

UNITED STATES DEPARTMENT OF TRANSPORTATION (U.S. DOT)**National Highway Traffic Safety Administration (NHTSA)****Cooperative Agreement for
Older Driver Resources on Caregivers and Dementia**

AGENCY: National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation (DOT)

ACTION: Announcement of a Request for Applications to implement NHTSA's new program **Older Driver Resources on Caregivers and Dementia.**

SUMMARY: The National Highway Traffic Safety Administration's (NHTSA) mission is to save lives, prevent injuries, and reduce economic costs due to road traffic crashes. Currently, older drivers (65+) represent approximately 13% of the drivers involved in fatal crashes. In the coming years, as the Baby boom generation ages, NHTSA expects that this proportion will rise. Along with the increasing numbers of individuals in the aging population, the number of individuals with dementia is expected to rise. As such, the number of crashes involving these individuals is expected to rise. This population is exceptionally difficult to reach directly, due in large part to the cognitive deficits that the disease brings. Caregivers, usually immediate family members, are likely to be the most influential in terms of day-to-day decisions, including decisions about driving cessation. In 2009, there were an estimated 9.9 million adult family caregivers to people with Alzheimer's disease and other dementias.

Caregivers, often spouses or adult children, bear the brunt of keeping individuals with dementia safe both inside and out of the home. This challenge of keeping a person safe can be daunting and emotionally draining. The lack of insight in individuals with dementia, the uncertainty of when driving cessation is appropriate, and the importance of driving to an individual's self-worth presents a huge challenge to caregivers. Added to this is the fact that many caregivers simply do not know what actions to take or what options are available to them. When it comes to driving, caregivers don't know what to do, so they often do nothing. Research has shown that caregivers have the most immediate understanding of an individual's status, but that they do not know what to do in terms of a) determining if an individual is safe to drive; b) asking for help from a physician or from the driver licensing authority (DMV) in making a safe driving determination; or c) preventing a driver who has been identified as unsafe from operating a motor vehicle.

NHTSA is interested in providing support to an organization that works with caregivers to increase caregivers' awareness of the problem and develop and promote tools that teach caregivers what to do when faced with drivers with dementia. The key messages that NHTSA hopes to convey are:

- The problem will not go away.
- Here are the tools you need.
- These are the actions you should take.

The purpose of this cooperative agreement is to provide tools, support, and guidance to caregivers of drivers with dementia so that they will know what actions they should take to prevent unsafe driving by their loved-ones, and to feel confident in knowing they did the right thing in taking those actions.

In order to help caregivers in addressing these issues, an organization must have credibility on the issue of dementia, a grasp of caregiver needs and concerns, and proven avenues for reaching caregivers across the country with specific, actionable information. Therefore it is imperative that a broad organization to support caregivers or an organization to help those around people with dementia be assigned this project. The existing caregiver support mechanisms within an organization will facilitate the successful dissemination of useful, actionable information for caregivers.

DATES: Application(s) must be submitted to the National Highway Traffic Safety Administration, Office of Acquisition Management (NPO-320), W51-117, 1200 New Jersey Avenue, S.E., Washington, D.C. 20590. All application(s) submitted must include a reference to NHTSA Cooperative Agreement Number DTNH22-10-R-00322. **Only complete packages received on or before 2:00 P. M. Eastern Standard Time on Tuesday, March 16, 2010, will be considered.**

Applicant(s) shall provide a complete mailing address where Federal Express mail can be delivered.

FOR FURTHER INFORMATION CONTACT: General administrative and programmatic questions may be directed to Reba Dyer, Office of Acquisition Management, by email at reba.dyer@dot.gov or chelly.johnson-jones@dot.gov, Office of Acquisition Management. **To allow for sufficient time to address questions appropriately, all questions must be received no later than 2:00 P. M. Eastern Daylight Time, February 16, 2010 via e-mail.**

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ARTICLE I. SUPPLEMENTARY INFORMATION

A. BACKGROUND AND PURPOSE

In general, older drivers tend to make good choices about driving safety. Through “self-restriction,” they will avoid driving at night, they don’t tend to speed, and they try driving on the roads that are less busy. The theory behind this behavior is that they recognize changes in their own capabilities and make adjustments to their driving patterns to accommodate those changes. Experts in older driver safety often point to research supporting this, frequently adding that it is not necessarily the case for drivers with dementia. Individuals with dementia are likely to not have adequate insight into the functional changes, in particular the cognitive changes that impact driving safety, and they will not be able to limit their driving in an appropriate way.

Current scientific literature on dementia and driving suggests that diagnosis of dementia alone is not adequate to justify immediate driving cessation, particularly in cases of early diagnosis. However, because dementias are degenerative diseases, it is a matter of “when,” rather than “if” the individual will have to stop driving because of safety problems.

