required of all bidders:

- Name of Equal Employment Opportunity Officer or Human Resources Manager
- Description of primary work type
- Completed Wisconsin Utilization Plan: <http://wisconsin.gov/Pages/doing-bus/contractors/hcci/contract-info.aspx>
- Completed Wisconsin Inclusion Agreement(s): <http://wisconsin.gov/Pages/doing-bus/contractors/hcci/contract-info.aspx>
- If applicable, completed Wisconsin Trainee/Apprentice Report(s): <http://wisconsin.gov/Pages/doing-bus/contractors/hcci/contract-info.aspx>
- Supporting documents referenced in the Wisconsin Utilization Plan

B. Interaction with Advisory Committee and the Inclusion of Intermediaries

The Public Infrastructure Construction Engagement Advisory Committee has been established by the State of Wisconsin, Racine County, the City of Racine, and the Village of Mount Pleasant to accomplish the following:

- Review Wisconsin Utilization Plans and Wisconsin Inclusion Agreements
- Provide advice on ways to increase inclusion in public infrastructure construction consistent with federal and state law
- Assist in educating and reaching out to the targeted business and workers.
- Review trends in the bidders' Wisconsin Inclusion Plan submittals for communication and engagement purposes in the local community.

An approved list of Business and Workforce intermediaries are listed in the Wisconsin Inclusion Plan Contract Provisions. The Public Infrastructure Construction Workforce Engagement Advisory Committee reviews and approves additional intermediaries prior to bid advertisement. The advisory committee is made up of local and departmental representatives to ensure that they are representing the diverse interests of the state of Wisconsin.

Contractors bidding for the Foxconn Development Roads contracts are expected to actively and aggressively communicate with targeted resources to foster economic growth through subcontract and employment opportunity. Communication tools that should be used may include targeted email notices, periodic question & answer hours, and a commitment to pre-scheduled stakeholder meetings.

At a minimum, communication expectations include a contact name, email and phone with available hours that can address questions about opportunity and training. Each contracting agency will prescribe opportunity for economic matchmaking at Contractor Workshops and Workforce Opportunity Sessions for bidder participation.

Each identified targeted businesses or intermediary listed in the bidder's Utilization Plan should have separate Agreement forms attached. .

Despite whether contract or employment opportunities are apparent; all bidders are expected to engage in proactive, consistent and responsive communication with targeted business and workforce intermediaries.

The communication should foster an environment of success in the construction industry, leverage strategic partnership through collaboration, and encourage growth and innovation through training. To this end, a bidder may agree to interact with the community as a trainer, mentor, sponsor or liaison.

PART ONE: BUSINESS OPPORTUNITIES

All notifications of contracting opportunities should contain a statement affirming that every reasonable effort was made to communicate with the targeted businesses. Solicitation of subcontractors should utilize the Wisconsin Inclusion Plan Contract Provision for a list of the approved targeted business and intermediaries which are certified and recognized. The contacts on this list can help facilitate business inclusion.

Please read and address all of the requested information contained in the Business Opportunities section.

Check all that apply, include any supplemental documentation as necessary, and refer to the Wisconsin Inclusion Plan Contract Provision for a list of the approved targeted business and intermediaries which are certified and recognized:

- This project will not involve any new contracting or subcontracting opportunities.
- Commitment(s) to non-contract inclusion (training, mentoring, sponsoring, liaising with small business) is attached in the Wisconsin Inclusion Agreement(s).
- This project will involve subcontracting opportunities in traditional work types:

List the type of work that will be subcontracted, their role (subcontractor, supplier, dealer, manufacturer, consultant, trucker or other capacity) and include their dollar (\$) amounts:

Type of Work	Role	Dollar Amount

- Solicitation of Subcontractor/Suppliers/Trucking for Economic Opportunities

Targeted Business Name	Type of Work	Amount of Quote

- Information sessions and outreach events

Attach attendance list including contact information to the Wisconsin Utilization Plan submittal

Date	Agency

- WisDOT needs to capture information for any project related ancillary solicitation of goods, services and supplies that's not a line item in the project bid i.e. custodian services, security services, safety equipment and/or office supplies.

The state of Wisconsin's procurement site, www.WISupplyChainMarketplace.com portal should be utilized to advertise and solicit these types of subcontracts.

