

REQUEST FOR PROPOSAL

INTRODUCTION

The Michigan Office of Highway Safety Planning (OHSP) and the Michigan Truck Safety Commission (MTSC) are soliciting proposals for services to conduct, evaluate, and make recommendations based on a Commercial Motor Vehicle (CMV) Education Needs Assessment for CMV drivers and companies for fiscal year 2015. Securing the services of an outside researcher will ensure that a comprehensive study is developed, conducted, and evaluated independently. This proposal is only available to universities and non-profit research agencies.

BACKGROUND

The Michigan Center for Truck Safety and the Michigan Center for Decision Driving currently provide education and training for CMV drivers and companies. There are several community colleges and private businesses throughout the state that also offer these types of programs. Even though these opportunities are available, it is unclear if the programs available are sufficient to meet industry needs. An assessment of industry education is needed to better provide new and improved education opportunities for CMV drivers in order to help lower CMV-involved crashes in Michigan.

PURPOSE

The purpose of the assessment is to determine the education and training needs for CMV drivers, CMV safety managers, and the trucking companies in Michigan. This assessment shall work directly with the CMV driving population to determine if there are gaps in education and training for beginning and seasoned drivers and, if gaps are found, to make recommendations on how to fill those gaps.

REQUIRED SCOPE OF WORK

Task #1: The grantee shall send OHSP a copy of its draft proposed methodology by April 17, 2015 for review. OHSP has two weeks to review the proposed methodology and provide any comments, recommendations, or concerns to the grantee no later than May 1, 2015.

Task #2: The grantee shall review comments from OHSP and send a final copy of the proposed methodology to OHSP by May 15, 2015.

Task #3: The grantee shall conduct research based on the approved methodology by July 31, 2015.

Task #4: A draft report is due to OHSP no later than August 14, 2015, for OHSP review and comment. OHSP will review the draft report and provide any comments, recommendations, or concerns to the grantee no later than August 28, 2015.

TASK #5: The report shall include at a minimum:

- ✓ Technical Report Page
- ✓ Table of Contents
- ✓ Executive Summary
- ✓ Tables and Graphs
- ✓ Methodology

- ✓ Surveys
- ✓ Evaluation
- ✓ Conclusions and Recommendations

In addition, the report shall be proofread and adhere to the *Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting*. The report shall be prepared in Arial 10 font using MS Word 2010.

Task #6: The grantee will attend the September 16, 2015 MTSC meeting to present the final report.

Task #7: The grantee will provide OHSP a final report no later than September 30, 2015. All activity related to this grant must be completed by September 30, 2015.

ADDITIONAL SPECIFICATIONS

The project should, as closely as possible, represent the population of Michigan CMV drivers and CMV companies. OHSP expects differences in proposed methodologies, so an explanation of why the proposed methodology is best, will assist the award committee in making a decision.

Please describe the expected sample sizes and confidence intervals of the estimates.

There is no specific funding guidance available. OHSP may request a larger or smaller scope from the successful applicant depending on the proposal and final funding availability.

Applicants may look to the following two studies for additional information on what is currently available:

http://www.michigan.gov/documents/msp/Michigan_Center_for_Truck_Safety_Evaluation_Final_Report_2013_441396_7.pdf

http://www.michigan.gov/documents/msp/CMV_Strategies_Update_2013_Final_Report_441394_7.pdf

The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements" as referenced in Attachment C. Following the selection of a successful proposal, the applicant must complete a formal grant application using OHSP's web-based grant application to finalize grant details. All OHSP grants are administered on a cost reimbursement basis. All grant-related costs incurred are first paid by the grantee then reimbursed by OHSP. Quarterly progress and financial reports are required, even for quarters with no activity.

Funding for this project is contingent upon the availability of Michigan Truck Safety Funds for fiscal year 2015. Changes in state programs and/or funding may lead to changes in OHSP programs, requiring reasonable accommodations from grantees to keep existing projects consistent with organizational goals. OHSP appreciates the difficulty of adjusting plans and appreciates grantees' flexibility in adapting projects to evolving conditions. The grantee will receive immediate notice of proposed changes and has the right to refuse project expansions beyond their capabilities, in which case supplemental assistance may be sought.

It is the policy of OHSP that the maximum indirect cost to be charged is 20 percent.

The applicant selected for this project must demonstrate prior experience working with agencies in developing and analyzing similar projects.

Proposals must include a minimum of two (2) examples demonstrating similar projects completed by the applicant.

DUE DATE

All proposals for this project must be received at OHSP by December 10, 2014. Proposals must be submitted electronically in Adobe Acrobat or Microsoft Word. Electronic proposals must be emailed to all addresses listed: Farnumk@michigan.gov and KilvingtonC@michigan.gov .

Contact information

Please direct any questions about this grant opportunity to:

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