The National Highway Traffic Safety Administration’s (NHTSA) mission is to save lives, prevent injuries, and reduce economic costs due to road traffic crashes. Currently, older drivers (65+) represent approximately 13% of the drivers involved in fatal crashes. In the coming years, as the Baby boom generation ages, NHTSA expects that this proportion will rise. Along with the increasing numbers of individuals in the aging population, the number of individuals with dementia is expected to rise. As such, the number of crashes involving these individuals is expected to rise. This population is exceptionally difficult to reach directly, due in large part to the cognitive deficits that the disease brings. Caregivers, usually immediate family members, are likely to be the most influential in terms of day-to-day decisions, including decisions about driving cessation. In 2009, there were an estimated 9.9 million adult family caregivers to people with Alzheimer’s disease and other dementias.

Caregivers, often spouses or adult children, bear the brunt of keeping individuals with dementia safe both inside and out of the home. This challenge of keeping a person safe can be daunting and emotionally draining. The lack of insight in individuals with dementia, the uncertainty of when driving cessation is appropriate, and the importance of driving to an individual’s self-worth presents a huge challenge to caregivers. Added to this is the fact that many caregivers simply do not know what actions to take or what options are available to them. When it comes to driving, caregivers don’t know what to do, so they often do nothing. Research has shown that caregivers have the most immediate understanding of an individual’s status, but that they do not know what to do in terms of a) determining if an individual is safe to drive; b) asking for help from a physician or from the driver licensing authority (DMV) in making a safe driving

determination; or c) preventing a driver who has been identified as unsafe from operating a motor vehicle.

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The problem will not go away.
Here are the tools you need.
These are the actions you should take.

B. GENERAL REQUIREMENTS

For a period, as hereinafter set forth, NHTSA and the Grantee will cooperatively furnish the necessary personnel, equipment, and facilities and otherwise perform all things necessary for or incident to the performance of work as set forth below:

The purpose of this cooperative agreement is to provide tools, support, and guidance to caregivers of drivers with dementia so that they will know what actions they should take to prevent unsafe driving by their loved-ones, and to feel confident in knowing they did the right thing in taking those actions.

In order to help caregivers in addressing these issues, an organization must have credibility on the issue of dementia, a grasp of caregiver needs and concerns, and proven avenues for reaching caregivers across the country with specific, actionable information. Therefore it is imperative that a broad organization to support caregivers or an organization to help those around people with dementia be assigned this project. The existing caregiver support mechanisms within an organization will facilitate the successful dissemination of useful, actionable information for caregivers.

This project will consist of two separate phases. In the initial portion (Phase I), the grantee will prepare materials and web content for caregivers of drivers with dementia. In addition, the grantee will prepare a promotion plan for these materials. The optional portion of the project (Phase II) may be awarded to implement the promotion plan that is developed under Phase I. The not-to-exceed funding amount is for completion of both Phase I and Phase II of this agreement.

C. SPECIFIC REQUIREMENT
Specifically the grantee shall:

This project shall be implemented through an organization currently meeting the following criteria: 1) includes caregiver support as part of its mission; 2) includes dementia support as part of its mission; 3) is national in scope and reach; 4) is independent of any for-profit entity.

Grantee shall:

1. Increase caregivers' awareness of driving safety problems among people with dementia.
2. Provide tools for caregivers to use in educating themselves and preparing to take action to help keep people with dementia safe.
3. Promote caregiver intervention with respect to driving as a positive social norm.
4. Evaluate the use and dissemination of the materials.

This project will seek to demonstrate if educational materials for caregivers of drivers with dementia can influence caregiver behavior in terms of addressing driving safety among their loved ones.

Phase I – (22 MONTHS)

Task 1 – Initial Organizational Meeting/Development of Action Plan

The Grantee shall organize a strategy session which will consist of a meeting with the State and NHTSA, including Regional, communications and research staff. The grantee may include other representatives working on the demonstration project. The purpose of this initial meeting is to resolve differences between the government's approach and the Grantee's approach to meeting the objectives of the demonstration project and to finalize the overall strategy and key elements of an action plan that includes a timeline of events, tasks, milestones and deliverables. This task shall be completed within 1 month of award.

Task 2 – Revised action plan

The action plan shall detail all of the program elements, including strategy selections, methodology, implementation, timelines and evaluation for reaching caregivers of individuals with dementia. This plan will also outline the partnerships established for this initiative, including media organizations and community and public health organizations. The action plan will be submitted to NHTSA for review and approval. It is anticipated that this Task will be completed within two (2) months of the award.

Within the plan, the Grantee shall include a communications and outreach strategy that details timing, frequency, and duration of planned activities such as webinars, web banners, and other outreach activities.

Within the plan, the plans for evaluation of the efforts should be included because of the need of the Grantee to organize their efforts in such a way as to facilitate data collection.

Within the plan, the grantee shall include a list of potential conferences that would be appropriate venues for promoting the materials produced under this CA. NHTSA anticipates no fewer than two conferences for this promotion. The grantee shall confer with NHTSA COTR on the selection of conferences.

