



University Transportation Research Center
RFP Cover Sheet

Title: Motor Carrier Safety Assistance Program (MCSAP) Grant Management Support

Proposal Number: BFPS 2016-1

Sponsor: NJDOT

Date Issued: November 23, 2015

Pre-Proposal Meeting: TBD

RFP Due at NJDOT: by December 21, 2015

RFP Closing Date: December 21, 2015

If you plan to apply:

If you plan to submit a proposal through UTRC, please notify us by email at peickemeyer@utrc2.org.

Proposal submission guidelines:

When you apply, please use the UTRC cover sheets for technical proposal and budget available at <http://www.utrc2.org/resources>. Proposals must be submitted directly to NJDOT by the closing date.

Proposals must be prepared in accordance with NJDOT's Information and Instructions for Preparing Proposals. Please visit:

<http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf>

For questions about budget preparation, contact: Penny Eickemeyer, peickemeyer@utrc2.org. Matching funds from UTRC are not available for this project.

For questions about this RFP:

The sole point of contact for this RFP shall be the NJDOT Research Bureau Manager ("Issuing Officer"), Camille Crichton-Sumners, Bureau of Research, NJDOT 1035 Parkway Avenue Trenton NJ 08625, Research.Bureau@dot.nj.gov.

Please visit the NJDOT Research Website for important information about this RFP

http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm

New Jersey Department of Transportation

Bureau of Research University Task Request for Proposal 2016 Program

Date of RFP
11/23/2015

Closing Date
12/21/2015

Motor Carrier Safety Assistance Program (MCSAP) Grant Management Support

Project No. BFPS 2016-01

(Proposals must be prepared in accordance with NJDOT's *Information and Instructions for Preparing Proposals*. Please visit: <http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf>
Revised Proposal Evaluation Forms are available for your information on the website.)

Proposals will be based on the merit of the information contained in the proposal. Budgets will be evaluated separately. Please place three (3) copies of the budget for this project in a separate sealed envelope.

1 - RESEARCH PROBLEM STATEMENT, BACKGROUND, AND OBJECTIVES

1-1. Purpose. This Request for Proposal (RFP) provides to those interested ("Universities") in submitting proposals for the subject procurement sufficient information to enable them to prepare and submit proposals for the New Jersey Department of Transportation's (NJDOT's) consideration on behalf of the State of New Jersey to satisfy a need for the Project.

1-2. Issuing Office. The Bureau of Research ("Issuing Office") has issued this RFP on behalf of the NJDOT. The sole point of contact in the NJDOT for this RFP shall be the Research Bureau Manager ("Issuing Officer"), Camille Crichton-Summers, Bureau of Research, NJDOT 1035 Parkway Avenue Trenton NJ 08625, Research.Bureau@dot.nj.gov. Please refer all inquiries to the Issuing Officer.

1-3. Scope. This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Universities must meet to be eligible for consideration; general **and special** evaluation criteria; and other requirements specific to this RFP.

1-4. Problem Statement. Supplemental staff resources are needed in order to assist NJDOT meet federal and state requirements. Specifically there is a need to obtain part-time (3 days/week) human resource support in the form of one Financial Analyst to assist NJDOT staff with the management and financial oversight of the MCSAP Grant Program, issued annually by the Federal Motor Carrier Safety Administration.

1-5. Type of Contract. It is proposed that if the Issuing Office enters into a contract because of this RFP, it will be a **Fixed Price** contract containing the Standard Contract Terms and Conditions. The Issuing Office, in its sole discretion, may undertake negotiations with a University whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible, and capable of performing the Project.

1-6. Disadvantaged Business Information. The New Jersey Department of Transportation is committed to providing opportunities for Disadvantaged Business Enterprises to compete for work. To support this commitment, there is a goal of twelve point four nine percent (12.49%) of the total contract dollar amount set for this RFP.

Only those organizations certified by NJDOT's DBE Unified Certification Program (NJ UCP) before the response date of this RFP qualify as Disadvantaged Business Enterprises. The Universities must comply with all terms of the Disadvantaged Business Enterprise requirement.

1-7. Best and Final Offers.

