



**COLORADO DEPARTMENT OF TRANSPORTATION  
REQUEST FOR PROPOSAL - RFP # HAA 10-113 EB  
SUBMISSION DEADLINE: April 27, 2010 10:00 am**

Purchasing Agent: Emiliano Barela

Proposals submitted to: CDOT Purchasing; 4201 E. Arkansas, Room 150; Denver, CO 80222

NOTE: Vendors delivering their proposal in person must check into the CDOT's Headquarters Building before being allowed to proceed to the Purchasing Office to submit their proposals. Vendors should allow approximately 10 minutes in advance of proposal deadline for the check-in procedure. CDOT reserves the right to reject any and all proposals or parts thereof, and to waive informalities or irregularities. By submission of a proposal, vendor agrees to the State of Colorado terms and conditions.

**Request for Grant Applications**

The Colorado Department of Transportation (CDOT) is requesting proposals from qualified individuals and/or firms that provide programs, projects, services, and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Colorado roads. Vendor must be a subscriber to the State of Colorado's BIDS system at the time of the bid/proposal opening for their bid/proposal to be considered.

Read this Request for Proposal (RFP) thoroughly before responding. Telegraphic or electronic bids (Fax, Western Union, Telex, etc.) cannot be accepted directly in CDOT's Purchasing Office as a sealed bid. Illegible responses may be rejected as non-responsive.

**CDOT reserves the right to reject any and all bids or parts thereof, and to waive informalities or irregularities. By submission of a bid, bidder agrees to the State of Colorado terms and conditions.**

**By submission of a proposal, bid or quote, bidder agrees as follows:**

- Except as replaced, modified, or supplemented by CDOT for this solicitation, all items in the State of Colorado Solicitation Instructions/Terms and Conditions are considered part of, and are incorporated by reference into this document.
- Bidder testifies that bid prices were arrived at independently and there was no collusion involved.
- The Bidder/Proposer/Vendor guarantees to the State that they understand and agree to the terms and conditions of this RFP and that they will not default from performance by virtue of a mistake or misunderstanding. Bidders shall seek clarification from CDOT of any specifications, terms and/or conditions that they determine to be unclear. The failure of a bidder to seek clarification may be deemed a waiver of any such clarification.
- Low tie bids shall be decided in accordance with the provision of C.R.S. Section 24-103-202.5, as it currently exists or is hereafter amended, which gives a preference to resident bidders. Any bidder who wishes to be considered a "resident bidder" for purposes of the tie bid procedure provided in C.R.S. Section 24-103-202.5 shall include with their bid, proof that they meet the definition of resident bidder as set forth in either C.R.S. Section 24-103-101(6)(a) or C.R.S. Section 24-103-101(6)(b).
- Pursuant to CRS 24-30-202.4 (as amended), the State controller may withhold debts owed to State agencies under the vendor offset intercept system for: (a) unpaid child support debt or child support arrearages; (b) unpaid balance of tax, accrued interest, or other charges specified in Article 22, Title 39, CRS; (c) unpaid loans due to the student loan division of the department of higher education; (d) owed amounts required to be paid to the unemployment compensation fund; and (e) other unpaid debts owing to the State or any agency thereof, the amount of which is found to be owing as a result of final agency determination or reduced to judgment as certified by the controller.
- *This award shall be available primarily for use by CDOT. Other State Agencies and Institutions, and Local Governments and Political sub-divisions in the State of Colorado may be allowed to access use of this award ONLY if approved by State Purchasing and such use does not conflict with the work required under any contract with CDOT.*

**All proposals must be submitted on this form and signed in ink by an authorized officer or agent of the firm.**

Vendor Name _____	Signature _____
Vendor _____	Address _____
Name(Print) _____	
City, State, Zip _____	Title _____
Date _____	
Vendor Phone _____ Fax _____	F.E.I.N./SSN _____

**NOTE: Results will be posted on the BIDS System and/or sent via postal system but will not be discussed by phone except as noted in the RFP document.**

# REQUEST FOR PROPOSAL / GRANT APPLICATIONS THE COLORADO DEPARTMENT OF TRANSPORTATION

## SECTION 1 ADMINISTRATIVE INFORMATION

### 1.1 ISSUING OFFICE:

This request for proposal is issued for the State of Colorado by the Colorado Department of Transportation, Center for Procurement and Contract Services. All contact regarding this RFP is to be directed to:

Emiliano Barela  
Colorado Department of Transportation  
Center for Procurement and Contract Services  
4201 East Arkansas Avenue, Room 150  
Denver, CO 80222  
Emiliano.Barela@dot.state.co.us  
(303) 757-9666 FAX (303) 757-9669

### 1.2 PURPOSE:

The purpose of this Request for Proposal (RFP) is to obtain Grant Applications from qualified individuals and/or firms (Colorado State Agencies, Federally recognized tribal governments, cities, counties, for profit entities, non-profit entities, etc) interested in providing programs, projects, services, and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Colorado roads.

This RFP provides prospective proposers (also referred to as vendor or contractor) with sufficient information to enable them to prepare and submit proposals for consideration by CDOT to satisfy the needs as outlined in the Scope of Work.

