

Diversity Equity Inclusion Gap Analysis

ACTIVE

Contract Opportunity

Notice ID

693JJ923RQ000033

Related Notice

Department/Ind. Agency

TRANSPORTATION, DEPARTMENT OF

Sub-tier

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Office

693JJ9 NHTSA OFFICE OF ACQUISITION

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General Information

- **Contract Opportunity Type:** Sources Sought (Original)
- **All Dates/Times are:** (UTC-05:00) EASTERN STANDARD TIME, NEW YORK, USA
- **Original Published Date:** Nov 22, 2022 04:34 pm EST
- **Original Response Date:** Dec 02, 2022 09:00 am EST
- **Inactive Policy:** 15 days after response date
- **Original Inactive Date:**
- **Initiative:**
 - None

Classification

- **Original Set Aside:**
- **Product Service Code:** R408 - SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT
- **NAICS Code:**

- 541611 - Administrative Management and General Management Consulting Services
- **Place of Performance:**

Washington , DC 20590

USA

Description

Action Code: Sources Sought

Classification Code: R408, PROGRAM MANAGEMENT/SUPPORT SERVICES

Solicitation: 693JJ923RQ000033

Agency/Office: National Highway Traffic Safety Administration (NHTSA)

Location: National Highway Traffic Safety Administration HQ

NAICS Code: 541611, Administrative Management and General Management Consulting Services \$21.5M.

Point of Contract: Vincent Lynch, Contracting Officer, ph(202) 366-9568

Title: Diversity Equity Inclusion Gap Analysis

Description(s):

The National Highway Traffic Safety Administration (NHTSA) is issuing this Sources Sought Notice to identify potential qualified Small Business (SB), Small Disadvantaged Business (SDB), 8(a) Certified SDB, Historically Underutilized Business Zone Small Business (HUBZone SB), Service-Disabled-Veteran-Owned Small Business (SDVOSB), or Woman Owned Small Business (WOSB) concerns that may be interested in and capable of performing the work described herein to analyze how NHTSA currently provides assistance to State Highway Safety Offices (SHSO) conducting problem identification to determine the problem areas that are causing their citizens to become injured or killed in traffic crashes. The contractor will assist the agency by documenting what strengths and weaknesses currently exist, as well any opportunities for ensuring that the program, as well as previously awarded grant funds, are reaching communities in an equitable manner.

NHTSA welcomes all qualified Small Business concerns, with the appropriate NAICS Code and past experience to submit their Corporate Capability Statements that demonstrate their ability to successfully accomplish the goals of the project as listed below. NHTSA does not intend to award a contract on the basis of responses to this notice or otherwise pay for the preparation of any information submitted. Acknowledgement of receipt of responses will not be made; no formal evaluation of the information received will be conducted by

NHTSA. NHTSA may; however later on issue a Request for Proposals (RFP). However, should such a requirement fail to materialize, no basis for claims against NHTSA shall arise as a result of a response to this notice. Prior to consideration of soliciting on the open market, the government will conduct market research to identify opportunities to satisfy the requirement through use of Government contract resources such as: GSA's Multiple Award Schedule (MAS) and One Acquisition Solution for Integrated Services (OASIS).

Background:

The National Highway Traffic Safety Administration (NHTSA) is an agency of the U.S. Department of Transportation (DOT). NHTSA's mission is to save lives, prevent injuries, and reduce traffic-related health care and other economic costs. The agency develops, promotes, and implements educational, engineering, and enforcement programs with the goal of preventing tragedies and reducing economic costs associated with vehicle use and highway travel.

NHTSA has been directed by Congress to ensure Bipartisan Infrastructure Law grant funds, as well as previously awarded grant funds, are reaching communities in an equitable manner. These funds are awarded to States by NHTSA's Regional Operations and Program Delivery (ROPD) to carry out highway safety programs that will help NHTSA meet its mission of saving lives. As part of the highway safety planning process, State Highway Safety Offices (SHSO) conduct problem identification to determine the problem areas that are causing their citizens to be injured or killed in traffic crashes. Proper problem identification will reveal the types of problems that need to be addressed as well as who and where the solutions need to be focused. Data analyzed to determine the problem areas usually include number of crashes, crash severity, crash location, type of person injured, time of day, speed, impairment, seat belt use, distraction, citations, convictions, recidivism rates, and other data to normalize these factors to create rates. Program activities are then planned to target the high-risk populations and/or locations.

State Highway Safety Offices seek applications from agencies with the ability to make an impact on the target populations in their jurisdiction. SHSOs sometimes reach out to agencies if none apply in an area that has a large problem. Typically, however, the same agencies apply year after year. Agencies that have received grants for many years may still apply even if the problem has receded. In these cases, the new effort proposes to maintain a low level of crashes as opposed to the original effort of reducing crashes from a higher level. Participating agencies tend to be statewide law enforcement, local law enforcement and fire/rescue, educational institutions, media companies, health departments, private companies with many employees or fleet services, and non-profit organizations. The majority of participating agencies is comprised of law enforcement.

NHTSA's ten Regional Offices provide technical assistance to the States throughout the year to help them reach their goals, and to ensure they stay in compliance with federal regulations. In order to assist them better in terms of diversity equity inclusion, NHTSA needs to review its current practices to see where improvements can be made and tools developed to ensure they are giving the best possible assistance.

Objective:

The objective of this project is to develop a framework that outlines NHTSA ROPD's equity program and how the agency can provide assistance to the States regarding diversity equity inclusion. A Strength, Weakness, Opportunities, and Threat (SWOT) analysis and review of best practices in the public sector is needed to help determine what gaps currently exist in program, and what NHTSA can do to improve, in consideration implementing best practices from the private sector to develop tools to help in delivering a new diversity equity inclusion program.

(see attached draft SOW)

General Requirements:

The Contractor shall:

1. Document current technical assistance to States regarding diversity equity inclusion. Determine a baseline from which ROPD can improve upon.
2. Document strengths, weaknesses, opportunities, and threats (SWOT analysis) that exist within ROPD regarding its efforts to provide technical assistance regarding diversity equity inclusion.
3. Conduct a best practice review of the public and private sector. Document how these companies and agencies are locating underserved areas and marketing their services towards them.
4. Document tools and policies that are used by the private sector that enable them to be successful in their diversity equity inclusion programs.
5. Make recommendations on what actions ROPD can make to improve its diversity equity inclusion program based on the previous tasks. Include what tools should be developed and training is needed to be effective.
6. Develop tools and policies.
7. Produce a final report summarizing the findings from the above tasks.

Format of Corporate Capabilities Statement:

Any interested qualified Small Business firms, Small Disadvantaged Business (SDB), 8(a) Certified SDB, HUBZone SB, SDVOSB, or WOSB concerns should submit their Corporate Capability Statement, which demonstrates the firm's ability and past experience in no more

than 10 pages to perform the key requirements described above to the identified NHTSA point of contact listed herein. Any proprietary information should be marked as such. All respondents are asked to certify the type and size of their business organization is in-line with the requirements of this Sources Sought Notice, and must be received no later than the closing date for receipt of responses to this notice.

Attachments/Links

Download All Attachments/Links

Attachments

| Document | File Size | Access | Updated Date |
|---|-----------|--------|--------------|
| Draft SOW Diversity Equity Inclusion (693JJ923RQ000033).pdf (opens in new window) | 343 KB | Public | Nov 22, 2022 |

Contact Information

Contracting Office Address

- OFFICE OF ACQUISITION MANAGEMENT 1200 NEW JERSEY AVE SE, ROOM W51-30
- WASHINGTON , DC 20590
- USA

Primary Point of Contact

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