Task 3 – Matrix of themes, actions, and resources

Within 7 months of the effective date of the CA, the grantee shall submit a matrix of themes, actions, and proposed resources. Themes should be derived from the focus group findings and literature review, and will address leverage points for caregivers. For example, a theme might be “I am worried about my parent’s dementia paired with driving,” with subthemes related to observed behaviors. Actions shall be derived from the behaviors that the caregivers can perform. For each theme, multiple actions might be reasonable; for the above theme, actions might include making a referral to the driver licensing authority, speaking to the driver’s doctor, or disabling the vehicle. Resources should be tailored to the action they refer to, for example, a link to driver licensing administration medical review sections, and whether the resource is available or is needed.

Within 7 ½ months of the effective date of the CA, the grantee and the COTR shall participate in a conference call to review the matrix and to develop consensus over a strategy to build materials and resources for caregivers. Within 8 months the grantee shall submit a letter report to the COTR that shows the consensus strategy that was developed in the conference call.

Task 4 – Draft resources for agency review

NHTSA would like to help disseminate materials and messages for caregivers that are developed under this CA. To do that, materials that NHTSA prints or posts on any of its web sites must go through an internal agency review process. Based on the consensus developed in task 3, the grantee will share draft resources with NHTSA with the understanding that NHTSA aims to do design/layout and minor editing based on agency needs, and further, NHTSA intends to print and post the materials to one of its web sites for the public. Within 12 months of the effective date of the CA, the grantee shall submit the draft materials that are agreed upon through the task 3 letter report. The COTR will provide comments within 1 ½ months of receipt.

Task 5 –Final resources for agency printing

After the internal review, NHTSA anticipates that the comments will be incorporated into the draft materials by the grantee. In the case of comments from NHTSA that raise concerns among the grantee’s experts, NHTSA and the grantee will hold a conference call to find an appropriate resolution. Within 15 months of the effective date of the CA, the grantee shall submit the final resources to NHTSA for publication. NHTSA will provide a quantity of the printed resources through their warehouse and will provide camera-ready content to the grantee, should they wish to print additional materials for caregivers. NHTSA anticipates that most of the resources developed for caregivers will be web-based.

Task 6 –Promotion plan development

The Phase I project largely revolves around developing materials for caregivers. Phase II is planned for the promotion of the materials that are developed under this CA. Within 13 months of the effective date of the CA, the grantee shall submit a promotion plan that can be implemented in a potential phase II award. The promotion plan should include descriptions of web promotions, including scheduling of any webinars or other live interactive activities, conference attendance, promotion of materials through local liaisons, or other activities to get materials into the hands of the caregivers. NHTSA expects to negotiate with the grantee on the number and scope of activities should this progress to phase II funding.

Task 7 – Promote resources at a minimum of two conferences

Within 22 months of the effective date of the contract, the grantee shall submit a letter report to the COTR that describes the conferences that were attended to promote the availability of the new materials. The letter report should include session descriptions, number of session attendees, and any feedback that was provided to the presenter, particularly with regard to improving materials or project elements for caregivers.

Phase II – OPTION (12 MONTHS)**Task 8 – Implement promotion plan**

The Phase I project largely revolves around developing materials for caregivers. Phase II is planned for the promotion of the materials that are developed under this CA. Based on the Task 6 promotion plan and any negotiations that occurred between the grantee and NHTSA, the grantee shall implement the promotion plan. For purposes of planning, NHTSA expects no fewer than three webinars, attendance at 4 conferences, and web-based advertising to drive users to the appropriate content.

ARTICLE II. NHTSA INVOLVEMENT

For a period, as hereinafter set forth, NHTSA and the Grantee will cooperatively furnish the necessary personnel, equipment, and facilities and otherwise perform all things necessary for or incident to the performance of work as set forth below:

A. NHTSA shall:

1. Provide a Contracting Officer's Technical Representative (COTR) to participate in the planning and management of this Cooperative Agreement and to coordinate activities between the grantee and NHTSA.
2. Provide information and technical assistance from government sources and as determined appropriate by the COTR.
3. Serve as a liaison between NHTSA Headquarter and Grantee and other government and private agencies as appropriate.

4. Stimulate the exchange of ideas and information among recipients of related projects through periodic meetings and maintain an on-going contact with the Grantee regarding conduct of this agreement.
5. Review and provide comments on program content, materials, and evaluation activities.

B. The Grantee shall:

1. Perform the effort as specified in Section C, Specific Requirements and Tasks.
2. Designate a Project Manager to serve as liaison and coordinator between NHTSA and the Grantee and to manage the tasks performed under this agreement.
3. Provide appropriate program resources to conduct the tasks in this agreement.
4. Advise NHTSA's COTR of any problems in implementing or making progress on any tasks performed under this Cooperative Agreement, as well as strategy recommendations or revisions to the Project description to permit successful performance. All significant decision points, written materials or other work products will be submitted to the NHTSA COTR for approval.
5. Not deviate from the procedures or objectives specified in this Cooperative Agreement unless presented in writing and written approval is received by the NHTSA Contracting Officer before such deviations are implemented.