### 1.3 SCHEDULE OF ACTIVITIES:

	<u>DATE</u>	<u>TIME</u>
1. RFP published on BIDS	3/24/10	
2. Prospective proposers inquiry deadline (NO questions accepted after this date)	4/5/2010	NOON
3. Response to proposer questions	4/9/10	5:00 P.M.
4. <b><u>PROPOSAL SUBMISSION DEADLINE</u></b>	<b><u>4/27/10</u></b>	<b><u>10:00AM</u></b>
5. Evaluation of Proposals <sup>1</sup>	4/28/10	To 5/13/10
6. Application / vendor selection ( <u>estimate</u> )	6/18/10	
7. <i>Desired</i> date of executed contract	October 1, 2010	

### 1.4 PROPOSAL SUBMISSION:

All proposals must be received by the CDOT Center for Procurement Services, 4201 East Arkansas Avenue, Room 150 Denver, CO 80222, no later than the date and time shown in the Schedule of Activities, Deadline for receipt of proposals. Each proposal shall consist of **one (1) original** (identified as such) and ten **(10) copies** of the proposer's *complete* proposal. It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office prior to the deadline. Proposers mailing their documents should allow ample mail delivery time to ensure timely receipt of their proposals. PROPOSALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE CONSIDERED. Proposals must be clearly identified as a proposal for the **CDOT RFP No: HAA 10-113 EB** and shall show such information on the **outside** of the proposal packet. Proposals will not be accepted by facsimile or electronic mail transmittal.

<sup>1</sup> The evaluation process is dependent upon the number of proposals received, their length, and committee member's schedules. As such, the schedule of activities post the proposal submission deadline, is strictly estimated.

All Proposals must adhere to the guidelines set forth in the “Description of Activity and Budget” and may not exceed eight single-sided pages. Use at least a 12-point font. Hand-written applications will not be accepted.

Proposers are advised that CDOT desires that proposals prepared in response to this RFP be submitted on recycled paper, and that all copies be printed on both sides of paper. While the appearance of proposals is important, and professionalism in proposal presentation should not be neglected, non-recyclable, non-recycled glossy materials and clear plastic covers shall not be used. In addition, it is requested that proposals be in flat bound form to facilitate filing.

**1.5 INQUIRIES:**

Prospective proposers may make written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date(s) and time(s) specified in the Schedule of Activities, Section 1.3. Questions must be submitted in writing on the proposer’s letterhead to:

Emiliano Barela, Purchasing Agent  
Colorado Department of Transportation  
Center for Procurement and Contract Services  
4201 East Arkansas Avenue, Room 150  
Denver, CO 80222  
[Emiliano.Barela@dot.state.co.us](mailto:Emiliano.Barela@dot.state.co.us)  
(303) 757-9666 FAX (303) 757-9669

All envelopes containing questions must be clearly marked **Inquiry for RFP No: HAA 10-113 EB** to facilitate handling and distribution. Inquiries sent by fax will be accepted (fax number (303) 757-9669). An addendum will be published onto the State BIDS System, responding to questions submitted regarding this RFP.

**1.6 AMENDMENTS TO RFP:**

In the event it should be necessary to revise any portion of this RFP, addenda will be published on the State BIDS system. It is the prospective proposer’s sole responsibility to monitor the BIDS System at the Internet site, <http://www.gssa.state.co.us>, and to acknowledge and/or comply with all addenda to this RFP.

**1.7 RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFP becomes the property of the State of Colorado. Proposals may be reviewed by any person after the “Notice of Intent to Make an Award” letter has been issued, subject to the terms of Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records.

**1.8 PROPRIETARY INFORMATION:**

All material submitted in response to this RFP will become public record and will be subject to inspection after Intent to Award notice is issued. Any material requested for treatment as proprietary and/or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request. The request will be reviewed and either approved or denied by the CDOT Purchasing Director. If denied, the proposer will have the opportunity to withdraw its entire proposal, or to remove the proprietary restrictions. **NEITHER COST NOR PRICING INFORMATION NOR A TOTAL PROPOSAL WILL BE CONSIDERED PROPRIETARY.** Refer to Section 1.32 of this RFP for submission of Confidential/Proprietary information.

**1.9 REJECTION OF PROPOSALS:**

Pursuant to Procurement Rule 24-103-301, the State of Colorado reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the State to do so. Failure to furnish all information or to follow the proposal format, requested in this RFP may disqualify the proposal.

Any exceptions to the Scope of Work must be clearly identified and supported in the proposal. Inclusion of such exceptions does not guarantee acceptance by the State of such variation, and may instead lead to rejection of the proposal as non-responsive.

In the event that award is NOT made to any proposer, or the CDOT Procurement Office cancels the RFP solicitation, all received proposals must remain confidential and not open for public inspection.

The purpose for this condition is to prevent any future potential offerors an opportunity to review other offerors proposals and thereby gain any unfair advantage in submitting future proposals.

Any cancellations occurring before the submittal due date will be returned unopened to the appropriate offeror with a notice of cancellation letter.

**1.10 PARENT COMPANY:**

If a proposer is owned or controlled by a parent company, the name, main office address and parent company's tax identification number must be provided in the proposal.

**1.11 EVALUATION CRITERIA:**

An evaluation will be made by an evaluation committee to evaluate the merit of proposals received in accordance with the evaluation criteria defined herein. The recommendations of this group will be forwarded to the CDOT Purchasing Director for approval.

1.11.1 Failure of the proposer to provide in his/her proposal any information requested in this RFP may result in disqualification of the proposal and shall be the responsibility of the proposing individual or firm.

1.11.2 The sole objective of the evaluation committee will be to recommend the proposer whose proposal is most responsive to the State's needs while within the available resources. The specifications within this RFP represent the minimum performance necessary for response.

1.11.3 Specific evaluation criteria are outlined in Section 3 entitled Evaluation Criteria.

**1.12 PROPOSAL CONTENT / ACCEPTANCE OF RFP TERMS:**

A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the autographic signature of the proposer, or an officer of the proposer legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the proposer of all terms and conditions including compensation, as set forth herein. Proposer shall identify clearly and thoroughly any variations between its proposal and CDOT's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently request modification of the terms of performance, except as outlined or specified in the RFP.

**1.13 PROVISION FOR REQUIRED INSURANCE:**

The State of Colorado requires specific insurance coverage(s) for organizations contracting with the state. Please request a copy of those requirements, if applicable.

