



# **ASSOCIATION OF TRANSPORTATION SAFETY INFORMATION PROFESSIONALS (ATSIP) REQUEST FOR PROPOSAL: MANAGEMENT OF THE UPDATE OF THE ANSI D16.1 MANUAL ON CLASSIFICATION OF MOTOR VEHICLE TRAFFIC CRASHES FROM THE 8TH EDITION TO THE 9TH EDITION**

## **Purpose:**

The purpose of this request for proposals is to update the American National Standards Institute (ANSI) D16 Manual on Classification of Motor Vehicle Traffic Accidents according to the methodology outlined by the American National Standards Institute that develop improvements to the collection and analysis of highway and motor vehicle safety data.

The recipient agrees to develop and complete an update to the ANSI-D16. This condition will require the recipient to engage a broad group of subject matter experts to develop and update the ANSI D16. The recipient agrees to coordinate efforts of the ANSI-D16 efforts with the Model Minimum Uniform Crash Criteria (MMUCC) 6<sup>th</sup> edition. In addition, the recipient agrees to meet ANSI organizational requirements relating to the process of updating, approving promulgating the ANSI-D16 within the timeframe allocated.

## **Background:**

D16.1 has been in use and maintained as an American National Standard for many decades. It has served to maintain uniformity for those who report, analyze, classify, and otherwise use traffic crash data. The Standard has been developed for use throughout the United States and its Territories, to facilitate reporting and classification of crashes across jurisdictions. The uniformity of reporting that results from this standard facilitates development of data on crashes in and out of traffic for nationwide use. Such data becomes the basis for decisions about traffic safety initiatives throughout the country.

In 1999, the Association of Traffic Safety Information Professionals (ATSIP) was formed to work with the NSC in the planning of the Traffic Records Forum. In 2009, ATSIP formed an Association and 501(c)(3) organization. Since 2010, the ATSIP has hosted the International Traffic Records Forum with over 400 transportation professionals attending annually.

In 2007, ATSIP directed the committee that published the 7th edition of the American National Standards Institute (ANSI) D16 Manual on Classification of Motor Vehicle Traffic Accidents (herein after referred to ANSI D16). The ANSI D16 manual is a standard for statistical classifications of motor vehicle traffic crashes for nationwide use. ANSI D16 provides a common traffic crash data language for reporters, classifiers, analysts and users, specifically the data elements most often found on every State's police crash report forms. In addition, Federal data standards including the Model Minimum Uniform Crash Criteria (MMUCC) and the Fatality Analysis Reporting System (FARS) rely on the classifications and terms that ANSI D16 defines. In 2017, with support from NHTSA, the ASTIP reviewed the definitions/ classifications in ANSI



D16 and updated them to address emerging issues in traffic records resulting from technological advances effecting traffic safety.

This effort will develop and update the ANSI D16 manual to reflect emerging issues in traffic data, such as new vehicle technologies, and the collection of that data. The development of these standards and best practices improves the data that the traffic safety community relies upon to identify emerging safety related trends, develop safety countermeasures and other traffic safety efforts. The improved data better informs State and local entities that inform traffic safety studies, including NHTSA research studies such as the Fatality Analysis Reporting System, Crash Reporting Sampling System, Crash Investigation Sampling System, and other studies.

The Association of Traffic Safety Information Professionals (ATSIP) is the Secretariat of record and responsible party on record with the American National Standards Institute (ANSI) as the Accredited Standards Developer (ASD).

## Objective

ANSI D16.1 operates on a periodic maintenance schedule with respect to modifications to the approved standard. The target minimum is every five years. In this cycle, ATSIP seeks to align D16.1 with the update schedule of the Model Minimum Uniform Crash Criteria (MMUCC). MMUCC is a cooperative effort between the federal governments and the states to establish a model set of data element and attributes to be collected and maintained as part of each state's crash records database. During this phase is when ATSIP has to develop a Consensus Body and provide documentation to ANSI regarding composition of the group and alignment with its approved procedures. The Consensus body shall consist of at least 25 members, at least 4 of whom shall be crash data collectors, 4 shall be crash database managers, 4 shall be data analysts or researchers, and 4 shall be data users. The United States Department of Transportation shall be represented by at least one member each from the National Highway Traffic Safety Administration, the Federal Motor Carrier Safety Administration, and the Federal Highway Administration. The Governors Highway Safety Administration shall likewise be represented by one member. Participants from diverse interest categories will be sought with the objective of achieving balance. ATSIP intends to complete an update to ANSI D16.1 within the next two years.

## Funding

A total of **\$125,000.00** is available to fund this contract. The total amount of funds provided to the Recipient will depend on the depth and quality of the program/proposal submitted for consideration.

## Period of Performance

All work required hereunder including preparation, submission, review, and publication of the ANSI-D16 Standard shall be completed within twenty-four (24) months of the effective date of the contract.



## Proposal specifications

### Technical/Project Approach

The proposer will describe in detail the technical approach to satisfy the number of on-going annual activities that are needed to update and maintain D16 both in terms of procedures as an ASD and to maintain general applicability and usefulness of D16 over time.

Technical Approach must be clear, complete, reasonable, and realistic. Proposals must include how the Recipient will complete the tasks outlined in the Statement of Work and must describe their technical capability and experience.

