



**New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposal
2018-2021 Program**

Project Title: Motor Carrier Safety Assistance Program (MCSAP) Grant Management Support
Posting No.: 2018-02
Date of RFP Announcement: July 6, 2018
Closing Date: August 16, 2018

Proposals must be prepared in accordance with NJDOT's *Supplemental and Proposals guidelines*. Please visit <https://www.state.nj.us/transportation/refdata/research/guidelines.shtm> for the most current version.

1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES

1.1 Problem Statement

Supplemental staff resources are needed in order to help NJDOT meet federal and state requirements. There is a need to obtain financial analysis expertise throughout the contract term to assist NJDOT staff with the management and financial oversight of the Motor Carrier Safety Assistance Program (MCSAP) Grant, issued annually by the Federal Motor Carrier Safety Administration (FMCSA).

1.2 Research Objectives

NJDOT serves as the State's lead agency for the management and oversight of the MCSAP Program. As such, it is responsible for all grant administration, budgeting, and internal accounting functions associated with the program. NJDOT serves as the pass-through agency for the receipt of federal funds from the FMCSA and disseminates those funds to all sub-grantees of the program. The primary objective of this effort is to provide program administrative support for the development of the annual Commercial Vehicle Safety Plan (CVSP) and support activities implemented by the State of New Jersey. This program is required in order to maintain compliance with agreements made with the FMCSA under the provisions of the Motor Carrier Safety Assistance Program. The goal is to reduce Commercial Motor Vehicle (CMV) involved crashes and their associated fatalities and injuries through consistent, uniform and effective CMV safety programs. A CVSP will be used as a tool to increase the likelihood that safety defects, driver deficiencies, and unsafe practices and carriers will be detected and corrected or removed from service before they become contributing factors to crashes. NJDOT's MCSAP Unit continues to be in need of resources to help develop the CVSP and provide administrative support in order to ensure that the objectives of the program are achieved. In addition, resources are needed to provide technical assistance and conduct activities to support the MCSAP program. The effort shall also assist the MCSAP Unit in maintaining program operations.



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To accomplish the objectives described above, at a minimum the following tasks shall be required:

Task No. 1 – Application Processing-Motor Carrier Safety Assistance Program

1. Pre-Application: Assess prior year plan to help formulate and develop current plan.
Gather and review prior year data and historical statistics (i.e. review prior year CMV crash and inspection data for statistical compilation, comparison, and trends analyses).
2. Develop objectives and goal achievement strategies for the CVSP to include national and state objectives. Work shall include preparation and submission of the CVSP (application) to the FMCSA; revision to the prior year CVSP; application for other federal grants from the FMCSA as required; download and submission of grant applications through Grants.gov.
3. Upon application approval, prepare MCSAP grants as required by a Notice of Funding Opportunity (NOFO) for all grants (i.e. Basic, High Priority, and any other applicable MCSAP-related grants).
4. Assist with coordination efforts between the New Jersey State Police (NJSP), the New Jersey Motor Vehicle Commission (NJMVC), and NJDOT on the CVSP development and its implementation.
5. After submission of the eCVSP application, follow up by addressing FMCSA review comments.

Task No. 2 – Support Motor Carrier Safety Assistance Program Administration

1. Participate in the annual MCSAP planning meeting conducted by FMCSA in order to acquire and maintain knowledge and understanding of proposed Federal and State regulations and facilitate the state re-adoption and update of the Federal Hazardous Materials and Federal Motor Carrier Safety Regulations.
2. Assist with the overall MCSAP Unit grant administration, quarterly progress and financial reporting compliance. This includes budget development, record-keeping, tracking and monitoring of all grant expenditures and fund balances. Also, collect Quarterly Performance and Financial Reports as well as invoices from all Sub-grantees and prepare for processing to FMCSA. Prepare grant closeouts and coordinate with other grant participants.
3. Develop a performance measuring plan – a description of how the State will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, inspections, crash statistics, etc.) and in terms of performance outcomes. Monitor sub-grantees' contractual obligations.
4. Based on performance measuring standards and technical analysis, propose recommendations and provide guidance to grant participants under the MCSAP. Provide technical analysis, guidance and recommendations to participants in the MCSAP based upon knowledge and evaluation of all applicable



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federal and state regulations.