**1.14 CONFLICT OF INTEREST:**

By submission of a proposal, proposer agrees that, at the time of contracting, the proposer has no interest, direct or indirect, that would conflict in any manner or degree with the performance of the required services. The proposer shall further covenant that, in the performance of the contract, they shall not employ any person having any such known interest.

**1.15 PROPOSAL PRICES:**

Proposed cost information must include, at a minimum, rates associated with each staff position anticipated to work on this project and any/all overhead multipliers. Although proposers are not asked to provide task specific costs at this time, they are urged to submit prices reflective of as accurate and reasonable a prediction of costs (estimate) as possible prior to project start. Proposers are alerted that any revisions, including costs, will be closely evaluated by the committee and in-house counsel and/or licensed professional, to insure the elimination of any inequities and unacceptable conditions. In addition, proposers are advised that if, in the course of performance of a contract resulting from this RFP solicitation, any travel or per diem is required, those costs will be reimbursed at the rates outlined in the State of Colorado Fiscal Rules.

**1.16 REQUEST FOR PROPOSAL/INVITATION FOR BID:**

**The Request For Proposal/Invitation for Bid Form - the cover page of this RFP - must be signed, in ink, by a person authorized to bind the proposer, and returned with the proposal.**

**In addition, any subsequent amendments (such as Responses to Inquiries), made to the RFP as per Section 1.6 must be acknowledged with signature by a person authorized to bind the proposer, and returned with the proposal.**

**1.17 AUDIT OF THE SELECTED VENDOR**

Prior to final contract award, an audit may be conducted by the CDOT External Audit Branch of the selected proposer. This audit will be for the purpose of ensuring that the selected firm is financially capable of performing the contract, that the cost information and prices quoted are reasonable, and that the selected proposer has adequate accounting practices to assure accurate tracking of contract costs. CDOT reserves the right to inspect proposer records associated with this project, as deemed necessary during the term of the contract.

Prior to final acceptance of the contract work, the CDOT External Audit Branch may conduct a closing audit of the proposer. This closeout audit will be performed upon completion of the contract to verify the accuracy of all billings and compliance with the contract provisions.

**1.18 BUDGETED FUNDS:**

**AMOUNT AVAILABLE & OTHER BUDGET CONSIDERATIONS**

- Projected total funds available - \$3.5 million, award amounts typically range from \*\$10,000 - \$250,000.
- Funds are available for contracts beginning on or after October 1, 2010 through September 30, 2011.
- A cash or in-kind match of at least 25% of the total project cost is required **unless** the project has an alcohol education/awareness or enforcement component. All projects with an alcohol component **MUST** match on a dollar for dollar basis.
- CDOT funds grants on a “cost reimbursement” basis only. CDOT will not make payments in advance or in anticipation of goods or services.
- These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources.

\* Mini-grant funding may be more appropriate than project funding if the requested amount is less than \$5,000. Mini-grants are available throughout the year by contacting the appropriate CDOT Program Manager. Mini-grants are for special or one-time projects. They may not be used as an “on- going” funding source. DO NOT request mini-grants through this grant Application process.

**1.19 INCURRED COSTS:**

The State of Colorado is not liable for any cost incurred by proposers prior to issuance of a legally executed contract or procurement document. No property interest of any nature shall occur until a contract is awarded and signed by all concerned parties.

**1.20 INTENT TO AWARD:**

After all proposers are selected, an “Intent to Award” letter will be mailed to all firms who submitted a proposal. After Intent to Award has been issued, interested parties may review the proposals by making an appointment with:

Emiliano Barela, Purchasing Agent  
Colorado Department of Transportation  
Center for Procurement and Contract Services  
4201 East Arkansas Avenue, Room 150  
Denver, CO 80222  
[Emiliano.Barela@dot.state.co.us](mailto:Emiliano.Barela@dot.state.co.us)  
(303) 757-9666 FAX (303) 757-9669

**1.21 PROTESTED SOLICITATIONS AND AWARDS:**

Any actual or prospective proposer or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the CDOT Procurement Director. The protest shall be submitted in writing within seven (7) working days after such aggrieved person knows, or should have known, of the facts giving rise thereto. Ref. Section 24-109-101 et seq., C.R.S., as amended; Section 24-109-201 et. seq., C.R.S. as amended; Section R-24-109-101 through R-24-109-206, Colorado Procurement Rules.

Protests received after the seven-working-day period shall not be considered. The written protest shall include, as a minimum, the following:

- A. The name and address of the protestor;
- B. Appropriate identification of the procurement by bid, RFP, or award number;
- C. A statement of the reasons for the protest; and
- D. Any available exhibits, evidence or documents substantiating the protest.

**1.22 STANDARD CONTRACT:**

The State of Colorado will incorporate standard State contract provisions into any contract resulting from this RFP. Samples of the types of contracts that may be used will be attached as Exhibits A and B.

**1.23 SELECTION OF PROPOSAL:**

All proposers will be notified in writing regarding the results of the RFP selection. Upon review and approval of the evaluation committee's recommendation for award, the CDOT Procurement Office will issue a "Notice of Intent to Make an Award" letter to the apparent successful proposers. Provided, however, that all proposers understand that such letter, by itself, does not grant any property interest or right of any nature in the RFP work/services or to a contract for the performance of such work/services. Contract terms that are consistent with the RFP and that are acceptable to the State must first be discussed, and a contract must then be completed and signed by all parties and the State Controller, before any such right exists. Therefore, the apparent successful proposers receiving a "Notice of Intent to Make an Award" letter shall not rely on that letter to make commitments to third parties, and the apparent successful proposers shall not take any actions(s) to prepare for, or start, the performance of the RFP work/services until a contract is so discussed and executed. If the parties are unable to agree on negotiated terms, for the contract, or if this desired schedule date is not met through no fault of CDOT, CDOT may elect to cancel the "Notice of Intent to Make an Award" letter and make the award to the next most advantageous proposer.