### ***Statement of Work***

The application/proposal shall fully describe the scope of the project, providing a project plan detailing the activities and costs for which funding is being requested.

The following activities to be included in the statement of work are as follows:

- Update Process Initiation
- Public Review
- Development, Roles, and Tasks of a Consensus Panel.
- Stakeholder Notification
- Secretariat Identification
- Manual distribution

The application for this program must include the following information in the program narrative statement:

- A table of contents including page number references and an easy method to identify the major sections of the Technical Application.
- Background – Describe relevant projects/initiatives including work done in partnership with ATSIP.
- Objective –Specify objectives that will be met under this contract.
- Activities – Provide a detailed work plan of the proposed activities with distinct step by step tasks.
- Schedule of milestones and deliverables.
- Qualifications- Provide the resumes of proposed staff and staffing plan.
- Past-Performance - provide a list of previously funded projects (grants, cooperative agreements, or contracts) with a point of contact/references..

THE PROPOSAL SHALL NOT EXCEED 5 PAGES (NOT INCLUDING RESUMES OR APPENDICES). THE APPLICATION MUST BE IN ENGLISH.

### Project Deliverables

The proposer shall provide a detailed timeline with task-delineated milestones and deliverables to execute the project activities as previously described targeted to align with the 6<sup>th</sup> Edition of MMUCC.



## Reporting

The following reporting requirements will be required under this project. All reports will be submitted electronically, unless otherwise requested by ATSIP.

### Quarterly Reports

The Recipient will submit quarterly reports to the ATSIP Executive Director on the 10<sup>th</sup> of each month of each quarter. and a

Quarterly Progress Reports should include:

- Work performed during the reporting period (the Quarter).
- Any problems or significant issues encountered during the Quarter and any corrective actions that were taken to resolve the problems/issues.
- A list of any outside Agencies/safety partners willing to participate.
- Any problems/issues remaining outstanding as of the end of that Quarter and actions the Recipient proposes to take to resolve those outstanding problems.
- Actions planned by the Recipient for the next reporting period.
- Financial Statement of funds expended to date.

*Note: The Recipient will be permitted to submit an invoice for reimbursement each month, provided that the invoice includes the justification for each invoiced item for the period of time.*

## Budget

The proposer shall provide a detailed budget including labor hours, computer equipment, and software (e.g., MS Word, Adobe Acrobat Pro, etc.) to support the update activities including any "Other Direct Costs" that may be incurred by the proposer and submitted to ATSIP for reimbursement.

## Eligible Applicants

This is a RFP for a discretionary contract to develop and update the ANSI D16 Manual on Classification of Motor Vehicle Traffic Accidents according to the methodology outlined by ANSI.

## DISCLOSURE OF INFORMATION

Information made available to the Recipient or employee(s) of the Recipient by ATSIP for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without ATSIP's express written approval.

The Recipient will assume responsibility for protecting the confidentiality of ATSIP records, which are not public information. Each contractor or employee of the Recipient to whom information may be made available or disclosed shall be notified in writing by the Recipient that such information may be disclosed only for a purpose and to the extent authorized herein.



## Limited Use of Data

Performance of this effort may require the Recipient to access and use data and information proprietary to a Government agency or Government contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be averse to the interests of the Government or others.

The Recipient and employee(s) of the Recipient will not divulge, or release data or information developed or obtained in performance of this effort, until made public by the ATSIP, except to authorize ATSIP or Government personnel or upon the written approval of ATSIP/NHTSA. The Recipient shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Recipient without such limitations or prohibit an agreement at no cost to ATSIP/NHTSA between the Recipient and the data owner which provides for greater rights to the Recipient.

## Payment for Unauthorized Work

No payments will be made for any unauthorized supplies or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Recipient of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

## DISPUTES

The parties to this agreement shall communicate with one another in good faith and in a timely and assistance manner when raising issues under this Disputes provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between NHTSA and the Recipient concerning questions of fact or law arising from or in connection with this agreement and whether or not involving alleged breach of this agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties shall attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event, shall a dispute that arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this section unless NHTSA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party shall document the dispute by notifying the other party in writing of the relevant facts identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the Contracting Officer. The other party shall submit a written position on the matters in dispute within thirty (30) calendar days after being notified that a decision has been requested. The Contracting Officer shall conduct a review of the matters in dispute and may render a decision in writing within thirty (30) calendar days of receipt of such written position. Any decision of the Contracting Officer is final and binding unless a party shall, within thirty (30) calendar days, request further review as provided below.



The dispute shall be further reviewed, upon the Recipient's written request to NHTSA, Director, Office of Acquisition Management, or designee, made within thirty (30) calendar days after the Contracting Officer's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute shall be further reviewed. The NHTSA Director of the Office of Acquisition Management, or designee, shall conduct the review. Following the review, the NHTSA Director of the Office of Acquisition Management, or designee, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, shall be final and binding.

### **Application Deadline**

Applications must be submitted to the attention of Tara Casanova Powell, Executive Director, at [TaraED@ATSIP.org](mailto:TaraED@ATSIP.org), no later than 5:00 p.m. Eastern Time, on October 31, 2022.