

OHSP Law Enforcement Request for Proposal (RFP) Response to Comments and Questions

1. In what form (electronic, paper) are the enforcement data that have been collected?

The enforcement data is provided to OHSP electronically. A copy of the traffic enforcement report was provided with the RFP to demonstrate what activity is captured on grant-funded overtime patrols.

2. Who has the data and how accessible are they?

OHSP and the law enforcement agencies conducting the overtime have the data. The data is easily accessible and will be provided by OHSP to the contractor selected for the project.

3. Has any analysis of the data been performed and, if so, will that be available?

Basic quantitative analysis has been performed. The reports will be made available to the contractor selected for the project.

4. The RFP suggests that the study should include outreach to "law enforcement from the state, county, and local level." Does OHSP anticipate that the contractor will do field visits to law enforcement agencies, and if so how many?

OHSP expects the selected contractor to interview a random sample of grant-funded law enforcement partners. The method used and number of agencies to contact in order to establish scientifically valid performance standards is up to the contractor to determine and propose.

5. Can a ballpark or range of likely funding available be provided to more effectively plan a methodology and division of labor to accomplish the tasks?

A range of funding has not been established. OHSP expects the contractor to present a reasonable budget to accomplish the goals of the RFP within the timelines established.

6. What is the expectation concerning effort reporting? That is, what level of detail is required for reimbursement?

Both progress and financial reports are required on a quarterly basis. Financial support documentation is required to request reimbursement. Should a financial report be received without proper documentation, the financial report is considered incomplete and will not be processed.

Financial supporting documentation must be kept on file by the grantee and sub-grantee for three years after completion of the grant. This documentation must be submitted or made available for review upon the request of OHSP. Documentation includes receipts, payroll records, general ledger reports, time documentation records, time certifications, daily records, and any other documents required to prove the costs claimed for reimbursement.

- A copy of the detailed general ledger (a.k.a. trial balance, budget/expenditure report, or payroll journal) produced by the grantee's official accounting system for the reporting period needs to be submitted with each reimbursement request. The report must meet the following criteria:
 - a. It must reconcile to the reimbursement amount requested.

- b. A separate account line (or cost center) must be established within the report for **each** funding source.
- c. It must be tied to the agency's accounting system. A separately prepared spreadsheet or other document is not acceptable.
- d. It must be subject to an independent audit when the accounting period is over.
- e. It must provide detailed entries of costs incurred for the grant. A summary total is not acceptable.

7. Will OHSP be open to a fixed price contract?

No, OHSP will not allow a fixed price contract.

8. What type of agreement are police departments required to sign to receive the money and is it available for review?

Selected agencies submit a web-based grant application. All agencies that are included in the grant budget and reimbursed from the grant must abide by the certifications and assurances that were included with the grant application. The grant applications can be made available for review by the contractor selected for the project.

9. Will the final report be publicly disseminated?

Yes, the report will be available to the public.

10. Is the contractor able to use the data and information gathered to develop subsequent professional publications (e.g., journal articles)? If so, are any restrictions (e.g., approvals) placed on these publications?

There are restrictions in place during the grant period prohibiting news releases on findings or the report itself and additional articles cannot be published unless prior approval is granted by OHSP. After the contract period ends, there are no restrictions as to how the data and information gathered during the grant period can be used.