**1.23 AWARD OF CONTRACT - MERIT:**

Awards will be made to those proposers whose proposals, conform to the RFP terms and conditions and is judged by the committee to be the most advantageous to the State of Colorado and CDOT, price and other factors considered, subject to negotiation, successful discussion, and final execution of an acceptable contract as described above.

**1.24 AWARD OF CONTRACT - TIMELINE:**

It is the intent of CDOT to select a vendor within 60 days of the deadline for receipt of proposals. However, as the evaluation process is dependent upon the number of proposals received, their length, and committee member's schedules, the schedule of activities post the proposal submission deadline, is strictly estimated and therefore, bid proposals must be firm and valid for award for at least 120 days after the deadline for receipt of proposals.

**1.25 NEWS RELEASES:**

News releases pertaining to this RFP shall NOT be made prior to execution of a contract, and then are to be made only with the approval of CDOT. Selected proposer will not be allowed to discuss this information or to copy records to third parties per State regulation.

**1.26 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

1.26.1 By submission of this proposal each proposer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- (a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and

- (c) No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.26.2 Each person signing the Request for Proposal form certifies that:

He/she is the person in the proposer's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to 1.28.1 (a) through (c) above.

**OR**

He/she is not the person in the proposer's organization responsible within that organization for the decision as to the prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to 1.28.1 (a) through (c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to 1.28.1 (a) through (c) above.

1.26.3 A proposal will not be considered for award where 1.28.1 (a) and (c), and/or 1.28.2 above have been deleted or modified. Where 1.28.1 (b) above has been deleted or modified, the proposal will not be considered for award unless the proposer furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the CDOT Procurement Office, or designee, determines that such disclosure was not made for the purpose of restricting competition.

**1.27 TAXES:**

The State of Colorado, as purchaser, is exempt from all Federal taxes under Chapter 32 of the Internal Revenue Code (Registration No. 84-730123K) and from all State and Local Government Use Taxes (Ref. Colorado Revised Statutes Chapter 39-26.114[a]). Seller is hereby notified that when materials are purchased in certain political subdivisions the seller may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado. This sales tax will not be reimbursed by the State.

**1.28 PROJECT SERVICES AND FUNDING AVAILABILITY:**

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the State of Colorado.

**1.29 INTELLECTUAL PROPERTY AND OWNERSHIP RIGHTS:**

All original materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material and related intellectual property developed or created by the successful proposer ("Contractor") pursuant to the services sought by this RFP, and subsequently provided and integrated by contract between CDOT and the successful proposer, shall become the sole property of the State. Any commercial off-the-shelf software (COTS), required by successful proposer to complete the works described for this Contract, will be licensed to CDOT at CDOT's expense either directly by CDOT, or on behalf of CDOT, by the successful proposer.

**1.30 SUBMISSION OF CONFIDENTIAL/PROPRIETARY INFORMATION:**

The State neither requests nor encourages the submission of confidential/proprietary information in response to this RFP. Information submitted will be open for public inspection. However, written requests for confidentiality can be submitted to the CDOT Purchasing Manager, provided that the submission must be in STRICT accordance with the following procedures. Adherence to these procedures remains the SOLE RESPONSIBILITY of the proposer.

**PROCEDURES FOR SUBMISSION OF CONFIDENTIAL/PROPRIETARY INFORMATION:**

- A. Written request for confidentiality shall be submitted, by the offeror, with the proposal documents.
- B. The written request will be enclosed in an envelope marked "REQUEST FOR CONFIDENTIALITY", and attached to the cover of the ORIGINAL copy of the offeror's proposal that contains the CDOT invitation for proposal page with the offeror's ORIGINAL autographic signature.
- C. The written request must state SPECIFICALLY AND IDENTIFY BY PAGE NUMBER, what elements of the proposal are to remain confidential. The request must also IDENTIFY THE BASIS for the claim of confidentiality, OTHER than a recitation of a SPECIFIC State or Federal statute.

- D. Confidential/Proprietary information MUST be readily IDENTIFIED, MARKED and SEPARATED /PACKAGED from the rest of the proposal. Co-mingling of confidential/propriety information and other information are NOT acceptable.
- E. The CDOT Purchasing Manager will make a written determination as to the apparent validity of any request for confidentiality. The written determination of the Purchasing Manager will be sent to the offeror.
- F. Proposals that are determined to be at variance with this procedure may be declared non-responsive by the Purchasing Manager through the Purchasing Agent, and not given further consideration.

**1.31 ASSIGNMENT AND DELEGATION:**

Except for assignment of antitrust claims, neither party to any resulting contract stemming from this RFP, may assign nor delegate any portion of the Contract without the prior written consent of the other party. This restriction includes contractor use of “out-of-state” personnel that may not have the ability to comply fully with CDOT project scheduling constraints.

**1.32 VENUE:**

The laws of the State of Colorado shall govern in connection with the formation, performance and the legal enforcement of any resulting contract. Further, Title 24, C.R.S. as amended, Article 101 through 112 and Rules adopted to implement the statutes govern this procurement.

**1.33 CONTRACT MANAGEMENT SYSTEM**

If the award of this RFP results in a contract with a value of \$100,000 or more, the Contractor will be required to abide, by the provisions of CRS §24-102-205, §24-102-206, §24-103-601, §24-103.5-101 and §24-105-102 concerning the monitoring of vendor performance on state contracts and inclusion of contract performance information in a statewide contract management system.