Type of Work	Role	Dollar Amount

- Communications with targeted businesses intermediaries and/or relevant businesses

Targeted Business Intermediary Name	Summary of Communication (Purpose/Outcome)	Date

- List the types of work that will be self-performed

Type of Work	Percent of Contract

PART TWO: EMPLOYMENT AND TRAINING OPPORTUNITIES

Please read and address all of the requested information contained in the Employment and Training Opportunities section.

Check all that apply, include any supplemental documentation as necessary, and refer to the Wisconsin Inclusion Plan Contract Provision for a list of the approved workforce intermediaries:

- This project will not involve any new employment opportunities.
- This project will involve new employment opportunities.
- Commitment to training and mentoring potential workforce is attached in the Wisconsin Inclusion Agreement(s).
- This project will involve the following paid training opportunities that have been coordinated with the Wisconsin Technical College, skilled trade union, associations, apprenticeship programs, community based organization in Wisconsin:

Name of Organization	Trainee(s) Type	Number of Trainee(s)

- This project is an opportunity for a demonstration project that will support paid training by journeyman or experienced workers. Attach details in the Wisconsin Inclusion Agreement.
- All bidders are expected to fulfill at least one of the roles below. The chart outlines the acceptable partner entities for each role. Each role and/or relationship requires a Wisconsin Inclusion Agreement to document the coordination and agreement. Both parties, trainer and intended trainee or organization, must sign the Wisconsin Inclusion Agreement.

TRAINER	Business assigns one or multiple staff people to provide direct training (hands-on) to an individual or organization. Subject matter and/ skillset must be outlined along with the total time commitment <u>Exception:</u> Registered apprenticeship is the official on-the-job-training agreement, thus, if the business can document that it will assign apprentice(s) to the contract, DWD apprentice documentation will suffice as documentation. (Minimum time commitment is 40 hours)
MENTOR	Business assigns mentor who is senior <i>in time and experience</i> to a junior protégé to guide and advise on career progression or business development. Mentoring may address administrative tasks related to resource management including staffing, job scheduling, managing accounts receivables and payables, payroll practices, estimating, quality control practices, technology and software utilization, resource management. Mentor guidelines address communication, periodic reporting, clear expectations (Minimum mentoring schedule is one construction season).
SPONSOR	Business assigns monetary resources for a project or activity that directly correlates to an individual or organization increasing its skill, capability, or capacity to compete in the market of opportunities afforded the Foxconn Development Roads contract. The Sponsor funds and advocates for the individual, business, or intermediary among its peers
LIAISON	Business facilitates a new working relationships between business resources such as banks, bond or insurance agents, suppliers, legal counsel, accounting and payroll services, professional construction software tools, maintenance services and programs.

Detail below the terms of training, terms of payment, schedule, staff by title and rate applied for role in agreement, performance measure for success or successful completion:

Bidder's Role	Organization	Training Details

Current Work Force and Hiring Plans

Construction Jobs					
Trade/Work Classification	Static Workforce # of Core Employees	Proposed Number of New Hires	# of Interviews through Workforce Intermediaries	Proposed Number of New Hires from training pool	Proposed # of New Hires for this Contract/Approx. Hours
TOTAL					

Administrative or Professional Jobs					
Trade/Work Classification	Static Workforce # of Core Employees	Proposed Number of New Hires	# of Interviews through Workforce Intermediaries	Proposed Number of New Hires from training pool	Proposed # of New Hires for this Contract/Approx. Hours
TOTAL					

Non-Construction Site Positions (Maintenance, Material Testing, etc.)					
Trade/Work Classification	Static Workforce # of Core Employees	Proposed # of New Hires	# of Interviews through Workforce Intermediaries	Proposed # of New Hires from training pool	Proposed # of New Hires for this Contract/Approx. Hours
TOTAL					

- Skills and/or certifications required for your workers by classification

Workforce Classification	Type of Skills/Certifications

- List current and coordinated workforce agreements i.e. signatory unions, technical colleges, community based organizations, workforce boards

Name of Organization	Type of Workforce Agreement

Notification of Employment/Training Opportunities

Recruitment and interview of new hires shall originate with the community-based organizations as referred to in the Wisconsin Utilization Plan Contract Provision. Contractor should document all hiring efforts and demonstrate efforts to meet the inclusion objectives.