ARTICLE III. FUNDING

Subject to availability of funds, NHTSA intends to make one (1) Cooperative Agreement award(s) to support the goals of this project for a period of up to twenty-two (22) months. The resultant Cooperative Agreement(s) shall be **no more than (\$250,024) including one (12) month option period** in total federal funding. Funding for this project is available to defray expenses to develop and implement the *Older Driver Resources on Caregivers and Dementia*. The not-to-exceed amount of funding available (\$140,000) will be distributed for one (1) award.

Given the amount of funds available for this effort, applicants are encouraged to supplement this project's costs. NHTSA will give preference to applicants that identify additional funding sources in their applications. Grantees are not permitted to supplement an award with Federal funds provided under 23 U.S.C. §402. An applicant's proposed level of cost sharing will be considered when determining the "best value" cost proposal. At the discretion of the Government, funds may be obligated fully at the time of award of the cooperative agreement or incrementally over the period of the cooperative agreement. Nothing in this solicitation should be construed as committing NHTSA to make any award.

ARTICLE IV. PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement shall be no more than 22 total months from the effective date of award. This Agreement also includes one twelve (12) month option period for a possible period of performance of 34 months. However, the actual period of performance will depend on the scope of work for the submitted project.

ARTICLE V. TERMINATION

The Government may terminate this agreement in whole or in part, upon providing written notification to the Grantee, if the Contracting Officer determines that a termination is in the Government's best interest or the Grantee defaults in performing the work and fails to cure the default within the time specified in writing by the Contracting Officer. The Grantee may terminate this agreement by providing NHTSA with a 60 day advance written notice. The Grantee must deliver acceptable reports on work accomplished as part of any such termination process.

ARTICLE VI. ELIGIBILITY REQUIREMENTS

A National independent of any for-profit entity or a consortium of National independent of any for-profit entities that have a key roles in addressing the needs of caregivers or in addressing issues related to dementia that have also demonstrated the ability to provide effective leadership for National-level working group, such as a National-wide task force or similar type of working group may submit an application.

To be eligible to participate in this cooperative agreement, applicants must meet the following requirements. The applicant(s) must:

1. Be National in scope and independent of any for-profit entity or a consortium that are key components in the support of caregiver, dementia and driving;
2. Show evidence of support at the highest levels and provide a process to provide effective, ongoing leadership to facilitate the resources for caregiver support as part of the mission; dementia support; is national in scope / reach; and independent of any for – profit entity;
3. Include a statement of commitment to conduct and have the resources for caregiver support as part of the mission; is national in scope / reach; and independent of any for – profit entity;
4. Include a statement acknowledging and agreeing to the fact that NHTSA will be highly involved in the planning, implementation, and evaluation of this cooperative agreement.

ARTICLE VII. CONFLICT OF INTEREST

It is U.S. DOT policy to award Cooperative Agreements only to those Applicants whose objectivity is not impaired because of any related past, present, or planned interest, financial or otherwise, in organizations regulated by U.S. DOT, or in organizations whose interests may be substantially affected by Departmental activities and which is related to work specified in this Cooperative Agreement Announcement. Based on this policy, if, after award, the Grantee discovers a conflict of interest with respect to the Cooperative Agreement that could reasonably have been known prior to the award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict along with a description of the action the recipient has taken, or proposes to take, to avoid or mitigate such conflict.

(a) The Applicant shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization regulated by U.S. DOT, or with an organization whose interests may be affected substantially by Departmental activities, and which is related to the work under this Cooperative Agreement Announcement. The interest(s) described shall include those of the Applicant, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the Applicant's technical proposal. Key personnel shall include any person owning more than 20% interest in the Applicant, and the Applicant's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action under this Cooperative Agreement where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

(b) The Applicant shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objective manner.

(c) In the absence of any relevant interest identified in (a) above, the Applicant shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The Applicant must obtain the same information from potential subcontractors prior to award of a subcontract under the resultant Cooperative Agreement.

(d) The NHTSA Contracting Officer will review the statement submitted and may require additional relevant information from the Applicant. All such information, and any other relevant information known to U.S. DOT, will be used to determine whether an award to the Applicant may create a conflict of interest. If any such conflict of interest is found to exist, the NHTSA Contracting Officer may (1) disqualify the Applicant, or (2) determine that it is otherwise in the best interest of the agency to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Cooperative Agreement awarded.