5. Assist the MCSAP Unit staff in conducting accurate and thorough analysis of proposed federal and state legislation and regulations as appropriate in order to facilitate the state re-adoption and update of the Federal Hazardous Materials and Federal Motor Carrier Safety Regulations.
6. Conduct monitoring and performance measurement of CVSP goals and objectives by analyzing available CMV crash and inspection data. Develop CVSP problem statements.
7. Assist NJDOT's MCSAP and Commercial Vehicle Safety Alliance (CVSA) Coordinator to keep Overall NJ State Rating in "Good" standing. For information please refer the web link at <https://ai.fmcsa.dot.gov/MCSAP/FactSheet.aspx>
 - a. Assist with investing grant monies in appropriate safety programs to achieve program goals.
 - b. Provide support by utilizing FMCSA's online resource center tools available on Analysis and Information (A&I).
 - c. As needed, answer Data Quality challenges in a timely and professional manner.
 - d. As needed, perform necessary functions using various federal and state applications. (Examples of such applications are ASPEN, SAFETYNET, and MOTOR CARRIER MANAGEMENT INFORMATION SYSTEM (MCMIS.)
 - e. Provide in depth analysis working with National Institute of Safety Research (NISR) on special projects to improve State Safety Data Quality (SSDQ) ratings.

Task No. 3 – Project Closeout and Evaluation

1. Assure that all financial obligations and grant objectives have been met.
2. Assist in the preparation of a Closing Commission Actions.
3. Confirm all reimbursed expenditures are appropriate under grant terms and processed within ninety days.
4. Prepare and validate submission of final vouchers for processing.
5. Complete assessment and evaluation of program needs and objectives.

Task No. 4 – Quarterly and Final Reporting

Prepare Quarterly and Final Progress Performance and Financial Reports that clearly outline the work performed under the CVSP and document the project outcomes.

The NJDOT is seeking the insight of proposal responders on how best to achieve the project objectives. Proposers are expected to describe a project plan that can realistically be accomplished as efficiently as



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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 completing the project on time and within budget.

Education and Experience Requirements

1. Experience with grant funding procedures as well as cost tracking, expense reimbursement and grant close-outs is required.
2. Successful completion of the MCSAP Planning & Grants Management training program is preferred. Such training may be obtained during the initial period of this task order.
3. Knowledge and experience in the preparation and implementation of the electronic Commercial Vehicle Safety Plan (eCVSP) and MCSAP administrative procedures and guidelines is a plus.

Deliverables

The deliverables required for these tasks are defined by the MCSAP grant management requirements and include the preparation of the following documents and reports:

- Preparation and implementation of the electronic Commercial Vehicle Safety Plan (eCVSP) as described in Task #1
- Development of a performance measuring plan as described in Task #2
- Preparation and submittal of Quarterly and Final Performance Progress Reports
- Preparation and submittal of Quarterly and Final Financial Reports

These reports/documents are to clearly outline the work performed under the CVSP and document the project outcomes.

1-3. Type of Contract

It is proposed that if the Issuing Office enters into a contract because of this Request for Proposal (RFP), it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions.

2 - BUDGET and 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. Contract time shall include sufficient time for the procurement of subcontractors, as well as no less than three months for Final Report review and acceptance. Please be advised that going forward, new task orders having permissible justification will be allowed no more than one time extension with the advent of 2 CFR 200.



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This contract duration shall be a total of three years.

Please provide a Gantt Chart schedule, utilizing the sample provided within this document.

3 – ORAL PRESENTATIONS

Oral presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Research to schedule your oral presentation. They will be held at NJDOT headquarters in Trenton, NJ, attended by the Technical Advisory Panel (TAP), and be limited to no more than an hour, including time for questions and answers.

4 – DEADLINE

Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research no later than **4:00 p.m. on August 16, 2018.**

Approximate Start Date: October 1, 2018. The official start date is the date that the Office of Multimodal Grants and Programs obtains a signature from the Assistant Commissioner.

5 - CONTACTS

Interested parties shall send all questions related to this RFP to the Bureau Manager by sending an e-mail to Research.Bureau@dot.nj.gov or by phone (609-530-2780). Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions must be received **on or before July 16, 2018 in order to be answered.**

A pre-proposal meeting may be scheduled with interested parties upon the request of **more than one** Institution of Higher Education. **This must be requested on or before August 2, 2018.**

PROPOSAL DELIVERY INSTRUCTIONS:

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

RFP No. 2018-02 PROPOSAL-NJDOT
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