The following notification efforts were utilized to engage targeted residents in employment and training opportunities derived from this contract and company current workload:

Check all that apply

- Interviewed persons referred by the work force intermediaries referenced in the contract provision.
- Posted employment and/or training opportunities on the **Job Center of Wisconsin** website at: <https://jobcenterofwisconsin.com>.
- Contacted signatory unions to request referrals that reflect the targeted populations identified in the contract provision on the following date with the following response. (Request is attached)
- This project will involve the following paid training opportunities that have been coordinated with the Wisconsin Technical College, skilled trade union, community based organization in Wisconsin:
- Employment and/or training opportunities were advertised in the following **local media**:

Date	Name

Held job informational meetings at the following location/date/time:

Date	Time	Location

Other, specify:

Date	Time	Location

If Bidder's Wisconsin Utilization Plan includes an Apprentice or Bona-Fide Trainee as a contract participant; the Wisconsin Trainee/Apprentice Report should be completed and submitted for each individual.

PART THREE: POST-AWARD

The following two actions will be requested of the Awarded Contractor:

1. Affirmation of business inclusion plan:

Within five (5) calendar days of contract award, affirm the participation of the targeted businesses who have been identified in the Wisconsin Utilization Plan. Submit separate Wisconsin Inclusion Agreement(s) for each individual business or organization being utilized. Submit to the Wisconsin Department of Transportation: Attn: Beth Canestra at dotdtsdbpd@dot.wi.gov. For questions regarding this provision, please contact Michele Carter at Michele.Carter@dot.wi.gov

2. Monitoring of workforce inclusion plan:

The Awarded Contractor is required to submit weekly certified payrolls by utilizing [WisDOT's Civil Rights Compliance System \(CRCS\)](#) for workforce analysis purposes only.

Communication with the Public Infrastructure Construction Engagement Advisory Committee

The Public Infrastructure Construction Engagement Advisory Committee will confer with the contracting agency and their technical advisors to catalogue the submitted efforts and draft alternatives and recommendations for the Awarded Contractor and the approved intermediaries.

The Public Infrastructure Construction Engagement Advisory Committee will monitor business and workforce utilization throughout the life of the contract.

The Awarded Contractor will communicate with the contracting agency of any changes to their Wisconsin Utilization Plan throughout the life of the project.

The Awarded Contractor may request an in-person meeting to clarify and/or modify inclusion efforts resulting from the Foxconn Development Road project.

Communication with Targeted Businesses

The Awarded Contractor should provide written notice to the targeted business, with a copy to contracting agency, of its intent to change its affirmation commitment, and outline the reason(s). Awarded Contractor should give the targeted business five (5) calendar days to respond to any substitution or termination notice.

Communication with Workforce Intermediaries

The Contractor should coordinate with the Workforce intermediaries to provide a venue for contractors to have meaningful dialogue regarding the hiring of their vetted candidates. Prime contractor and subcontractors, shall make staff with hiring authority available to participate in information workshops, job-matching sessions and/or training sessions to increase hiring opportunity.

A workshop will be scheduled for the same day and in the same location as the pre-construction meeting. At a minimum, workshop participants will:

- Review contractor hiring processes for general labor positions.
- Review and listen to presentation provided by TrANS providers regarding the training program including details regarding how contractors can hire TrANS graduates.
- Review TrANS graduate availability for working on project.
- Meet one-on-one for at least two minutes with each TrANS graduate in attendance at the meeting or schedule time for on-site meeting in coordination with the work force intermediary.

By my signature below, I am hereby acknowledging to the state of Wisconsin that I have been duly provided with information explaining the obligations and expectations of any project involving construction, demolition, conversion, or reconstruction initiated by the construction of the project.

I confirm that I am empowered to sign this commitment on behalf of this company. The information contained in with this Wisconsin Unitarization Plan and its attachments for business and workforce inclusion is accurate, correct, true, and supports my good-faith efforts to achieve inclusion within the Wisconsin Utilization Plan Contract Provisions.

Contractor/Subcontractor Signature

Date:

Signature _____

Print Name _____

Title _____

Company Name _____