(e) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the Applicant for award. If nondisclosure or misrepresentation is discovered after award, the resulting Cooperative Agreement may be terminated. If after award, the Grantee discovers a conflict of interest with respect to the Cooperative Agreement awarded as a result of this Cooperative Agreement Announcement, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the NHTSA Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the Grantee has taken, or proposes to take, to avoid, or mitigate such conflict. The NHTSA Contracting Officer may, however, terminate the Cooperative Agreement for convenience if he or she deems that termination is in the best interest of the Government.

ARTICLE VIII. REPORTING REQUIREMENTS AND

DELIVERABLES/MILESTONES OF THE COOPERATIVE AGREEMENT

An awarded Cooperative Agreement will include the following requirements:

A. Monthly Progress Reports

The Grantee must furnish one electronic copy of a *Monthly Progress Reports* to the Contracting Officer's Technical Representative (COTR), within 10 days of the month from effective date of the cooperative agreement.

Monthly Progress Reports shall include at a minimum a narrative description of the following items:

- Cooperative Agreement Number;
- Activities undertaken during the reporting period;
- Accomplishments achieved during the reporting period;
- Funds status by major cost element, the month's obligations, cumulative obligations, estimated cost to complete, and percent of cost expended versus percent of project completion;
- Plans for the next reporting period;
- Preliminary or interim results, conclusions, trends, or other items of information that are of interest to NHTSA;
- Problems or delays that the Grantee has experienced in the conduct of this cooperative agreement that need the attention of the COTR and/or Contracting Officer; and
- Specific action that the Grantee would like NHTSA to undertake to alleviate a problem.

In cooperation with the Grantee, NHTSA may require additional information depending on the nature of the project.

Monthly Progress Reports shall contain enough information to allow the COTR to make a determination as to whether invoices should be approved or revised based upon the activities

and accomplishments for which payment is sought. The COTR may reject a *Monthly Progress Report* that does not provide sufficient detail and may request the Grantee to submit a revised *Monthly Progress Report* with the additional detail.

Ideally, the *Monthly Progress Report* shall contain enough detail to serve as a significant resource for the project's final report discussed in items D and E below.

b. Financial Status Report

The Financial Status Report shall consist of a Standard Form 269 or 269A in accordance with OMB Circular A-110, Subpart C, Section 52. The Financial Status Report shall also include a breakdown by cost accounting elements of funds spent during the quarter as well as funds spent to date separately for each project, and one cumulated for all costs incurred under the Cooperative Agreement.

A. INITIAL AND SUBSEQUENT MEETINGS WITH THE COTR

The Grantee shall meet with the COTR, Contract Specialist/Officer, appropriate NHTSA staff, and the independent evaluation contractor in Washington, D.C. at NHTSA's offices within 4 weeks of the cooperative agreement's effective date. The meeting's purpose is to discuss and refine the development, implementation, and evaluation of the project as well as cooperative agreement administration. The Grantee shall prepare a 30 to 45 minute presentation describing the project and shall be prepared to answer questions from the COTR and others present at the briefing. After this initial meeting with the COTR, the Grantee should meet at least once a year with the COTR in Washington, D.C. at NHTSA's offices, at the appropriate NHTSA Regional Office or within the Grantee's State to discuss the project's progress and results.

B. WORK PLANS

Based on discussions held during the initial meeting with the COTR, the Grantee shall submit a revised project work plan incorporating verbal and written comments from the COTR, Contract Specialist/Officer, and appropriate NHTSA staff. This revised plan shall be due no more than 4 weeks from the date of the initial meeting with the COTR.

For each subsequent year that the cooperative agreement is in effect, the Grantee shall submit a detailed work plan for the upcoming 12 month period. The Grantee and COTR shall work cooperatively to determine the dates the subsequent year work plans shall be submitted to the COTR. The requirement for a revised project plan may be waived by the COTR.

C. DRAFT FINAL REPORT (to be determined)

The Grantee shall prepare a draft final report that includes a description of the project with an emphasis on leadership issues, other issues addressed, program implementation, findings, and recommendations. With regard to information transfer, it is important to know what worked and what did not work under what circumstances, what can be done to enhance replication in similar communities, and what can be done to avoid the problems identified in future efforts. In effect, this draft final report will "tell the story of the project." The Grantee shall submit the draft final report to the COTR at least 12 weeks prior to the end of the performance

period and shall work with a NHTSA independent evaluator to prepare this draft final report. NHTSA will review the draft final report and provide comments to the Grantee within 6 weeks of receipt of the document.

D. **FINAL REPORT (to be determined)**

The Grantee, in cooperation with a NHTSA independent evaluator, shall revise the draft final report to reflect NHTSA's comments. The revised final report shall be delivered to the COTR at least 3 weeks before the end of the performance period.

E. **FINAL NHTSA PROJECT BRIEFING**

The Grantee shall conduct a final project briefing for NHTSA in Washington, D.C., at NHTSA's offices to review project implementation, evaluation, and results. This presentation shall last no less than 60 minutes and the Grantee shall be prepared to answer questions from briefing attendees. The Grantee shall provide the COTR the presentation at least 3 weeks prior to the final project briefing for review and comments to be incorporated into the final briefing.

