

**APPENDIX I**  
**OJT/SS INFORMATIONAL/MARKETING**  
**BROCHURE (PUB 733)**

The OJT/SS Informational/Marketing Brochure (PUB 733) is the primary marketing brochure that contains the selected Offeror's contact information; the specific PennDOT Engineering Districts covered by each of the Offeror's staff members; and identifies the entities eligible to receive the services and how those groups would benefit from the services to be provided. The eligible entities include, but are not limited to, the following:

- Bureau of Equal Opportunity (BEO) Contract Compliance Division (Central Office and Field Staff).
- District Laborer Contract Compliance Agents (DLCCA) (or District OJT Designees).
- Contractors.
- Subcontractors.
- Trainees.
- Schools.
- Community Based Organizations.
- Trade Unions.

The brochure also includes instructions on how to access the Commonwealth's Workforce Development System, The PA CareerLink<sup>®</sup> system. The brochure includes samples of the appropriate O'Net coding for construction craft classifications related to the heavy and highway construction industry. Individuals interested in becoming trainees need to be encouraged to register with the PA CareerLink<sup>®</sup>.

Copies of the informational/marketing brochure are to be disseminated at various trade fairs, career/job fairs and other approved functions conducted throughout the Commonwealth. A copy of the brochure is to be disseminated to Prime Contractors, by the selected Offeror, after the selected Offeror receives notification from the PennDOT OJT Program Administrator that the Prime Contractor's "PennDOT Highway Contractor's OJT Program for PennDOT Approval" (form EO-363), has been approved.

The selected Offeror can order copies of the informational/marketing brochure from the OJT Program Administrator who will order them on their behalf.

Publication 733 can be found here:

<http://www.dot.state.pa.us/public/pubsforms/Publications/PUB%20733.pdf>