



University Transportation Research Center
RFP Cover Sheet

Title: Increasing Female and Minority Representation in the Workforce
Proposal Number: 2013-03
Sponsor: NJDOT
Date Issued: March 1, 2013
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by April 10, 2013
RFP Closing Date: **April 10, 2013**

If you plan to apply:

1. Please contact Camille Crichton-Sumners (camille.crichton-sumners@dot.state.nj.us) or Stephanie Nock (609-530-5637 or STEPHANIE.NOCK@dot.state.nj.us) to request a pre-proposal meeting, and so that you will receive information about this meeting if it is held. *This meeting will be your only opportunity to ask questions about this proposal.*

2. If you plan to submit a proposal through UTRC, please notify us by email at peickemeyer@utrc2.org and ckamga@utrc2.org. Please indicate whether you are open to teaming up with faculty at other universities on this project.

Proposal submission guidelines:

Please contact Penny Eickemeyer (peickemeyer@utrc2.org, 212-650-8074) to discuss submission logistics. After UTRC confirms that the proposals' budgets meet UTRC and NJDOT guidelines, please use the UTRC cover sheet available at <http://www.utrc2.org/resources> for submission of printed proposals to NJDOT.

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
NJDOT has not specified a budget or timeline for this project. Please note that matching funds up to \$35,000 is available from UTRC for this RFP.

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

<http://www.state.nj.us/transportation/refdata/research/news.shtm>

New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposals
2013 Program

Date of RFP
3/1/2013

Closing Date
4/10/2013

Increasing Female and Minority Representation in the Workforce

Project No. 2013-03

(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

Evaluate NJDOT's existing female and minority employee breakdown as well as female and minority recruitment and retention procedures. Compare the distribution of females and minorities at NJDOT to the distributions at other DOTs, university engineering programs (particularly graduating classes), and the engineering workforce as a whole. Review and determine methods utilized by other DOT's that have been successful at attracting and retaining females and minorities. Identify tools to improve female and minority recruitment and retention at NJDOT.

We expect to obtain information on the population of minority and female engineers by geographic area and college/university; identify potential methods for targeted recruitment; obtain recommendations for retaining minorities once recruited; how and what other DOTs are doing in the areas of recruitment and retention; obtain a strategic plan for recruitment and retention; and interview/survey recently hired employees regarding long term plans for employment at NJDOT.

2. TASKS

[Provide a listing of appropriate general tasks divided into phases based on types of work (e.g., laboratory, field) or by year (e.g., year 1, year 2) or other appropriate milestones]

The NJDOT is seeking the insight of proposal responders on how best to achieve the research objectives. Proposers are expected to describe a research effort that can realistically be accomplished as expeditiously 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 conducting the required research.

PHASE I – Literature Search

Conduct a literature search of the current state of the practice.

After the award of the project, a more comprehensive literature search should be conducted. At the completion of this literature search, the PI will make a presentation to the Research Project Selection and Implementation Panel to discuss their findings and to discuss the appropriate research approach.

PHASE II – Research Approach and Anticipated Results

Clear description of how you will solve the problem and implement anticipated findings. Work may be divided into phases (e.g., Laboratory, Field or Year 1, Year 2) as necessary to clarify tasks. *Exit Criteria* must be developed during this phase.

TASKS:

1. Clearly define the nature and scope of the problem, and sub-problems, your proposal will address.
2. Conduct a literature search of existing practices that have been effective in achieving the proposers' goals and objectives. After the award of the project, a more comprehensive literature search should be conducted.
3. Present the proposers' goals and objectives.
4. Provide specific activities with explanations of how each activity supports a particular objective and how each objective contributes to achieving the proposers' goals.
5. Collect and analyze data required to develop project recommendations and recommendation indicators.
6. Provide a set of recommendations and recommendation measures or indicators that can be used to assess how well the goals and objectives have been met when each project recommendation is implemented:
 - a. Identify targets or specific levels of achievement that the proposers can hope to realize through implementation of the project recommendations.
 - b. Identify comparative standards or data values that are used as a standard of achievement for a particular indicator or outcome.
 - c. Identify baselines or data values that are gathered to provide a comparison for assessing project recommendation impacts.
7. Provide an assessment of how the activities selected supported the proposers' objectives and goals.
8. Submit quarterly progress reports and present the report findings at Research Bureau's quarterly meetings to the customers and RPM

3. IMPLEMENTATION AND TRAINING PLAN

The PI must meet with the Research Project Selection and Implementation Panel (RPSIP) and other NJDOT units to present the findings and as appropriate train these personnel in the use the project results.

The PI will develop an implementation plan as per the guidelines provided by NJDOT Research Bureau.

4. DELIVERABLES:

[List of minimum deliverables necessary to complete the project]

- Presentation of Summary of Literature Search Results
- Discussion to Support and Refine the Project Tasks
- Project work plan.
- Technical Memorandum on the survey results
- Technical memorandum on the measures that are working or not working
- Technical memorandum on actions taken
- Interim Status reports suitable for Senior Leadership if required

- Quarterly Reports and Final report with appropriate tables, graphs and charts in hard copy version, PDF file format, Word, and on CD ROM. Two copies plus one per RSIP member of each presentation, technical memorandum, draft final report and Final Report (plus 10 copies).
- The Final Report and Tech Brief are due three (3) months before the end date of the project to allow time for review by the Research Project Selection and Implementation Panel. The Final Acceptance will be granted upon receipt of ten copies of the approved final report.

5. CONTRACT TIME:

The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule minimizing the need for time extensions.

A 12 - 24 months time frame would be preferred.

6. 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-Sumners by sending an e-mail to Camille.CrichtonSumners@dot.state.nj.us, or by phone (609-530-5966).

A meeting may be scheduled with interested parties after the RFP's are distributed to refine the objectives and deliverables and to promote a better understanding of the research needs. **This must be requested on or before March 9, 2012.**

7. DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on 4/10/2013**

Authorization to Begin Work: 6/3/2013 estimated

8. PROPOSAL DELIVERY INSTRUCTIONS:

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

2013 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-Sumners
Manager, Bureau of Research
P.O. Box 600

Trenton, New Jersey 08625-0600