



STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

March 25, 2024

Dear Interested Party:

The Michigan Office of Highway Safety Planning (OHSP) is requesting proposals from interested parties to develop a curriculum and conduct training on the Child Passenger Safety Technician Coverage and Impact Analysis for Fiscal Year 2024. Submitted proposals will be evaluated by a selection committee comprised of representatives from the OHSP. The proposals will be evaluated based upon how well the applicant understands the project, the methodology used for the project, management of the project, experience, qualifications, and cost. Detailed requirements for each of these criteria can be found in the Request for Proposals (see Attachment A).

The grant will be administered by the OHSP on a cost-reimbursement basis. All grant-related costs incurred in a particular quarter are first paid by the selected contractor, and then reimbursed by the OHSP.

The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements" (see Attachment C) and the Federal Certifications and Assurances (see Attachment D). Proposals should be concise, straightforward, and prepared simply and economically. Elaborate presentations and promotional materials are neither necessary nor desired.

For any questions, please contact Jordan Smith at SmithJ228@michigan.gov or 517-855-1762. To be considered for this project, you must submit one copy of your proposal to Jordan Smith by Friday, April 26, 2024.

Sincerely,

A handwritten signature in cursive script that reads "Katie Bower".

Katie Bower, Director
Office of Highway Safety Planning