

# Request for Proposals

## 2021 Senior Driver Work Group

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### 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 implement traffic safety activities with the objective of preventing crashes, injuries and deaths involving senior drivers age 65 and above.

Applicant organizations should have knowledge and experience with senior driver traffic safety issues and effective outreach strategies.

The maximum available is \$25,000. Proposals received for higher than the total amount available will not be considered.

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

In 2014 – 2018, drivers age 65 and older were involved in 8,144 fatal and serious injury crashes; representing 18 percent of all fatal and serious injury crashes in Minnesota during this time period. According to Minnesota State Demographic Center projections, by 2035 Minnesota will have approximately 1,370,000 residents age 65 or older, of whom about 214,000 will be age 85 and above. In 2035, senior adults will make up 22 percent of the state's population (compared to an estimated 13.6 percent in 2012).

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 NHTSA are most concerned with traffic safety interventions that have been proven to reduce deaths and serious injuries caused by motor vehicle crashes. One traffic safety priority is to address problems associated with senior drivers by implementing outreach to senior drivers, their families, law enforcement, and medical providers.

##### Goals

The overall goal is to reduce crashes, injuries and deaths involving senior drivers through the use of educational resources and activities that address senior driver safety issues and to conduct outreach to senior drivers, their families, law enforcement and medical service providers.

##### Grantee Responsibilities

1. Collaborate with stakeholders, such as the Mobility for Minnesota's Aging Population (MMAP) Collaborative and other subject matter experts, to implement senior driver safety outreach strategies and activities across Minnesota.
2. Present grant-related information at state and local conferences, workshops, and other events when approved by the OTS.
3. Submit accurate and timely quarterly progress reports to the OTS.

4. 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

Invoices must be submitted on a quarterly basis on or before the third Monday of the month following the end of each quarter. Invoices are to be accompanied by documentation of time and expenses incurred during the quarter.

Eligible costs will be reimbursed only after the grant recipient incurs the cost, appropriate documentation is provided, and the claim is approved by the OTS.

OTS will supply invoice and documentation formats to successful respondents. As required by NHTSA funding, the OTS will reimburse the Grantee only after costs are incurred and paid by the Grantee.

### Project Costs and Invoices

Budget Items may include:

- Project Coordinator Time; Salary & Fringe or Sub-Contractor. Include the number of hours and the hourly pay rate that will be used to work on approved grant duties and activities. 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).
- Supplies & Materials; Costs that are reasonable and necessary for the approved grant activities. Must be itemized and clearly described in application.
- Printing & Postage; Costs that are necessary for the approved grant activities. Must be itemized and clearly described in application. Printed materials used for public outreach must be pre-approved by the OTS.
- In-State Travel; Mileage, lodging, meals, for the project coordinator to work on approved grant activities, participate in conferences, workshops and other events within the limits of the Commissioners Travel Plan.
- Other Expenses; Costs must be itemized and clearly described in the application. *Examples: fiscal reporting administration time, exhibit fees for conferences, workshops and other events, CEU costs for XYZ, audio visual rental fee.*

*Please note: The above items are examples only and do not reflect all potential allowable 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.
- Hotel accommodations at actual costs with receipts.

- Meals provided as part of a conference or meeting are not reimbursable.
- Meals may be reimbursed 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 you cannot return home until after 7:00 PM or are away from home overnight up to \$16.00.

Note: Per NHTSA’s Highway Safety Grant Funding Guidance, Part IV; C, time to attend or travel to and from conferences, workshops or other events is not an allowable grant expense. The only exception is time used to do a presentation at the event.

### **Statewide TZD Conference:**

The TZD Statewide Conference will be held Oct. 20 - 21 in Duluth. Attendees are responsible for registering themselves for the conference and reserving their own hotel room.

The OTS will reimburse the \$105 registration fee for the project coordinator.

The project coordinator may be reimbursed for allowable travel costs to attend the conference with the following guidelines:

- Per NHTSA’s Highway Safety Grant Funding Guidance, Part IV; C, time to attend or travel to and from the TZD Statewide Conference is not an allowable grant expense. The only exception is time used to present at the conference.
- Meals and mileage within the Commissioner’s Travel Plan.
- Hotel costs for two nights, up to \$140/night, for the project coordinator when the home agency is further than 60 miles from the conference. When the agency is 35-60 miles from the conference, OTS will reimburse for one night. OTS will not pay hotel costs if the agency is 35 miles or less from the conference.

### **In-Kind and Matching Funds**

There are no matching fund requirements for this grant.

Grantee will be required to report local costs with each quarterly financial report. Local costs are expenses or donations directly related to the project that are not reimbursed by any federally funded grant. OTS reports local costs to the National Highway Traffic Administration.

The OTS is not asking for estimated local costs in the grant application. \$0.00 must be entered in the Local Match column for each budget line selected.

### **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](mailto:Gordy.pehrson@state.mn.us)

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 Wednesday, August 5, 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 or considered. Proposals will be evaluated on “best value” as specified below.

Responses are subject to negotiation.

Final selection of the grantee is anticipated to be completed by August 12, 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**

The proposal must contain, and evaluation will be based solely on, the following items. Failure to provide information may disqualify the proposal from further evaluation.

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

All remaining data in proposal responses will be public data after the evaluation process is completed. For the purposes of this grant, when a grant agreement has been fully executed.

## **Proposal 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 fail to meet minimum requirements will not advance to the next phase of the evaluation. Proposals that are late will not advance to the next phase of the evaluation.

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

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

The factors and weighing on which proposals will be evaluated are:

Background, Experience	10%
Proposed Work Plan	45%
Proposed Budget	45%

Notification of the grant award is expected to be given before August 20, 2020.