This performance will be evaluated in accordance with the terms and conditions of this Contract, State law, including CRS §24-103.5-101, and State Fiscal Rules, Policies and Guidance. Evaluation of Contractor’s performance shall be part of the normal contract administration process and Contractor’s performance will be systematically recorded in the statewide Contract Management System. Areas of review shall include, but shall not be limited to quality, cost and timeliness. Collection of information relevant to the performance of Contractor’s obligations under this Contract shall be determined by the specific requirements of such obligations and shall include factors tailored to match the requirements of the Statement of Project of this Contract. Such performance information shall be entered into the statewide Contract Management System at intervals established in the Statement of Project and a final review and rating shall be rendered within 30 days of the end of the Contract term. Contractor shall be notified following each performance and shall address or correct any identified problem in a timely manner and maintain work progress.

If the final performance evaluation determines that Contractor demonstrated a gross failure to meet the performance measures established under the Statement of Project, the Executive Director of the Colorado Department of Personnel and Administration (Executive Director), upon request by the Department of Transportation, and showing of good cause, may debar Contractor and prohibit Contractor from bidding on future contracts. Contractor may contest the final evaluation and result by: (i) filing rebuttal statements, which may result in either removal or correction of the evaluation (CRS §24-105-102(6)), or (ii) under CRS §24-105-102(6), exercising the debarment protest and appeal rights provided in CRS §§24-109-106, 107, 201 or 202, which may result in the reversal of the debarment and reinstatement of Contractor, by the Executive Director, upon showing of good cause.



## SECTION 2 SCOPE OF WORK / APPLICATION

### 1.36 SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to obtain competitive bid proposals from qualified individuals and/or firms (Colorado State Agencies, Federally recognized tribal governments, cities, counties, for profit entities, non-profit entities, etc) interested in providing programs, projects, services, and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Colorado roads.

The proposed projects must impact **at least one** of the following core outcome measures:

- C-1) Reduce the number of traffic fatalities
- C-2) Reduce the number of serious injuries in traffic crashes
- C-3) Reduce the fatalities per Vehicle Miles Traveled (VMT)
- C-4) Reduce the number of unrestrained passenger vehicle occupant fatalities, all seat positions
- C-5) Reduce the number of fatalities in crashes involving a driver or motorcycle operator with a BAC (Blood Alcohol Content) of .08 and above
- C-6) Reduce the number of speeding-related fatalities
- C-7) Reduce the number of motorcyclist fatalities
- C-8) Reduce the number of unhelmeted motorcyclist fatalities
- C-9) Reduce the number of drivers age 20 or younger involved in fatal crashes
- C-10) Reduce the number of pedestrian fatalities
- B-1) Increase the observed seat belt use for passenger vehicles

### 1.37 APPLICATION

***COLORADO DEPARTMENT OF TRANSPORTATION (CDOT)***

**Office of Transportation Safety (OTS)**  
***FY11 Funding Application***

**It is suggested that the following information be cut and pasted into a document for completion in order to avoid missing key components of the application.**

### Introduction

**Project title:** \_\_\_\_\_

**Check the performance measure(s) that is addressed by this project:**

- Reduce the # of traffic fatalities
- Reduce the # of serious injuries in traffic crashes
- Reduce the fatalities per Vehicle Miles Traveled (VMT)
- Reduce the # of unrestrained passenger vehicle occupant fatalities, all seat positions
- Reduce the # of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 and above
- Reduce the # of speeding-related fatalities
- Reduce the number of motorcyclist fatalities
- Reduce the # of unhelmeted motorcyclist fatalities

- Reduce the # of drivers age 20 or younger involved in fatal crashes
- Reduce the number of pedestrian fatalities
- Increase the observed seat belt use for passenger vehicles

**Check the emphasis that best describes the focus of this project:**

- |                                            |                                                 |
|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Impaired Driving  | <input type="checkbox"/> Seatbelt Compliance    |
| <input type="checkbox"/> Young Drivers     | <input type="checkbox"/> Child Passenger Safety |
| <input type="checkbox"/> Motorcycle Safety | <input type="checkbox"/> Pedestrians            |
| <input type="checkbox"/> Speed             |                                                 |

## Description of Activity and Budget

In this section, describe the following 7 topics in narrative form. The narrative for all topics may not exceed eight single-sided pages. Use at least a 12-point font. Hand-written applications will not be accepted.

**1) Problem Identification** - Describe the problem to be addressed, supported by current and relevant local data. Use data specific to the local area and the target population the project intends to serve. Please refer to <http://www.coloradodot.info/programs/safety-data-sources-information> - for data sources and more information.

## **2) Project Goal(s), Objectives and Activities –**

**Goals** - A broad statement about what the program expects to achieve. The goal is the description of the final anticipated outcome or result.

**Objectives** - Objectives are clear, realistic, specific and measurable. Objectives tell how a goal will be met.

**Activities** – Activities comprise the plan of operation for the project. In a detailed and concise way they describe how each objective will be achieved.

**3) Project Evaluation** - Describe the evaluation strategy that will be used to show project effectiveness and document successful activities. An evaluation plan should be designed so that an independent observer can confirm or measure whether or not the objectives have been met and progress was made toward the goal(s).

**4) Agency Qualifications** - Describe the applicant agency's resources and skills to adequately manage the project. Briefly describe qualifications of staff or plans to train the staff who will work on the proposed project. If your project involves direct contact with youth, provide information on how criminal background checks are conducted for paid and volunteer staff.

**5) Community Collaboration and Support** - All projects should demonstrate that partnerships exist or are being developed. Identify partnerships and planning groups that were included in the planning and implementation of this project. Those partnerships may include, but are not limited to,

law enforcement, health departments, social services agencies, schools, private businesses, churches, foundations and other community-based coalitions and organizations. Provide Memorandums of Understanding and/or Letters of Commitment/Support.

