



# **ASSOCIATION OF TRANSPORTATION SAFETY INFORMATION PROFESSIONALS (ATSIP) REQUEST FOR PROPOSAL: TRAFFIC RECORDS 101 DEVELOPMENT AND DISTRIBUTION**

## **Purpose:**

The purpose of this request for proposals is to provide an update and platform on the ATSIP website to disseminate NHTSA's Traffic Records 101 materials for online training to State Traffic Records Coordinating Committee stakeholders.

The recipient agrees to develop/update and complete traffic records educational/informational documents. The recipient agrees to provide a platform for ATSIP to maintain the custodianship of NHTSA's Traffic Records 101 materials to post on the ATSIP website for dissemination to State TRCC stakeholders. This includes the following:

- By the end of Year one of this contract, the recipient will develop and maintain a Traffic Records 101 Page on the ATSIP website
- Beginning in year two of this agreement, updating the content of three modules annually, with the completed update of all nine modules by the end of year four of this agreement.
- Ensuring cohesiveness, continuity, and consistency throughout the nine Traffic Records 101 modules.
- Develop simple content comprehension test, track individual completion, and maintain database of training participants.

## **Background:**

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. ATSIP, is the leading advocate in the United States for improving the quality and use of traffic records data including crash, driver, vehicle, roadway, citation, court and adjudication, and injury surveillance records. Our activities are supported by federal and state governments, academic and professional associations, and private sector partners. Since 2010, the ATSIP has hosted the International Traffic Records Forum with over 400 transportation professionals attending annually.

The State traffic records system is comprised of six core data systems that traffic safety professionals use to support the implementation of countermeasures and policies to reduce motor vehicle crashes, fatalities, and injuries.

## **Objective**

This effort will create a platform for the TR101 documents to be housed on the ATSIP.org website; develop and update the current traffic records 101 documents and create training and testing components to each module.



## Funding

A total of **\$100,000.00** is available to fund this contract. The total amount of funds provided to the Recipient will depend on the depth and quality of the proposal submitted for consideration.

## Period of Performance

All work required hereunder including preparation, submission, review, and publication of the TR101 documents shall be completed within forty-eight (48) months of the effective date of the contract.

## Proposal specifications

The proposer will describe in detail the technical approach to satisfy the activities that are needed to create and maintain a platform for the TR101 documents, update the TR101 documents divided into three modules each year, and provide training and testing materials for each of the three modules.

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 (Cost components/Vendor tasks - to be billed as time and materials):

- Training Development:
  - Hire and manage SMEs to develop new content and update current content ensuring cohesiveness, continuity, and consistency throughout the modules (at least 2 SMEs per module)
  - Develop graphics including a style guide, style manual for content
  - Review content and manage edits
  - Provide final deliverables (documents and training tools)
- TR 101 Website development and maintenance (could be same or different vendor as a subcontractor)
  - Coordinate and work with ATSIP IT Administrator and ATSIP website contractor
  - Upload to website including security precautions
  - Maintenance of TR 101 website as needed
  - Note: Required collaboration with the IT Administrator and Paradise Partners when editing the website
- Maintain database of training participants
  - Module testing/recording of completion (NOT CEUs)
  - Develop simple content comprehension test
  - Track individual completion



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.

## 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.

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 an RFP for a discretionary contract to develop and update the current Traffic Records (TR101) documents and to provide a platform for the documents to be housed on the ATSIP website. All those who have expertise in this regard are eligible to apply.

## **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 adverse 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 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, no later than 5:00 p.m. Eastern Time, on October 31, 2022.