

SOLICITATION FOR PROPOSALS
INSTITUTE FOR POLICE RESEARCH
SARASOTA, FLORIDA

The Institute for Police Research (IPR), located in Sarasota, Florida, is researching the use of reflective gear by law enforcement officials, in particular for work occurring on or near highway/street work zones. The regulatory environment related to use of reflective gear is changing rapidly, often through channels normally used to address traffic safety devices and procedures. As such, there is a need to assess rules from a law enforcement perspective to ascertain how regulations align with law enforcement practices and policy. This project is a cooperative agreement between the Institute for Police Research and the National Institute of Justice (Department of Justice), and is fully funded by Federal funds in the amount of \$375,000; the sub-award for this portion of the grant may not exceed \$180,500 (see below for additional requirements).

A full copy of the solicitation, including terms and conditions, can be accessed at http://www.iupa.org/index.php?option=com_content&task=view&id=235.

The goal of the research portion of the grant is to:

- To produce a data collection instrument designed to assess current and trend information on law enforcement use of reflective gear, vests and other safety equipment in roadway work zones (both federal-aid and regional/arterial). In addition, the research will focus on visibility needs related to a range of tactical situations faced by officers. This research will also investigate safety policies, enforcement of those policies, and education (current and expected);
- To gather information on expected compliance with new visibility requirements;
- To develop information that can be used to help develop potential prototype garments/gear specifically designed for law enforcement, and to help establish the performance measures or test protocols for such specialized gear.

Subcontractor Tasks

Below is a description of how IPR envisions how each objective could be accomplished. IPR also recognizes that, as the project progresses, information gathered may influence the ultimate research program. As such, the scope anticipates an iterative process for research design and certain deliverables. IPR expects to issue a second Solicitation to link survey results to tangible improvements in policy and gear design.

- **Meet with IPR staff (by telephone if needed) to discuss study and adjust time frames and work plan as needed. (April 2009)**
Before a contract is signed the researcher will review the work with IPR and adjust the timeline for completing the study if needed.
- **Provide input on overall study design, including, suggestions on additional avenues of information. (April 2009)**

The researcher will review the body of literature assembled to date and help identify gaps in knowledge related to visibility and/or reflective gear, as well as a range of tactical situations and visibility needs. The researcher will, based on information and gaps identified, suggest a study design, which may include use of focus groups, data collection instruments and other avenues needed to support a study on use of reflective gear and visibility needs.

- **Assemble Focus Group (if needed)**

The researcher will identify and conduct focus groups to formulate and organize a draft questionnaire and survey.

- **Consult with Core Committee. (April/May 2009)**

The researcher will consult with several members of the Core Committee (by phone or in person) to obtain insights on the relationship between visibility needs, operations and training and the new regulations.

- **Develop draft questionnaire/survey and study protocol. (June 2009)**

The researcher will submit a first draft questionnaire/survey and study protocol to IPR for comments. Once comments have been incorporated, IPR will circulate the draft first with DOJ and the Core Committee, and then the Institutional Review Board. As comments are addressed, the researcher, working with IPR, will develop a distribution plan, which will follow IPR's Privacy and Data Collection procedures.

IPR will conduct the survey/questionnaire. (July-August 2009)

Under terms of the cooperative agreement, IPR will distribute the survey, collect and tabulate results.

- **Provide input and analysis of results – (Fall 2009-Winter 2010)**

Upon completion of results, the researcher will assist IPR in data analysis, which may include observations related to department policy, training, and gear design to meet visibility needs of law enforcement professionals.

- **Write draft report. (January/February 2010)**

The researcher will provide IPR with a report including draft language that IPR may insert into a Draft Final Technical Report, a 2,500 to 4,000 word Draft Summary, and a 400 word Draft Abstract which IPR will submit to the Department of Justice. Such reports must include a detailed description of data collection and analysis procedures, modifications to or problems with the original research design, and findings and conclusions. Research goals and objectives, research design and methods for achieving the goals and objectives should be concisely described.

Please note that under the terms and conditions applied by the Department of Justice, the draft language must be capable of submission for peer review. IPR will be using data collection and reporting criteria included in the handbook "Depositing Data with the Data Resources Program of the National Institutes of Justice."

- **Revise report and issue final report. (February 2010)**

Criteria for Selection

IPR reserves the right to revise, amend or cancel this Solicitation at any time; IPR reserves the right to accept or reject any or all proposals. The cost of developing the proposal is the sole responsibility of the applicant. Selection of a researcher will be based on the following criteria:

- Ability to meet time frames presented in Scope of Work;
- Experience and/or qualifications in research related to law enforcement operations and policies related to safety, with weight given to research related to visibility and/or operations in work zones;
- Experience in survey and/or questionnaire design;
- The ability to satisfy the requirements for such research and data collection involving Human Subjects;
- Quality of research team;
- Projected Cost of Services.
- Ability to agree to contract terms required by the Department of Justice (available at http://www.iupa.org/images/stories/doj_-_award_document_september_11.pdf)

Qualifications

The researcher must demonstrate in the proposal:

- A successful track record of designing studies similar to one described in this Solicitation;
- Ability to conduct and complete the study design proposed;
- Ability to provide draft reports that meet NIJ standards and are capable of peer review;
- The ability to work collaboratively; and
- The ability to comply with federal statutes and regulations governing research on Human Subjects.

Submittal Format

Please submit two copies of your proposal by April 1, 2009 to:

Leah Cheli
Institute for Police Research/I.U.P.A.
1549 Ringling Boulevard, 6th Floor
Sarasota, Florida 34236
lcheli@iupa.org

Proposal Content and Submission

Proposals shall be limited to 8 pages or less not including *curriculum vitae* and appendices. Please ensure that the following information is included in the proposal:

- Name of primary contact for the proposal;
- Contact information including addresses, telephone numbers and e-mail addresses for the above;
- The name and qualifications of the primary researcher and, if possible, the members of the research team;
- Outline of the proposed study approach, which could include study design, data collection needs to ensure the results are representative, strategies for addressing low response rates and/or missing demographic sectors, a description of how quantitative and qualitative data will be collected and analyzed including proposed test for significance that will be conducted;
- Statement of qualifications for consultant/contractor;
- Budget including fees (rate/day), number of days, and an itemized list of estimated expenses. The total estimated value of this sub-award is up to \$180,500.00, plus a travel budget of up to \$11,712.00. Consultant rates must comply with NIJ guidelines and may not exceed \$450/day per person;
- Proposed payment schedule that is tied to deliverables;
- Note – IPR will not provide office space, telephone service, postage, or clerical support.

Questions

For any questions on this Solicitation or additional information on this award, please contact Leah Cheli (lcheli@iupa.org) or Lisa Nisenson (lisan@iupa.org) at 941-487-2560.