**6) Long-Term Sustainability and Total Project Funding** - Describe the plan for reducing reliance on federal funding in the future. Describe the long-term plan for the programmatic development and ongoing financial support of the project. Is this project being funded using funds other than those provided from this grant? If yes, list the type and approximate amount of other funding that will be used to support this project. Has this project previously been funded by CDOT? If yes, list the years funded and approximate dollar amounts.

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**7) Budget Narrative** - Provide a justification and explanation of the budget items listed in the Detailed Budget Table. All budget figures should be justified and explained. Failure to justify and explain/show calculations could result in denial of funding.

**PERSONAL SERVICES:** Explain how the salary and fringe benefit and overtime rates for each position were determined.

**NOTE: Contract employees or independent contractors should be shown under Contractual Services, not Personal Services.**

**OPERATING EXPENSES:** Explain how the costs were determined and justify the need for the various line items. Items with a unit cost less than \$5,000 are considered operating expenses and should be listed in this category. Items costing \$5,000 or more should be listed under Capital Equipment (see below). All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

**CONTRACTUAL SERVICES:** Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item. Professional services should be procured competitively.

**TRAVEL:** Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project). Out-of-state travel is discouraged and needs to be thoroughly justified.

**CAPITAL EQUIPMENT:** Equipment is defined as an item that has a unit cost of **\$5,000** or more and a useful life of over one year. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization. If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project. All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

**MATCH:** Match must equal 25% of the total project cost, **unless** the project has an alcohol education/awareness or enforcement component. All projects with an alcohol component **MUST** match on a dollar for dollar basis. Match can be reflected in a lump sum in one line item, or

across multiple items or budget categories. The contributions can be in-kind services or direct cash support. Other sources of federal revenue may not be used as an agency match for highway safety projects.

## DETAILED BUDGET

### PERSONAL SERVICES

Name of Position	Annual Full-time Salary	Annual Fringe Benefit Cost	Total Annual Salary	% of time to this project	Total (\$)	CDOT Share (\$)	Local Match (\$)
<b>SUBTOTAL</b>							

### (2) OVERTIME

Name	Overtime Rate (\$)	No. of Hours	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
<b>SUBTOTAL</b>					
<b>TOTAL PERSONAL SERVICES</b>			\$	\$	\$
				%	%

### OPERATING EXPENSES

Description	Number of Units	Cost per Unit (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
				<b>CDOT Share</b>	<b>Local Match</b>
<b>TOTAL OPERATING EXPENSES</b>			\$	\$	\$
				%	%

**CONTRACTUAL SERVICES**

Contractor	Dates of Contract	Hourly Rate (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
				<b>CDOT Share</b>	<b>Local Match</b>
<b>TOTAL CONTRACTUAL SERVICES</b>			\$	\$	\$
				%	%

**TRAVEL**

Description	In State (\$)	Out of State (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
				<b>CDOT Share</b>	<b>Local Match</b>
<b>TOTAL TRAVEL</b>			\$	\$	\$
				%	%

**CAPITAL EQUIPMENT**

Description	No. of Units	Cost per Unit (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
				<b>CDOT Share</b>	<b>Local Match</b>
<b>TOTAL CAPITAL EQUIPMENT</b>			\$	\$	\$
				%	%

## Budget Summary

	CDOT Share	Local Matching Share
1. Total Personal Services :	\$ _____	\$ _____
2. Total Operating Expenses:	\$ _____	\$ _____
3. Total Contractual Services:	\$ _____	\$ _____
4. Total Travel:	\$ _____	\$ _____
5. Total Capital Equipment:	\$ _____	\$ _____
6. Total lines 1-5 (Amount Requested from CDOT):	\$ _____	
7. Total lines 1-5 (Amount provided by applicant):		\$ _____
<b>Total Project Cost (Add lines 6 &amp; 7):</b>		<b>\$ _____</b>

## Certifications and Assurances

It is hereby understood that this Application and attachments hereto, when approved and signed by all concerned parties, as indicated, shall constitute an agreement by and between the applicant organization to perform in accordance with the terms of this Application and attachments, taken as a whole. This agreement is based on guidelines found in 49 CFR, Part 18 and 2 CFR, Part 225, in order to standardize and simplify federal grants. The signature by an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met.

- 1) Reports – The Contractor shall submit quarterly reports, a final report at end of project, and submit special reports as outlined in the Project Agreement. (See Reporting Requirements, following this section.)
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the Contractor may copyright such, but CDOT reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The Contractor may publish, at its own expense, the results of project activities without prior review by CDOT, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and CDOT.
- 3) Any discovery or invention derived from work performed under this project shall be referred to CDOT, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required to protect the public interest.
- 4) Termination – This project agreement may be terminated or fund payments discontinued or reduced by CDOT at any time upon written notice to the Contractor due to non-availability of funds, failure of the

