

Request for Proposals

2021 Network of Employers for Traffic Safety (NETS) Grant

Minnesota Department of Public Safety (DPS) / Office of Traffic Safety (OTS)

Project Overview

The Minnesota Department of Public Safety (DPS), through its Office of Traffic Safety (OTS), seeks to award a grant to a 501C3 qualified non-profit or governmental entity to collaborate with local employers and school administrators to provide traffic safety programs that promote a safer traffic culture to employees, students, and families, and conduct outreach supporting law enforcement traffic safety campaigns.

Applicant organizations must have experience with employer, school, and community traffic safety outreach programs.

A maximum of \$60,000 is available for this project.

The grant cycle will run from October 1, 2020 –September 30, 2021.

The OTS provides grant funds from the National Highway Traffic Safety Administration (NHTSA), a division of the federal Department of Transportation.

Project Background

General

The mission of the Office of Traffic Safety is to lead efforts to prevent traffic deaths and serious injuries by changing human behavior in Minnesota. To maintain and improve the safety of the traveling public, the DPS works with governmental organizations and the private sector to identify and mitigate traffic problems. Certain programs implemented to fulfill this mission are funded by the National Highway Traffic Safety Administration (NHTSA) through the Office of Traffic Safety. The OTS and the NHTSA are most concerned with traffic safety interventions that have been proven to reduce deaths and serious injuries caused by motor vehicle crashes.

Example Grant Activities

The following are examples of possible grant activities.

- Implement employer based traffic safety programs that provide traffic safety messages to their employees.
- Implement school based traffic safety programs that provide traffic safety messages to school staff, students, and families.
- Conduct outreach to support law enforcement traffic safety campaigns.

Goals

The overall goal is to enhance traffic safety awareness for employees, students, and families by promoting a safer traffic culture with the intent of reducing crashes, injuries and deaths. All applications must include measurable goals. Measurable goals may include the number of activities that will be conducted and the anticipated number of participants in the planned activities.

Grantee Responsibilities

1. Implement activities in the approved work plan.
2. Submit accurate and timely quarterly progress reports that show measurable outcomes to the OTS.
3. Submit accurate and timely quarterly financial status reports to the OTS.

Reporting Obligations

Progress Reports

A detailed narrative of measurable accomplishments and challenges encountered must be filed quarterly, on or before the third Monday of the month following the end of each quarter. Additionally, a detailed narrative of measurable accomplishments and challenges encountered for the entire grant year must be submitted on or before October 18, 2021.

Financial Obligations

As required by NHTSA funding, the OTS will reimburse a Grantee only after allowable costs are incurred and paid by the Grantee.

Invoices must be submitted on a quarterly basis on or before the third Monday of the month following the end of each quarter. Invoices must include documentation of grant-related time and all allowable expenses incurred during the reporting period.

OTS will supply invoice and documentation requirements to the successful grant applicant.

Project Costs

Budget Items may include:

- a. Project Coordinator Time; Salary & Fringe or Sub-Contractor; for the actual number of hours used to work on approved grant duties and activities only. For Salary & Fringe, only the employer's portion of FICA, insurance, and retirement benefits are eligible for reimbursement. Vacation, sick, or personal time off are not eligible costs. The OTS does not reimburse time for salaried staff with titles such as Director or Executive Director or for general administration, such as supervision of employees. Note: The OTS must pre-approve any sub-contract before it is legally binding (signed).
- b. Supplies & Materials; each item must be reasonable and necessary for the approved grant activities and described clearly in the grant application.
- c. Printing & Postage; as necessary for the approved grant activities. Printed materials used for public outreach must be pre-approved by the OTS.
- d. In-State Travel; mileage and meals for the project coordinator to work on approved grant activities and attend the Minnesota TZD Conference within the limits of the Commissioners Travel Plan.
- e. Out-State Travel; costs for the project coordinator to attend either the Annual NETS Conference, or the Lifesavers Conference within the limits of the Commissioners Travel Plan.
- f. Other Expenses; costs must be itemized and clearly described in the grant application. Examples: One-year National NETS membership fee, traffic safety conference vendor fees.