- A. While not required, the Issuing Office reserves the right to conduct discussions with Universities for obtaining "best and final offers." To obtain best and final offers from Universities, the Issuing Office may do one (1) or more of the following, in any combination and order:
 - 1. Schedule oral presentations;
 - 2. Request revised proposals;
 - 3. Enter into pre-selection negotiations.

- B. The Evaluation Criteria found in Part 2, Section 2-4, shall also be used to evaluate the Best and Final offers.

1-8. News Releases. Universities shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of the Issuing Office and then only in coordination with the Issuing Office.

1-9. University Representations and Authorizations. By submitting its proposal, each University understands, represents, and acknowledges that:

- A. All of the University's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Department shall treat any misstatement, omission, or misrepresentation as fraudulent concealment of the facts relating to the Proposal submission.

- B. The University has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other University or potential University unless it's a joint proposal.

- C. The University has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is a University or potential University for this RFP. The University shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.

- D. The University has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

- E. The University makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

- F. To the best knowledge of the person signing the proposal for the University, the University, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency. The aforementioned representative(s) have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the University has disclosed in its proposal.

- G. To the best of the knowledge of the person signing the proposal for the University and except as the University has otherwise disclosed in its proposal, the University has no outstanding, delinquent

obligations to the NJDOT including, but not limited to, any state tax liability not being contested on appeal or other obligation of the University that is owed to the Department.

- H. The University is not currently under suspension or debarment by the NJDOT, any other state or the federal government, and if the University cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- I. The University has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.

2 - PROPOSAL REQUIREMENTS

2.1. Please visit: <http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf> for the proposal submission requirements. Proposals **shall not** be accepted without fulfilling the requirements in the document.

2-2. Objections and Additions to Contract Terms and Conditions. The University will identify which, if any, of the terms and conditions it would like to negotiate and what additional terms and conditions the University would like to add to the standard contract terms and conditions. The University's failure to make a submission under this paragraph will result in waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Department. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions.

The University shall not request to completely substitute its own terms and conditions nor request changes to the other provisions of the RFP. All terms and conditions must appear in one (1) integrated contract. The Department reserves the right to select more than one Institution of Higher Education. The Issuing Office will not accept references to the University, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the University must submit its proposal, including the separate sealed cost proposal, based on the terms and conditions of the contract. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the contract or to other provisions of the RFP as specifically identified above.

2-3. Disadvantaged Business Enterprise (DBE) Involvement. Provide detailed information describing the NJDOT DBE Unified Certification Program (NJDOT UCP) certified DBE. Include the business name of the DBE with the address, contact person, phone number, the NJDOT DBE Unified Certification Program (NJDOT UCP) certification number, a detailed narrative of the services to be provided, and the percent of the proposal's total cost to be contractually allocated to the DBE. No cost information can be displayed in the technical proposal.

Physical certification letters and/or expiration dates should not be requested from DBE certified firms. DBE certification does not expire. If no DBE is qualified, available, or willing to participate, the contractor must provide detailed, verifiable information describing the good faith effort made to locate a DBE. If the good faith effort is determined to be unacceptable, the proposal may be disqualified or other action taken.

2-4. Criteria for Selection. The criteria for selection associated with this Request for Proposals **will be modified slightly from the standard criteria** found under the NJDOT Research Process for Review and Evaluation of Proposals at

<http://www.state.nj.us/transportation/refdata/research/pdf/researchprocess.pdf>.

The adjusted criteria and weightings will be as follows:

Rating Criteria	Maximum Points	Weighting
1. DEMONSTRATED UNDERSTANDING OF THE SCOPE OF WORK	25	10%
2. RESEARCH APPROACH AND TECHNICAL OBJECTIVES	25	30%
3. THE EXPERIENCE, QUALIFICATIONS AND AVAILABILITY OF RESEARCH TEAM	25	50%
4. JOINT VENTURE/INTER-UNIVERSITY COLLABORATION	N/A*	N/A*
5. PLAN FOR ENSURING APPLICATIONS OF RESULTS	25	10%
6. THE ADEQUACY AND AVAILABILITY OF FACILITIES FOR THIS PROJECT	N/A*	N/A*
7. INNOVATIONS IN THE PROPOSALS	N/A*	N/A*
	100	100%