- Contractor to accomplish any of the terms herein, or from any change in the scope or timing of the project.
- 5) Fiscal Records – Complete and detailed accounting records will be maintained by the Contractor of all costs incurred on this project, including documentation of all purchases of supplies, equipment, and services; travel expenses; payrolls; and time records of any person employed part-time on this project. Federal, state, or CDOT auditors shall have access to any records of the Contractor. These records shall be retained for three years after the final audit is completed or longer, if necessary, until all questions are resolved.
  - 6) Funding – The Contractor will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by CDOT based on approved requests for reimbursement. If matching funds are required, the Contractor will expend them from nonfederal sources, which must be spent not later than 30 days following the completion of the project.
  - 7) Cost Principles and Grant Management – The allowability of costs incurred and the management of this project shall be determined in accordance with 2 CFR, Part 225 and 49 CFR, Part 18 for state and local agencies, 2 CFR, Part 220 and 2 CFR, Part 215 for educational institutions, and 2 CFR, Part 230 for nonprofit entities.
  - 8) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
  - 9) Changes – The Contractor must obtain prior written approval from CDOT for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, project budget or transfer of funds from one category in the budget to another. The period of performance of the project, however, cannot be changed.
  - 10) Program Income – The CDOT Safety programs encourage Contractors to earn income to help defray program costs, but there are federal regulations that must be followed. Program income is defined as gross income received by the State and/or Contractor directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. Income earned by the Contractor with respect to the conduct of the project (sale of publications, registration fees, service charges, donations for child safety seats, etc.) must be accounted and income applied to project purposes, used to reduce project costs, or be used to meet cost agency matching requirements. The Contractor is responsible for reporting all program income according to federal and state requirements.
  - 11) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of CDOT. The Contractor shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to CDOT.
  - 12) Third Party Participants – No contracts or agreements may be entered into by the Contractor related to this project, which are not incorporated into the project agreement and approved in advance by CDOT. The Contractor will retain ultimate control and responsibility for the project. CDOT shall be provided with a copy of all contracts and agreements entered into by Contractors. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to CDOT.
  - 13) Participation by Disadvantaged Business Enterprises – The contractor agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with federal funds.

- 14) Non Discrimination – In the performance of this agreement the Contractor, by its signature below, certifies and assures that it shall comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §791 et seq.), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) The American with Disabilities Act of 1990, as amended (42 U.S.C. §§12111-12213) which prohibits discrimination on the basis of disability (and 49 CFR Part 37); (e) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The Contractor shall not discriminate on the basis of race, color, national origin, sex, religion, age, creed, Vietnam Era and Disabled Veterans status or sensory, mental or physical handicap in the provision of any terms and conditions of employment or the provision of service or benefits otherwise afforded and will take the affirmative action necessary to accomplish the objects of the above referenced laws.
- 15) Political Activities – No funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 16) Single Audit –All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, OMB Circular A-133, the OMB Circular Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs. Non federal entities include States, Local Governments, and Non-Profit Organizations. The term non-profit organization includes non-profit institutions of higher education and hospitals.
- 17) Safety Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 18) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), CDOT has the responsibility to ensure that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employees, grantees, and/or sub-grantee of the Contractor and/or any such activity is prohibited in the Contractor’s workplace.
- 19) Colorado Standard Field Sobriety Testing – All law enforcement officers who are performing impaired driving enforcement activities with funding from CDOT must be in compliance with the current Colorado Standards for Field Sobriety Testing Standards.
- 20) Debarment and Suspension - The applicant certifies, by signature below, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 20) Lobbying - None of the funds under this program shall be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and



indirect e.g., “grassroots” lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

## **Reporting Requirements**

**Reporting Frequency :** The Office of Transportation Safety requires four types of reports in conjunction with highway safety projects:

1. Quarterly reports during the life of a project;
2. A final report at the conclusion of a project. This is to include training and consultant reports, if applicable; and
3. Special reports as required.
4. Annual Report Template (to be provided by CDOT)

These reports keep OTS informed of a project’s progress, explains any difficulties encountered, provides a background of information that can be passed on to others, suggests ways in which CDOT can assist with the project, and aids in distribution of state funds.

**Quarterly Reports:** These are to be submitted quarterly and are due within twenty (20) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	1 October – 31 December	Report due January 20
Second Quarter:	1 January – 31 March	Report due April 20
Third Quarter:	1 April – 30 June	Report due July 20

If there are no activities to report submit report indicating so. Any original or innovative ideas or methods employed in your project should be incorporated into your reports.

**Fourth and Final Report:** The fourth quarter and final report can be combined. These are to be submitted within 45 days of contract completion, which is no later than November 15.

Final reports are to be detailed and must describe whether the project objectives were accomplished, if technical and fiscal problems were encountered, and what improvements in traffic safety have resulted or probably will result. Included in final reports will be copies of publications, training reports and any statistical data generated in project execution. These final reports should discuss the following:

1. Accomplishments compared to the original project objectives;
2. Were all activities of the project completed as scheduled? Include dates and milestones when studies were completed; equipment acquired, installed and operated;
3. Any unanticipated proceedings that affected the project;
4. Funding and costs for completion of the project in relationship to original estimates; and
5. Third party performance if applicable. A copy of any consultant reports should be included with the final report.

**Special Reporting:** Special reporting procedures may be required. If so, reporting frequency will be detailed in the project agreement.

**Annual Report Template:** An Annual Report template will be provided to the contractor in late October. The contractor is responsible for providing the requested information and submitting back to OTS. The templates are then used to form the basis of the Office of Transportation Safety and Traffic Engineering Branch’s Annual Report.

**Reimbursement Requirements**

CDOT funds grants on a “cost reimbursement” basis only. CDOT will not make payments in advance or in anticipation of goods or services.

Claims for reimbursement will be submitted to the OTS on a monthly basis if there are any costs incurred.

Final claims for reimbursement **must be received by CDOT no later than November 15 (for costs incurred during the final contract month of September)**

**Claims for reimbursement received after the above cutoff date will not be reimbursed.**

**Unallowable Project Costs:** All projects must follow appropriate state and federal funding regulations. Examples of unallowable project costs include, but are not limited to, the following:

- Office furniture and fixtures;
- Routine roadway construction or maintenance; and
- Funds that supplant existing budgets\*

\* Federal regulations prohibit supplanting of funds. Examples of supplanting include: replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or using Federal grant funds for cost of activities that constitute general expenses required to carry out the overall responsibilities of state, local or Federally recognized Indian tribal government.