Please note: The above items are examples only and do not reflect all potential allowable costs.

Budget Items may not include:

- a. Indirect costs; office space, etc.
- b. Paid media or advertising
- c. Cash prizes, gift certificates, or any other give-away items
- d. Equipment or Furniture; Computers, printers, chairs, etc.
- e. Food or beverages

Please note: The above items are examples only and do not reflect all potential unallowable costs.

Commissioner's Travel Plan Summary:

Reimbursable expenses may include, but are not limited to, the following:

- Use of a personal automobile at the IRS rate of \$0.57.5 per mile.
- Parking fees with receipts.
- Meals under the following conditions:

1. Breakfast if leaving home before 6:00 AM or if away from home overnight up to \$9.00.
2. Lunch if in travel status more than 35 miles away from office or if away from home overnight up to \$11.00.
3. Dinner if unable to return home until after 7:00 PM or are away from home overnight up to \$16.00.

Matching Funds

The grantee will not be required to provide matching funds.

Proposal Instructions

Questions and requests for clarification or additional information must be e-mailed to Gordy Pehrson no later than 4:30 p.m. Central Daylight Time (CDT), on Tuesday, June 30, 2020 Gordy.pehrson@state.mn.us

Answers to questions asked and clarifications sought will be provided to the requestor by e-mail on or before July 2, 2020.

This request for proposal does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in the State's best interest.

Completed proposals must be received by the close of the business day 4:30 p.m. CDT Thursday, July 30, 2020.

Late proposals will not be considered.

All costs incurred in responding to this RFP will be borne by the responder.

Fax, e-mail, and printed proposals will not be accepted. Proposals will be evaluated on "best value" as specified below.

Responses are subject to negotiation.

Final selection of grantees is anticipated to be completed by September 9, 2020.

State of Minnesota E-grants Instructions

All responses to this RFP must be completed in DPS' Web-based E-grants system <https://app.dps.mn.gov/egrants>.

If you are currently not in our e-grants system, please click on "new user" You will need to be assigned a username and set up a password before you can move on the RFP, that may take a couple of days to receive.

Proposal Content and Evaluations

All responses received by the due date and time will be reviewed by the State. Proposals will be reviewed to determine if the minimum requirements have been met. Proposals that are late or fail to meet minimum requirements will not be evaluated for consideration.

A 100-point scale will be used to create the final evaluation recommendation.

1. Agency experience with driver traffic safety issues, community outreach and driver education. 10%
2. Proposed work plan that implements effective strategies and activities with reasonable and attainable timelines and measurable goals. 45%
3. Proposed budget that is detailed, allowable, and justified to accomplish the goals of the proposed work plan. 45%

The State reserves the right to seek best and final offers from one or more responders.

All data in proposal responses will be public data after the evaluation process is completed. For the purposes of this program, the evaluation process is completed when all grant agreements have been fully executed.

Notification of grant awards is expected to be given on or before September 9, 2020.

DPS/OTS Evaluation of 2021 NETS Grant Applications

Summary of Evaluation Criteria and Points:

Applying Organization: 10 points

Work Plan: 45 points

Budget: 45 points

Total Possible Points: 100

Pre-award risk assessment results will also be considered when evaluating grant applications.

Applicant Agency: _____

Applying Organization – Points Possible 10	Points
Experience with driver traffic safety employer, school, and community outreach.	

Work Plan - Points Possible 45	Points
Effective Strategies & Activities (max. 15 pts.)	
Reasonable & Attainable Timelines (max 15 pts.)	
Measurable Goals (max 15 pts.)	
Total Work Plan Points:	

Budget - Points Possible 45	Points
Expenses Detailed (max 15 pts.)	
Expenses Allowed (max. 15 pts.)	
Expenses Reasonable and Justified (max. 15 pts)	
Total Budget Points:	