7A-3 Review and Approve/Deny CDOT Form 1336 (PE/PM)

COLORADO
Department of Transportation

Details

Responsible Parties

- CDOT Project Engineer/Project Manager (PE/PM)

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Document Owner

Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedural Objective

This document is intended to assist the CDOT Project Engineer/Project Manager (PE/P/PM) on how to review the CDOT Form 1336 and approve or deny the form.

If the Prime Contractor has determined that a good faith effort request is required because the Contractor does not anticipate/did not meet the contract OJT goal, a CDOT Form 1336 shall be completed and submitted to CDOT.

For more information about the OJT program, contractors should consult the OJT specification located in their project specifications attached to their contract. The following OJT resources are located here:

CDOT OJT Specification
CDOT OJT Manual
CDOT PAC-UP Program information

System Procedures

1. The PE/PM shall review the CDOT Form 1336, all supporting documentation provided by the Contractor, and the recommendation of approval or denial by the Region Civil Rights Office (RCRO). The PE/PM shall also take into consideration his/her/their knowledge and observation in regard to OJT on the project relevant to the Contractor's request for OJT waiver. If the PE/PM has any questions regarding the recommendation issued by the RCRO, he/she/they shall reach out to the person that made the determination.

2. After a determination is made, the PE/PM shall complete Section E of the CDOT Form 1336 and email a copy of the form to the Region Civil Rights Office and Prime Contractor.

Section E. Determination				
16. CDOT Representatives				
a. Title	b. First & Last Name	c. Signature	d. Date	e. Determination
CDOT Region Civil Rights Office:				Choose from Drop-Down
Project Engineer/Manager:				Choose from Drop-Down Choose from Drop-Down Approve Deny
17. Comments:				

"Previous editions are obsolete and may not be used."

Notes: Some common considerations for a good faith effort might include the following:

- The project duration or a specific scope of work that has OJT components, was decreased and therefore, employee hours to be worked (including OJT hours), were greatly reduced.
- The contractor could not recruit more employees willing to participate in the OJT program.
- What were the contractor's recruiting efforts to hire and retain OJT participant trainees?
- The project ended up having unforeseen challenges that could potentially pose a dangerous situation to a trainee performing on the contract.
- The scope of work shifted resulting in reduced availability of training.

3. If the CDOT Form 1336 is denied and the contract OJT goal is not met, the PE/PM shall work with the RCRO in establishing the appropriate financial disincentive.

4. The CDOT Project Engineer/Project Manager has successfully completed the review and determination for approval or denial of the CDOT Form 1336.