**The agency personnel contact information below must be completed**

<b>1. CONTRACT/PROJECT DIRECTOR</b>	<b>3. PROJECT COORDINATOR</b>
Name:	Name:
Address:	Address:
Telephone:	Telephone:
e-mail:	e-mail:
<b>2. ACCOUNTING RECORDS/CLAIMS</b>	<b>4. MAIL PROJECT PAYMENTS TO:</b>
Name:	Name:
Address:	Address:
Telephone:	Telephone:
e-mail:	e-mail:

## SECTION 3 EVALUTION CRITERIA / APPLICATION SCORE SHEET

### 3.1 AWARD OF BID:

This section will outline the specific evaluation criteria to be used by the evaluation committee in the review and selection of submitted proposals. At the conclusion of the evaluation, CDOT may request oral presentations from the top-ranked proposals. The possible interview of those top ranked proposals will be held at CDOT Headquarters, with each proposer given fair and equal treatment in this possible second phase of the evaluation.

Based on final review and discussion of the proposals, and interview evaluations (IF conducted), the evaluation committee will recommend proposer to enter into contract discussions with the State. Upon review and approval of the evaluation committee's recommendation for award, the CDOT Procurement Office will issue a "Notice of Intent to Make an Award" letter to the apparent successful proposer. It is the intent of CDOT to award a contract to that proposer whose proposal is deemed to be most advantageous to the State of Colorado, price and other factors considered.

### 3.2 EVALUATION PROCESS:

3.2.1 An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. The recommendations of this committee will be forwarded by the Purchasing Agent and project leader/manager, to the CDOT Procurement Office Manager for review and approval.

3.2.2 Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal as non-responsive. It is the responsibility of the proposer to provide all information required by this RFP.

3.2.3 The sole objective of the evaluation committee will be to recommend the proposals most responsive to the State of Colorado's needs while within the available resources. The specifications detailed in this RFP represent the minimum performance necessary for such response.

3.2.4 The proposals deemed most advantageous for CDOT, will be recommended for award.

#### 3.2.5 Proposal Scoring:

The sole objective of the evaluation committee will be to score the proposals and recommend that proposer whose response is determined most advantageous to the State of Colorado, taking into consideration the price and all evaluation factors set forth herein.

### 3.3 EVALUATION CRITERIA:

The complete proposal package will include, but not be limited to, evaluation using the factors listed below. These factors are designed to incorporate specific evaluation of the items described in Section 1.36 of this RFP.

Proposals should be submitted in Work Plan Format, and must provide details of how your organization anticipates providing the services required. Detailed financial information must also be included, specifically addressing the providing of services and including proposed anticipated cost(s) for providing each task.

During the evaluation phase, the committee will independently review each proposal and assign a total maximum score within each category, determined solely through the proposer's response to the criteria detailed in the following sections. The evaluation of each proposal will be scored based upon a comparison of the information submitted by each proposer against the specific evaluation criteria outlined below. All combined criteria carry a respective weight, with a 100 point maximum. Proposals are not evaluated in comparison to one another and any proposal scoring below the 75-point minimum will be dropped from further consideration.

Proposals will be reviewed against identified statewide problem areas, supporting local data and proposed program activities. Local data included in the application **must** be current and relevant. The data must pertain to the geographic area (city and/or county level) and population to be served, and the data must be timely (within the past two years). Requests for funding will also be evaluated on their ability to impact the core outcome measures stated above .

### 3.4 APPLICATION SCORE SHEET

- **1. Problem Identification – 15 total possible points**
  - The problem and the affected population is clearly defined. \_\_\_\_ (0-5)
  - Data/demographic information is specific to the local area and the target population. \_\_\_\_ (0-5)
  - Data is clear and relevant and can be used as a baseline to measure project impact. \_\_\_\_ (0-5)
  
- **2. Project Goal(s), Objectives and Activities – 15 total possible points**
  - The project goal(s) can impact one or more of the core performance measures. \_\_\_\_ (0-5)
  - The objectives are clearly stated, realistic, specific and in measurable terms. \_\_\_\_ (0-5)
  - The project activities logically support the objectives and are explained in detail. \_\_\_\_ (0-5)
  
- **3. Project Evaluation - 15 total possible points**
  - Evaluation measures are indicated for each project activity \_\_\_\_ (0-5)
  - The time-lines and methods for collecting and analyzing data are clearly defined. \_\_\_\_ (0-5)
  - The effectiveness of the activity(s) is measured in terms of numbers, attitude, knowledge, and/or behavioral change. \_\_\_\_ (0-5)
  
- **4. Agency Qualifications - 15 total possible points**
  - The agency's resources and skills are adequate to manage the proposed project. \_\_\_\_ (0-5)
  - Staff qualifications including fiscal and project management experience are provided. \_\_\_\_ (0-5)
  - The staff experience provided is relevant and adequate to administer the project. \_\_\_\_ (0-5)
  - If relevant, are background checks conducted? If relevant and NOT provided deduct 3 points from the score for this section.
  
- **5. Community Collaboration and Support - 10 total possible points**
  - Partnerships are demonstrated to be in place or are being developed. \_\_\_\_ (0-5)
  - Memorandums of Understanding and/or Letters of Support were provided \_\_\_\_ (0-5)
  
- **6. Long-Term Sustainability and Total Project Funding - 10 total possible points**
  - There is a logical and feasible plan to reduce reliance on federal funding. \_\_\_\_ (0-5)
  - There is a long-term plan for the programmatic development and ongoing financial support for the project \_\_\_\_ (0-5)
  
- **7. Budget - 20 total possible points**
  - The Detailed Budget Table format was followed. \_\_\_\_ (0-5)
  - The budget is reasonable, necessary, and efficient. \_\_\_\_ (0-5)
  - The budget directly supports the project activities. \_\_\_\_ (0-5)
  - The budget narrative explains and justifies the requested funds and demonstrates agency support, including any required agency match. \_\_\_\_ (0-5)