*N/A = Not Applicable for this proposal

3 - WORK STATEMENT

3-1. Research Objectives

NJDOT serves as the State's lead agency for the management and oversight of the MCSAP Program. As such, it is responsible for all grant administration, budgeting, and internal accounting functions associated with the program. NJDOT serves as the pass-through agency for the receipt of federal funds from the Federal Motor Carrier Safety Administration (FMCSA) and disseminates those funds to all sub-grantees of the program. The primary objective of this effort is to provide program administrative support for the development of the annual Commercial Vehicle Safety Plan (CVSP) and support activities implemented by the State of New Jersey. This program is required in order to maintain compliance with agreements made with the FMCSA under the provisions of the Motor Carrier Safety Assistance Program. The goal is to reduce Commercial Motor Vehicle (CMV) involved crashes and their associated fatalities and injuries through consistent, uniform and effective CMV safety programs. A Commercial Vehicle Safety Plan (CVSP) will be used as a tool to increase the likelihood that safety defects, driver deficiencies, and unsafe practices and carriers will be detected and corrected or removed from service before they become contributing factors to crashes. The Bureau of Freight Planning & Services (BFP&S) continues to be in need of resources to help develop the CVSP and provide administrative support in order to ensure that the objectives of the program are achieved. In addition, resources are needed to provide technical assistance and conduct activities to support the MCSAP program. The effort shall also assist the BFP&S in maintaining MCSAP program operations.

3-2. Tasks

To accomplish the objectives described above, the following tasks will be required:

Task No. 1 – Application Processing-Motor Carrier Safety Assistance Program

1. Pre-Application: Assess prior year plan to help formulate and develop current plan.
Gather and review prior year data and historical statistics (i.e. review prior year CMV crash and inspection data for statistical compilation, comparison, and trends analyses).
2. Develop objectives and goal achievement strategies for the CVSP to include national and state objectives. Work shall include preparation and submission of the Commercial Vehicle Safety Plan (application) to the Federal Motor Carrier Safety Administration (FMCSA); revision to the prior year Commercial Vehicle Safety Plan; application for other federal grants from the FMCSA as required; download and submission of grant applications through Grants.gov.

3. Upon application approval, prepare MCSAP grants as required by a Notice of Funding Opportunity (NOFO) for all grants (i.e. Basic, New Entrant, High Priority and the Safety Data Improvement Program).
4. Assist with coordination efforts between the New Jersey State Police (NJSP), the New Jersey Motor Vehicle Commission (NJMVC), and NJDOT on the CVSP development and its implementation.
5. After submission of eCVSP application, follow up by addressing FMCSA review comments.

Task No. 2 – Support Motor Carrier Safety Assistance Program Administration

1. Participate in the annual MCSAP planning meeting conducted by FMCSA in order to acquire and maintain knowledge and understanding of proposed Federal and State regulations and facilitate the state re-adoption and update of the Federal Hazardous Materials and Federal Motor Carrier Safety Regulations.
1. Assist with overall NJDOT Bureau of Freight Planning & Services (BFPS) grant administration, quarterly progress and financial reporting compliance. Includes budget development, record-keeping, tracking and monitoring of all grant expenditures and fund balances. Also, collect Quarterly Performance and Financial Reports as well as invoices from all Sub-grantees and prepare for processing to FMCSA. Prepare grant closeouts and coordinate with other grant participants.
2. Develop a performance measuring plan – a description of how the State will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, inspections, crash statistics, etc.) and in terms of performance outcomes.
3. Based on performance measuring standards and technical analysis, propose recommendations and provide guidance to grant participants under the MCSAP. Provide technical analysis, guidance and recommendations to participants in MCSAP based upon knowledge and evaluation of all applicable federal and state regulations.
4. Assist MCSAP staff in conducting accurate and thorough analysis of proposed federal and state legislation and regulations as appropriate in order to facilitate the state re-adoption and update of the Federal Hazardous Materials and Federal Motor Carrier Safety Regulations.
5. Monitoring and performance measurement of CVSP goals and objectives by analyzing available CMV crash and inspection data.