F. **PRESENTATION AT SELECTED NATIONAL/REGIONAL MEETINGS**

In consultation with the COTR, NHTSA may request that the Grantee deliver presentations at select national or regional meetings to discuss project implementation, evaluation, and results. The Grantee shall provide the COTR the presentation at least 3 weeks prior to the presentation for review and comments to be incorporated into the presentation.

All briefings shall be accompanied by Microsoft PowerPoint presentations.

Requirements for Printed Material

- Printed material must be provided to NHTSA in both printed form (original and one copy) and electronic form in CD-ROM format or other appropriate format acceptable to the COTR.
- All Program materials shall be submitted
 - Original application format
 - Section 508 compliant version
 - A PDF file for viewing with Adobe Acrobat
 - An HTML file

Grantees preparing publications for NHTSA must submit them in a format ready for posting on the World Wide Web. All documents must be Section 508 compliant and both Netscape (versions 4.0 or later) and Internet Explorer (versions 5.0 or later) compliant. All HTML documents must comply with the accessibility standards of 36 CFR §1194.22 that implement Section 508 of the Rehabilitation Act of 1973. All submissions shall include a completed Web-based Internet Information and Application Section 508 Checklist. These standards and guidelines are available for viewing in greater detail on the Access Board Web Site at: <http://www.access-board.gov/508.htm>.

Disputes

The parties to this agreement shall communicate with one another in good faith and in a timely and cooperative manner when raising issues under this Disputes provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between NHTSA and the Grantee concerning questions of fact or law arising from or in connection with this agreement and whether or not involving alleged breach of this agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties shall attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event shall a dispute that arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless NHTSA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party shall document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues, and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the Contracting Officer. The other party shall submit a written position on the matters in dispute within thirty calendar days after being notified that a decision has been requested. The Contracting Officer shall conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written position. Any decision of the Contracting Officer is final and binding unless a party shall, within thirty calendar days, request further review as provided below.

The dispute shall be further reviewed, upon the Grantee's written request to the NHTSA, Director, Office of Acquisition Management, or Designee, made within 30 calendar days after the Contracting Officer's written decision, or upon unavailability of a decision within the stated time frame under the preceding paragraph. The NHTSA, Director, Office of Acquisition Management, or Designee, shall conduct this review. Following the review, the NHTSA, Director, Office of Acquisition Management, or Designee, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and, to the extent permitted by law, shall be administratively final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Court of competent jurisdiction.

ARTICLE IX. APPLICATION PROCEDURES

The application must include a reference to NHTSA Cooperative Agreement Number **DTNH22-10-R-00322**. Unnecessarily elaborate applications beyond what is sufficient to present a complete and effective response to this request are not desired. Only complete application packages received on or prior to the established due date and time will be considered.

Programs with multiple partners must submit a single application. Only one award will be made per eligible program.

Important – The application shall be considered the project’s Proposed Work Plan and should be prepared with sufficient detail for NHTSA to fully understand the applicant’s proposed approach to meet project objectives and general and specific requirements.

If not using the Grants.gov “Apply” function:

The applicant shall submit five CD-ROMs (formatted as Microsoft “Word,” “Excel,” or PDF documents) of its application to the following address by no later than 2:00 PM EDT, **Tuesday, March 16, 2010**.

Reba Dyer

US Department of Transportation
National Highway Traffic Safety Administration
Office of Acquisition Management (NPO-320)
1200 New Jersey Avenue, S.E., W51-117
Washington, DC 20590

Important: The timely submission of application packages is the ***sole responsibility of the applicant***. All prospective applicants are cautioned that, due to increased security concerns, documents transmitted via US Postal Service (USPS) can be delayed. NHTSA therefore recommends that when transmitting CD-ROM applications, methods other than USPS be used.

NOTE: FACSIMILE APPLICATIONS WILL NOT BE CONSIDERED.

ARTICLE X. APPLICATION PACKAGE

A. BUDGET INFORMATION

The cost proposal shall include the following information:

