

# Child Passenger Safety Technician Coverage and Impact Analysis

## FY2024-2025 REQUEST FOR PROPOSAL

The Michigan Office of Highway Safety Planning (OHSP) is soliciting proposals for the Child Passenger Safety (CPS) Technician Coverage and Impact Analysis for Fiscal Year (FY) 2024 through FY2025.

### BACKGROUND

The OHSP is a civilian division of the Michigan State Police (MSP) and is the state agency charged with implementing behaviorally based programs to reduce traffic crash-related fatalities and injuries. These programs are funded by the National Highway Traffic Safety Administration (NHTSA).

Michigan currently has more than 830 CPS technicians in 75 of its 83 counties. While some counties have many technicians and some have few, it is unknown how many technicians are needed to properly serve the children under age 8 in each county.

An analysis will determine, among other things, what an acceptable ratio of technicians to children would be, and how the activity of technicians and distribution of car seats can impact crash statistics and observed car seat use and misuse in each county in Michigan. Insight is also needed on the number of bilingual CPSTs in the state and their distribution across counties.

In 2016, the Michigan Office of Highway Safety Planning (OHSP) contracted with the University of Michigan Transportation Research Institute (UMTRI) for a two-year project to develop, implement, and evaluate a study to characterize child passenger safety needs and resources in Michigan, and impacts made utilizing child passenger safety technicians (CPSTs). Reference the attached report titled, *Child Passenger Safety Needs and Resources in Michigan*.

To once again achieve these insights, the OHSP is securing the services of an outside contractor to ensure a comprehensive program is developed, conducted, and evaluated independently.

### PURPOSE

This Request for Proposal (RFP) will solicit bids for the development of the study to evaluate CPS needs, appropriate CPST to child ratios, and distribution of resources across the state.

### REQUIREMENTS

Bidders shall send the OHSP their detailed plan for meeting the following requirements:

**Goal 1:** Conduct research and develop a study to characterize CPS resources and analyze the impact of CPSTs in Michigan by September 30, 2024. Work will begin on July 1, 2024.

- **Activity 1:** Review available data sources regarding current CPSTs and CPS resources in Michigan by September 30, 2024.
- **Activity 2:** Develop a study to evaluate the needs in child passenger safety, provide opportunities for inspections stations, display the impact of CPSTs and inspection stations in Michigan by September 30, 2024.

**Goal 2:** Complete a study of current CPS resources and provide an official report to OHSP by September 30, 2025.

- **Activity 1:** Analyze the number of current CPSTs in Michigan, the appropriate ratio of CPSTs to children, and provide insight into the impact of CPSTs on child passenger safety by September 30, 2025.

## ATTACHMENT A

The initial review of the materials and design of the study will take place over the remainder of the 2024 fiscal year. The study will be conducted at the start of the 2025 fiscal year and will be concluded when the contracted party provides their final evaluation of the study to OHSP.

### ADDITIONAL REQUIREMENTS

Provide detailed budget that includes, as applicable:

- Salaries and fringe benefits (hours and hourly wages of each person working on the project)
- Contractual services, if applicable
- Travel
- Supplies/operating
- Equipment
- Indirect costs, if applicable
- Total proposed project cost
- Agree to comply with the OHSP grant management requirements (GMRs). **See Attachment C.**
- Agree in writing to include Federal certifications and assurance language to any contracts that the bidder plans to use. **See Attachment D.**
- A progress report submitted with each monthly invoice.
- ***A quarterly progress report by January 30, April 30, July 30, and a final progress report by October 30 to summarize work throughout the year.***

### EVALUATION PROCESS

The OHSP will evaluate each proposal based on the following factors:

	Technical Evaluation Criteria	Weight
1.	Survey methodology	25
2.	Timeline and action plan	25
3.	Personnel, staffing	25
4.	Prior experience	25
	<b>Total</b>	100

Proposals receiving 80 or more technical evaluation points will have its pricing evaluated and considered for award using the attached evaluation form. **See Attachment B.**

### ADDITIONAL SPECIFICATIONS

The contractor selected for this project must demonstrate prior experience working with government agencies in developing transportation-related plans. Proposals must include a minimum of two (2) examples demonstrating similar projects completed by the grantee.

The OHSP projects are administered on a reimbursement basis. Project-related costs incurred are first paid by the contractor, then reimbursed by the OHSP. Monthly progress and financial reports are required, even for months with no activity.

Funding for this project is contingent upon the availability of United States Department of Transportation Highway Safety Funds. Changes in federal programs and/or funding may lead to changes in the OHSP programs, requiring reasonable accommodations from contractors to keep existing projects consistent with organizational goals. The contractor 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.

This proposal is not institutionally limited, meaning it is not a proposal announcement that the OHSP restricts the number of proposals that can be submitted from a given institution.

### FINAL REPORT

The report shall include at a minimum:

## ATTACHMENT A

- Technical Report Page
- Table of Contents
- Executive Summary
- Research Findings
- Evaluation
- Conclusions and Recommendations

The report shall be formatted in adherence to *The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting*. In addition, the report shall be prepared using Microsoft Word, in Arial 10 font, and must be thoroughly proofread. Per the GMRs (attachment C), the required byline on the report must be included on the report: "This was prepared in cooperation with, and funding from, the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, National Highway Traffic Safety Administration. The opinions, findings, and conclusions expressed are those of the author(s) and are not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, National Highway Traffic Safety Administration."

### **CONTACT AND SUBMISSION INFORMATION**

For any questions, please contact Jordan Smith via email at [SmithJ228@Michigan.gov](mailto:SmithJ228@Michigan.gov) by April 16, 2024. To be considered for this grant, you must submit your proposal to Jordan Smith by Friday, **April 26, 2024**.