



# Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

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## Request for Proposals - Roadside Inspection Data Analysis and Evaluation

### *General Information*

#### **Purpose**

The Commercial Vehicle Safety Alliance (CVSA) is accepting proposals to provide data analysis and general technical support for extracting, evaluating, and analyzing inspection data from the Federal Motor Carrier Safety Administration's Motor Carrier Management Information System (MCMIS) database relevant to key nationwide roadside commercial vehicle inspection campaigns.

The purpose of this Request for Proposal (RFP) is to solicit proposals from candidate organizations, conduct a fair evaluation of candidate proposals based on criteria identified herein and select the appropriate candidate to work with CVSA.

#### **About CVSA**

The Commercial Vehicle Safety Alliance (CVSA) is a nonprofit association comprised of local, state, provincial, territorial and federal commercial motor vehicle safety officials and industry representatives. The Alliance aims to achieve uniformity, compatibility and reciprocity of commercial motor vehicle inspections and enforcement by certified inspectors dedicated to driver and vehicle safety. Our mission is to improve commercial motor vehicle safety and uniformity throughout the U.S., Canada and Mexico by providing guidance and education to enforcement, industry and policy makers.

#### **Proposal Guidelines**

This RFP follows with CVSA's open and competitive solicitation and selection process. Proposals must be signed by an agent or representative of the organization submitting the proposal.

CVSA will give preference to proposals for this project from organizations not requiring outsourcing of parts of the proposed work. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. Costs and fees should include explanation. Contract terms and conditions will be negotiated upon selection of the winning bidder. All

contractual terms and conditions will be subject to review by CVSA legal counsel and will include scope, budget, schedule and other necessary items pertaining to the project.

## **Proposal Preparation**

We would like your proposal to be as accurate as possible. In order to do so, we encourage you to read the entire RFP carefully, and contact CVSA with any questions that arise rather than rely on assumptions. Proposals and related inquiries should be directed to:

Adrienne Gildea  
Deputy Executive Director  
301-830-6157  
[adrienneg@cvsa.org](mailto:adrienneg@cvsa.org)

## **Deadline**

Proposals will be accepted through Friday, November 8, 2019.

Any proposals received after this date and time will be returned to the sender.

## **Project Scope**

The scope of this project includes coordinating with CVSA to request census, crash and inspection and other data files from the Federal Motor Carrier Safety Administration MCMIS database administrator, organize and evaluate inspection data from select inspection campaigns or events, principally the CVSA International Roadcheck campaign, and provide a summary data table and dashboard for data from the campaign.

## **Request for Proposal and Project Timeline**

CVSA is requesting proposals by the deadline above. Reviews of proposals are expected to be completed and a decision on top candidate(s) will be made within fourteen days. Winning candidate organization will then be contacted to finalize contract.

Contract period of performance will begin at time of signing of contract and end August 31, 2021. Note that workload is concentrated leading up to and immediately following the enforcement campaigns each year (May 2020 in Phase I and May 2021 in Phase II).

## **Budget**

Proposed budget for the project should be commensurate with the scope of work.

## **Bidder Qualifications**

Please provide an overview of your organization's expertise as it relates to this project, including relevant experience of key staff. Your proposal should address specific requirements outlined in the statement of work below.

## **Proposal Evaluation Criteria**

Contract will be awarded based on the following criteria:

- Qualifications of key personnel
- To extent possible, familiarity and experience with MCMIS data and analysis
- Proposed budget commensurate with scope

## **Statement of Proposed Work**

### Phase I - Support for May 5-7, 2020 International Roadcheck Inspection Campaign and Analysis of STE Data from MCMIS For Select Violations Categories

Awardee will work with CVSA to prepare to identify, extract, analyze and compare MCMIS inspection data and related reports from CVSA member states relevant to CVSA's International Roadcheck, a commercial motor vehicle Selective Traffic Enforcement (STE) safety enforcement campaign to be held May 5-7, 2020. Awardee will assist CVSA in obtaining and evaluating inspection data through standard jurisdictional reporting to MCMIS as well as mutually agreeable customized reporting to CVSA.

Analysis of STE data – Based on data obtained from MCMIS database, and working with database managers, awardee will help assemble and characterize STE event data to assemble a results dashboard for observation of results and for ready comparison to prior years' events. This will include the incorporation of census and crash data with the Inspections data to normalize violation data with select carrier demographics.

Analysis may also include preparation of select data tables as requested by CVSA mutually agreed upon, potentially including cost-added modifications during period of performance.

### Phase II - Support for Spring 2021 (Dates TBD) International Roadcheck Inspection Campaign and Analysis of STE Data from MCMIS For Select Violations Categories

With successful result in Phase I, awardee will provide support for spring (scheduled for May4-6) 2021 event equivalent to work described in Phase I for 2020, subject to adjustment after 2020 campaign.