1. One original hardcopy of Office of Management and Budget (OMB) Standard Form (SF) 424 (Rev. 9-2003, including 424A and 424B), *Application for Federal Assistance*, with the required information filled in and certified assurances signed. These forms are available at www.whitehouse.gov/OMB/grants/index.html.
2. A detailed budget for the initial 22 month period of performance plus a separate budget for 1 optional 12 month period.
3. Each applicant shall clearly and thoroughly set forth its proposed costs by submitting a spreadsheet or spreadsheets, (along with any appropriate subsidiary schedules and attachments), in its application. Spreadsheets shall be submitted in either Excel or PDF format. The applicant's cost proposal shall cover not only the costs proposed within the prime recipient's organization, but also the costs proposed to be incurred by every lower-tier organization serving under the prime recipient (e.g., sub-recipients, consultants, subcontractors, and partners). The cost proposal shall clearly identify and display the following information as applicable:
 - Labor rates. The direct labor rates by person/labor category, showing the number of proposed hours for each particular person/labor category, and also showing the starting un-loaded hourly pay rates for each person/labor category and any pay "escalations" that are being proposed.
 - Non-federal contributed amounts. The amount of the budget that is to be paid with funds identified from non-federal sources. Applicants shall ensure that all proposed non-federal contributions are reasonable, allowable, and allocable costs according to the cost principles stated in OMB Circular A-102 or any other applicable OMB Circular.
 - Indirect cost percentage and amounts. The indirect cost percentage rates and dollar amounts for items such as overhead, fringe benefits, general and administrative (G&A), and/or facilities & administration (F&A). Applicants shall provide support for each particular indirect cost element that is contained in their proposal including copies of any negotiated rate agreements. This information shall be stated as a percentage rate and a total dollar amount.
 - Travel costs. The travel costs by person-trip for any proposed travel, including the point of origin, outbound destination, purpose of the trip, estimated number of days, and the estimated travel costs for each trip; showing air fare, lodging, meals, and incidental per diem costs.

- Other direct costs. Any proposed other direct costs that are not already included as part of another cost category (such as overhead). The term “other direct costs” typically includes the following: (1) photocopying; (2) postage; (3) long distance telephone calls; (4) facsimile; (fax) transmissions; (5) overnight shipping (6) materials; and (7) equipment, including computer equipment or computer software, where not included as part of another cost category.
 - Fee. No fee may be proposed for the applicant or any applicant partner. However, fees may be proposed for vendors and/or subcontractors.
4. If any sub-recipient, any sub-Contractor, any affiliate, any partner, any joint venture, any other entity other than the applicant’s own organization, or any individual consultant will be used in carrying out the work of this project, full support for the costs and pricing proposed for each such entity or individual consultant shall be provided. The applicant shall include for each such entity or individual consultant being proposed, the same kinds of cost and pricing support, and the same level of detail, as are required above to support the general applicant’s own internal costs. For each proposed individual consultant, the person’s proposed starting hourly pay rate should be supported by at least two recent invoices wherein that consultant has both: (1) billed a client at an hourly pay rate equal to or greater than the one being proposed as the starting rate under this cooperative agreement, and (2) been paid by the client, at the hourly pay rate billed in that invoice. If the proposed individual consultant’s work history does not include two such invoices, please provide an explanation.
 5. Non-Federal Funding
An applicant shall identify non-federal funding sources in its cost proposal. Since activities may be performed with a variety of financial resources, applicants need to fully identify all project costs and their funding sources in the proposed budget. The proposed budget must identify all funding sources in sufficient detail to demonstrate that the overall objectives of the project will be met. The level of cost-sharing proposed by the Grantee will be considered when comparing the overall financial value of the project to the level of federal funding invested.
 6. Additional Cost Information
The Government reserves the right to request, at any time after the receipt of applications and before award, additional cost or price information necessary to perform an analysis. However, because an award may be made without negotiations and without any discussion, each applicant shall document and support the proposed costs so thoroughly that no additional information is needed by NHTSA.
 7. Special Equipment
Facilities and Special Equipment, Including Tooling: It is the policy of NHTSA not to provide general or special purpose equipment, facilities, or tooling of a capital nature except in unusual circumstances. NHTSA does not plan to provide such items under this cooperative agreement.

B. Technical Evaluation

The technical application shall include the following information (*and be separated from the cost proposal – no cost information shall be included or referenced in the technical proposal*):

- A. A table of contents page that provides an easy method to identify the major sections of the technical proposal;

B. Project Description

- The extent to which the applicant's goals are clearly articulated and the objectives are time-phased, specific, action-oriented and achievable.
- The extent to which the applicant clearly identifies and explains creative approaches to improve the distribution of caregiver resources through the internet and other methods.
- The extent the applicant clearly and directly addresses all of the objectives outlined in the request for proposal.
- The degree to which the project could be maintained beyond the period of performance of this cooperative agreement.
- The degree to which the applicant has identified potential barriers to the project and the provided plans for mitigating or eradicating those barriers.

C. Work Plan

- The degree of detail provided in the work plan that indicates how the applicant will complete the tasks outlined in the request for proposal.
- The degree to which the applicant describes their technical capability and experience in managing projects involving the changing caregiver behavior and social norms related to intervening on behalf of people with dementia.
- The degree to which the applicant intends to achieve the milestones and deliverables outlined in the request for proposal.
- The degree of detail in establishing evaluation criteria related to the dissemination and use of the materials for caregivers.

