



**New Jersey Department of Transportation
Motor Carrier Safety Assistance Program (MCSAP)
Grant Management Support
RESEARCH PROJECT
Request for Proposal
2023 – 2025 SPR Program**

Project Title: Motor Carrier Safety Assistance Program (MCSAP) Grant Management Support

Posting No.: 2022-13

Date of RFP Announcement: 09/29/2022

Closing Date: 11/08/2022

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

All proposals must also have a corresponding online PreAward Risk Assessment form completed and submitted by the PIs prior to the RFP closing date and time. This online form can be found at: https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm

1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES

1.1 Problem Statement

Supplemental staff resources are needed 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 administration, management, and financial oversight of the Motor Carrier Safety Assistance Program (MCSAP) Grant, issued annually by the Federal Motor Carrier Safety Administration (FMCSA). Staff will be needed for 3-5 days from start date to July 2023 and full time (5 days) starting August 2023.

1.2 Research Objectives

NJDOT serves as the State's lead agency for the management and oversight of the MCSAP. 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 subgrantees 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 program activities implemented by the State of New Jersey. This program is required 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 associated fatalities or injuries through consistent, uniform, and effective CMV safety programs. The CVSP will be used as a tool to increase the likelihood that safety defects, driver deficiencies, unsafe practices and carriers will be detected, corrected, or removed from service before they become contributing factors to crashes. NJDOT's MCSAP Unit continues to need resources to help develop the CVSP and provide administrative support 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



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program. The effort shall also assist the NJDOT Bureau of Transportation Data & Support (BTDS) MCSAP Unit in maintaining program operations.

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; Grants.com workspace management, download and submission of grant applications through Grants.gov.
3. Upon grant eligibility, prepare MCSAP grant s applications 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. Coordinate efforts between the New Jersey State Police (NJSP), the New Jersey Motor Vehicle Commission (NJMVC), NJDOT, and the FMCSA Regional or Grant Management Offices on the CVSP development and its implementation.
5. After submission of the electronic Commercial Vehicle Safety Plan (eCVSP) application, follow-up by addressing FMCSA review comments and edit the CVSP as needed.

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

1. Participate in the annual MCSAP planning meeting conducted by FMCSA to maintain or acquire knowledge and understanding of proposed Federal and State regulations and facilitate the state re-adoption 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 subgrantees 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



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outputs (hours, inspections, crash statistics, etc.) and in terms of performance outcomes. Monitor subgrantees 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 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 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 CMV Crash Reduction problem statements.
7. Assist NJDOT's MCSAP Program Specialist 4 and SafetyNet Analyst to keep Overall NJ State Rating in "Good" standing. For information, please refer to the web link at <https://ai.fmcsa.dot.gov/DataQuality/StateOverall.aspx>.
 - a) Assist with investing grant funds 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 and incorporate State Data Quality ratings and measures to the Quarterly Performance Progress Report.
 - d) As needed, perform necessary functions using various federal and state applications (Examples of such applications are FMCSA Analysis & Information (A&I), ASPEN, INSPECT, SAFETYNET, and MOTOR CARRIER MANAGEMENT INFORMATION SYSTEM (MCMIS).)
 - e) As needed, provide in depth analysis working with other agencies such as the 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 or earlier.
4. Prepare and validate submission of final vouchers for processing.



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5. Complete assessment and evaluation of program needs and objectives.

Task No. 4 – Quarterly and Final Reporting

Prepare Quarterly and Final Progress Performance and Federal 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 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. Requires a bachelor's degree in accounting, finance, business administration, public administration, or related field, and/or equivalent experience that demonstrates knowledge and understanding of grant administration, restricted grant policies and procedures, with expertise in federal and state grant administration and management preferred.
2. Experience with grant funding procedures and program coordination, as well as cost tracking, expense reimbursement and grant close-outs is required.
3. Knowledge or exposure to the Motor Carrier Safety Assistance Program (MCSAP) or similar federal assistance program is preferred. Attendance to the Annual National MCSAP Planning & Grants Management Training Conference will be required. Such training may be obtained during the initial period of this task order.
4. 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 administrative and 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 Federal Financial Reports



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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

Budgets will be evaluated separately, and only after a selection has been made as to which proposal is the most qualified based on technical merit. Please place three (3) copies of the budget for this project in a separate sealed envelope.

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 a one-time extension with the advent of 2 CFR 200.

This contract duration shall be a total of three years.

Please provide a Grant Chart schedule, based on federal fiscal year basis from October 1 to September 30, utilizing the sample provided within this document

3 - Oral Presentations

Oral online presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Transportation Data & Support 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 Transportation Data & Support no later than **4:00 p.m. on November 8, 2022.**

Approximate Start Date: 01/23/2023. The official start date is the date that the Bureau of Transportation Data & Support obtains a signature from the Assistant Commissioner.

5 – CONTACTS

Interested parties shall send all questions related to this RFP to the Bureau of Transportation Data & Support, by sending an e-mail to shazia.khizir@dot.nj.gov or by phone (609-963-1905).



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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 October 9, 2022, 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 **October 9, 2022**.

PROPOSAL DELIVERY INSTRUCTIONS:

During the COVID-19 pandemic, hand-carried deliveries will not be accepted.

For private, paid messenger services such as Federal Express, DHL, UPS, etc. deliveries:

RFP No. **2022-13** PROPOSAL-NJDOT
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