Task No. 3 – Project Closeout and Evaluation

1. Assure that all financial obligations and grant objectives have been met.
2. Assist in the preparation of a Closing Commission Action.
3. Confirm all reimbursed expenditures are appropriate under grant terms and processed within ninety days.
4. Prepare and coordinate submission of a final voucher for processing.
5. Complete assessment and evaluation of program needs and objectives.

Task No. 4 – Quarterly and Final Reporting

Prepare Quarterly and Final Progress Performance and Financial Reports that clearly outline the work performed under the CVSP and documents the project outcomes.

The NJDOT is seeking the insight of proposal responders on how best to achieve the project objectives. Proposers are expected to describe a project plan that can realistically be accomplished as efficiently as possible. Proposals must present the proposers' current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach for completing the project on time and within budget.

3.3 Education and Experience Requirements

1. Experience with grant funding procedures as well as cost tracking, expense reimbursement and grant close-outs is required.
2. Successful completion of the MCSAP Planning & Grants Management training program is preferred. Such training may be obtained during the initial period of this task order.
3. Knowledge and experience in the preparation and implementation of the electronic Commercial Vehicle Safety Plan (eCVSP) and MCSAP administrative procedures and guidelines is a plus.

3-4. Emergency Preparedness:

To support continuity of operations during an emergency, including a pandemic, the Department needs a strategy for maintaining operations for an extended period. One part of this strategy is to ensure that essential contracts that provide critical business services to the Department have planned for such an emergency and put contingencies in place to provide needed goods and services.

1. Describe how you anticipate such a crisis will affect your operations.
2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
 - a) Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees).
 - b) Identify key employees (within your organization) and their essential business functions.
 - c) Identify contingency plans for:
 - i. How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
 - ii. How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
 - d) Explain how your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
 - e) Explain how and when your emergency plan will be tested, and if the plan will be tested by a third party.

3-5. Deliverables

The deliverables required for this task are defined by the MCSAP grant management requirements and include the preparation of the following documents and reports:

- Preparation and implementation of the electronic Commercial Vehicle Safety Plan (eCVSP) as described in Task #1
- Development of a performance measuring plan as described in Task #2
- Preparation and submittal of Quarterly and Final Performance Progress Reports
- Preparation and submittal of Quarterly and Final Financial Reports

These reports/documents are to clearly outline the work performed under the CVSP and document the project outcomes.

4 - CONTRACT TIME

The contract time period for this effort is pre-defined by NJDOT's Contracting Officer. The initial term of the contract will commence on the Effective Date of January 1, 2016 and will end on September 30, 2016 to coincide with Federal Fiscal Year reporting requirements. The Selected University shall not start the performance of any work prior to the Effective Date of the contract and the NJDOT shall not be liable to pay the Selected University for any service or work performed or expenses incurred before the Effective Date.

The NJDOT's Contracting Officer may renew this contract upon the same terms and conditions, for a period of 24 months, in annual increments, by written notification provided to the Selected University by the Contracting Officer. The cost for the renewal term(s) will be determined by the annual budget(s) developed for the Commercial Vehicle Safety Program (CVSP) that is in place at the time of renewal.

The resource needs defined in this RFP will require the support of one part-time Grant Manager/Budget Analyst type person on an average of 3 days per week. This person will work out of NJDOT offices in Trenton and report to the Section Chief of the Bureau of Freight Services for the period defined herein.

5 - CONTACTS

Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions are to be directed to Camille Crichton-Summers by sending an e-mail to Research.Bureau@dot.nj.gov or by phone (609-530-5966).

6 - DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on December 21, 2015**

Authorization to Begin Work: January 1, 2016 or upon contract execution

PROPOSAL DELIVERY INSTRUCTIONS:

For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:

2016 PROPOSAL-NJDOT
New Jersey Department of Transportation
Bureau of Research
1035 Parkway Avenue
Trenton, New Jersey 08625-0600

For U.S. Postal Service mail:

New Jersey Department of Transportation
ATTN: Camille Crichton-Summers
Manager, Bureau of Research
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