D. Personnel Qualifications / Organization

- The extent to which the proposed personnel have clearly described roles and appropriately assigned positions, and the proper level of education and experience to carry out the project.
- The extent to which the applicant has demonstrated the support and commitment of its proposed partner(s).
- The soundness of the applicant's organization and designated areas of expertise.
- The extent the applicant demonstrates the ability to provide technical support for web-based information exchange, technical expertise to ensure minimal interruption of service, and provide expertise to resolve technical issues related to provision of resources to caregivers.

E. Experience / Past Performance

- The extent to which the applicant has experience in development, deployment, and support of caregiver materials and resources.
- The extent the applicant has adequate experience in communicating with caregivers of individuals with dementia.
- The applicant's satisfactory history of grantor/grantee relationships, as demonstrated by on-time completion of past efforts, and reports indicating a high level of satisfaction from government agencies and other organizations.
- The extent to which the applicant has a good record of financial responsibility and accountability as it relates to the use of federal funding, and a demonstrated history of compliance with regulations that apply to federal assistance agreements.

2. Cost Evaluation

The Applicant's prepared budget will be evaluated for fairness and reasonableness of costs to determine "best value" to the government. Cost proposals will not be provided any specific numerical rating. If there are no significant technical proposal differences, costs may be used as a determining factor for making awards.

3. Proposal Questions

NHTSA reserves the right to ask one or all of the proposed contractors clarifying questions concerning their respective proposals. NHTSA will ask specific questions relating to the proposal and expect clear answers in an expeditious manner.

4. Negotiations

NHTSA reserves the right to make an award without discussion, i.e., an award of a Cooperative Agreement without conducting any negotiations or discussions with any Applicant. As an alternative to making an award without discussion, NHTSA is also reserving the right to negotiate with competing Applicants, prior to making any award. Negotiations will be conducted only if NHTSA concludes that, after studying the initial applications, negotiations are in fact necessary or are in the Government's best interests.

ARTICLE XI. TERMS AND CONDITIONS OF AWARD

Each application will be reviewed initially to confirm that the applicant is an eligible candidate (as described under Article VI, Eligibility Requirements) and has included all of the items specified in the Application Package (Article X) section of this announcement. The NHTSA Evaluation Committee will evaluate applications submitted by eligible candidates. NHTSA anticipates that awards will be made in April 2010.

A. TECHNICAL EVALUATION FACTORS

The NHTSA Evaluation Committee will evaluate each application using the following criteria:

Factor	Weight
Factor 1. Project Description	30
Factor 2. Work Plan	20
Factor 3. Personnel Qualifications / Organization	30
Factor 4. Experience / Past Performance	20

Factor 1. Project Description

- The extent to which the applicant's goals are clearly articulated and the objectives are time-phased, specific, action-oriented and achievable.
- The extent to which the applicant clearly identifies and explains creative approaches to improve the distribution of caregiver resources through the internet and other methods.
- The extent the applicant clearly and directly addresses all of the objectives outlined in the request for proposal.
- The degree to which the project could be maintained beyond the period of performance of this cooperative agreement.
- The degree to which the applicant has identified potential barriers to the project and the provided plans for mitigating or eradicating those barriers.

Factor 2. Work Plan

- The degree of detail provided in the work plan that indicates how the applicant will complete the tasks outlined in the request for proposal.
- The degree to which the applicant describes their technical capability and experience in managing projects involving the changing caregiver behavior and social norms related to intervening on behalf of people with dementia.
- The degree to which the applicant intends to achieve the milestones and deliverables outlined in the request for proposal.

- The degree of detail in establishing evaluation criteria related to the dissemination and use of the materials for caregivers.

Factor 3. Personnel Qualifications / Organization

- The extent to which the proposed personnel have clearly described roles and appropriately assigned positions, and the proper level of education and experience to carry out the project.
- The extent to which the applicant has demonstrated the support and commitment of its proposed partner(s).
- The soundness of the applicant's organization and designated areas of expertise.
- The extent the applicant demonstrates the ability to provide technical support for web-based information exchange, technical expertise to ensure minimal interruption of service, and provide expertise to resolve technical issues related to provision of resources to caregivers.

Factor 4. Experience / Past Performance

- The extent to which the applicant has experience in development, deployment, and support of caregiver materials and resources.
- The extent the applicant has adequate experience in communicating with caregivers of individuals with dementia.
- The applicant's satisfactory history of grantor/grantee relationships, as demonstrated by on-time completion of past efforts, and reports indicating a high level of satisfaction from government agencies and other organizations.
- The extent to which the applicant has a good record of financial responsibility and accountability as it relates to the use of federal funding, and a demonstrated history of compliance with regulations that apply to federal assistance agreements.

Article XII. TERMS AND CONDITIONS OF AWARD

Prior to award, each Applicant shall comply with the certification requirements of 49 CFR Part 20, U.S. Department of Transportation New Restrictions on Lobbying, and 49 CFR, part 29, U.S. DOT Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirement for Drug Free Work Place (Grants). Certification requirements are electronically available for download at:

<http://www.whitehouse.gov/omb/grants/index.html>.