**ATTACHMENT “A”**

**US DOT Local Labor Hiring Pilot Program Work Plan-(Template)**

Local Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Introduction**

A brief description of the project and proposal.

**B. Purpose**

A brief description of the innovation which is to be evaluated and the expected results.

**C. Scope**

A brief discussion as to how the experiment will be conducted, including the number of project(s), a description of the location, existing conditions, etc.

**D. Schedule**

An approximate schedule for the project(s) including: advertisement, letting, award, project completion, and evaluations and reports.

**E. Evaluation of Qualifications**

A brief description of how the innovation is going to be evaluated (i.e., cost savings, time savings, improved quality, etc.).

**F. Technical and Cost Proposals**

Describe the technical proposal evaluation, scoring, acceptance criterion, cost evaluation and section of contractor process.

**G. Reporting**

Describe the reporting proposal. The number of evaluations should be proportional to the nature of the contracting technique and the size of the project. For small projects with relatively simple

contracting techniques, a single initial/final evaluation report will suffice. For large projects where more evaluation is appropriate, initial, intermediate and final evaluations will be necessary.