



Workforce Training and Hiring Program

The following Workforce Training & Hiring Program requirements are a summary of the key contractual obligations of contractors working on Port of Portland (Port) construction projects.

Apprentice Opportunities on Port Projects: The Port requires contractors to provide on-the-job training opportunities for approved and registered apprentices on construction projects over \$500,000. The Port's overall target for registered apprentice participation is 15 percent of total labor hours. The Port supports efforts to build a diverse and skilled workforce for the construction industry and to increase the representation of diverse apprentices on Port projects.

APPRENTICE UTILIZATION PROGRAM AND MONTHLY WORKFORCE REPORTING

Contractors awarded construction contracts over \$500,000 shall:

1. Submit an apprentice utilization plan to the Port at the preconstruction meeting. The plan shall be updated and resubmitted as the work progresses.
2. Submit proof of registration with the Bureau of Labor and Industries Apprenticeship and Training Division as a training agent for each trade where apprentices will be employed.
3. The Contractor shall also submit such proof for each Subcontractor employing registered apprentices if the subcontract is greater than \$100,000.
4. Enter all labor hours worked using the using the monthly workforce report form.
 - a. Labor hours shall include journeyman hours and registered apprentice hours by trade.
 - b. Labor hours shall also include hours worked by registered apprentices of Subcontractors if the subcontract is greater than \$100,000.
5. In the event the Contractor is unable to accomplish the Port's target for registered apprentice participation, the Contractor shall demonstrate that a good faith effort has been made. In fulfilling the good faith effort, the Contractor shall perform and, when appropriate, require his Subcontractors to perform the following steps:
 - a. Solicit apprentices from registered or accredited training programs.
 - b. Document the solicitation and, in the event apprentices are not available, obtain supporting documentation from the registered or accredited programs.
 - c. Demonstrate that the plan was updated as required by the Contract Documents.

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- d. Submit documentation demonstrating what efforts the Contractor has taken to require Subcontractors to solicit and employ apprentices.
6. In the event that the preceding steps have been followed, the Contractor may also supplement the good faith efforts as follows:
- a. Submit documentation demonstrating successful apprentice utilization on previous contracts.
 - b. Submit documentation indicating company-wide apprentice utilization efforts and percentages of attainment.



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Checklist:

1. Prime Contractor:

- A. Submit a Work Plan (Exhibit 2) to Small Business Development Program Manager at the preconstruction meeting.
- B. Submit a Work Plan for each subcontractor with a subcontract \$100,000 and above.
- C. Ensure compliance by all subcontractors with subcontracts of \$100,000 or more, and provide them with a copy of the Workforce Training & Hiring Program specifications.

2. Subcontractors, at all tiers, with contracts of \$100,000 or more:

- A. Submit a Work Plan to the prime-contractor prior to beginning work on the project.

3. Prime Contractor & all subcontractors with contracts of \$100,000 or more must:

- A. Before starting work on this project: Submit proof of registration as a Training Agent with the Bureau of Labor & Industries (BOLI), Apprenticeship & Training Division. Not a BOLI registered training agent? Contact BOLI (971-673-0760) for further information.
- B. Throughout the duration of the project:
 1. Ensure that a minimum of 15% of labor hours in each apprenticeable trade performed by the Prime, and subcontractors with subcontracts of \$100,000 or more, are worked by state registered apprentices. The Prime and subcontractors shall fulfill the 15% apprenticeship requirement without exceeding the apprentice ratios approved by the applicable apprenticeship program.
 2. Maintain written documentation of all requests for workers from the unions, apprenticeship programs, and community organizations.
 3. Submit the Monthly Workforce Utilization Reports.