

UNITED STATES DEPARTMENT OF TRANSPORTATION (U.S. DOT)

National Highway Traffic Safety Administration (NHTSA)

Cooperative Agreement for Advanced Automatic Crash Notification for Medical Directors

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

ACTION: Letter of Invitation (LOI) of a Request for Applications (RFA) is to assist a national organization (the Grantee) to further its mission of improving EMS medical direction in the United States. **One (1) award will be made.**

SUMMARY: The purpose of this Cooperative Agreement is to assist a national organization (the Grantee) to further its mission of improving EMS medical direction in the United States by developing and implementing a sustainable training program to teach EMS and 911 Medical Directors and related EMS stakeholders (the target audience) about the benefits of Advanced Automatic Crash Notification (AACN) data for improving EMS system response. This Project will produce and promote the development of an educational product that teaches EMS and 911 Medical Directors the connection between motor vehicle crash kinematics and resultant injury, and the benefit of incorporating the use of AACN data into existing dispatch and triage protocols. NHTSA will support the Grantee in the implementation of that goal.

APPLICATION PROCEDURE: Application(s) must be submitted by email to the following address: nhtsaoam@dot.gov Attention: Loverna Johnson. **Email is the preferred method of submission for applications.**

All application(s) and material specified in the application procedure must reference the NHTSA Request for Application Number DTNH22-14-R-00010 in the subject line. Only complete packages received on or before **4:00 P.M. Eastern Daylight Time on June 25, 2014** will be considered. No facsimile transmissions will be accepted.

To allow for sufficient time to address questions appropriately, all questions must be received no later than **4:00 P.M. Eastern Daylight Time, via e-mail on May 21, 2014.**

Unnecessarily elaborate applications beyond what is sufficient to present a complete and effective response to this RFA will not be considered.

FOR FURTHER INFORMATION CONTACT: General administrative and programmatic questions may be directed to Loverna Johnson, Contract Specialist, Office of Acquisition Management, by email at nhtsaoam@dot.gov.

TABLE OF CONTENTS

ARTICLE I.	STATEMENT OF AUTHORITY
ARTICLE II.	BACKGROUND AND PURPOSE
ARTICLE III.	SCOPE OF WORK
ARTICLE IV.	PERFORMANCE PERIOD
ARTICLE V.	FINANCIAL ADMINISTRATION
ARTICLE VI.	NHTSA's PROJECT OFFICER
ARTICLE VII.	GRANTEE's PROJECT OFFICER
ARTICLE VIII.	SPECIAL PROVISIONS
ARTICLE IX.	GENERAL PROVISIONS
ARTICLE X.	ACRONYMS
ARTICLE XI.	GOVERNMENT FURNISHED INFORMATION
ARTICLE XII.	MODIFICATIONS
ARTICLE XIII.	ELIGIBILITY REQUIREMENTS
ARTICLE XIV.	APPLICATION PROCEDURES
ARTICLE XV.	APPLICATION REVIEW PROCESS AND EVALUATION FACTORS
ARTICLE XVI.	TERMS AND CONDITIONS OF AWARD

I. STATEMENT OF AUTHORITY

This Cooperative Agreement between the Grantee and the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA," is hereby entered into under the authority of the Highway Safety Act of 1966 as amended (23 U.S.C. Chapter 4). This Cooperative Agreement provides for the exchange of information, programs and funds to achieve the purposes described below.

II. BACKGROUND AND PURPOSE

A. Background

Advanced Automatic Crash Notification (AACN), interchangeably known as Advanced Automatic Collision Notification, is a system of vehicle-embedded sensors, electronics, software, algorithms and communications technology that is activated at the time of a vehicle crash. AACN analyzes a comprehensive set of sensor data related to the crash to predict the likelihood of serious injury to the vehicle's occupants.

When a vehicle's AACN system detects a crash, it automatically contacts the vehicle's telematics service provider and transmits relevant data. The service provider then contacts the 911 center appropriate for the crash location and alerts the 911 call-taker to the likelihood of serious injury, based on information transmitted by the sensors in the car. Future AACN systems are anticipated to have the capacity to digitally send the vehicle's GPS location and other information directly to 911 centers.

The analysis and use of AACN data holds great potential to identify seriously injured motor vehicle crash victims who would benefit from emergency medical care. AACN data could be utilized to improve Emergency Medical Services (EMS) system response by streamlining EMS dispatch procedures and improving the triage of seriously injured crash victims to appropriate levels of trauma care; thus potentially resulting in a significant reduction in mortality and morbidity rates, as well as reducing unnecessary response, resulting in cost savings to the EMS system. The potential value of AACN technology in predicting injury severity has gained considerable acceptance among experts in trauma and emergency care, including the American College of Surgeons Committee on Trauma (ACS COT) and the U.S. Centers for Disease Control & Prevention (CDC).

Realizing the potential of AACN to improve crash outcomes will largely depend on the acceptance and use of AACN data by the Medical Directors who develop protocols for EMS and 911. They must understand the benefits of using AACN data and incorporate the use of these data into existing dispatch and triage protocols. Understanding the benefits of using AACN data is dependent upon both the user's knowledge of telematics data in general, as well as their understanding of the connection between motor vehicle crash kinematics and resultant injury.

The necessary elements for a curriculum targeting EMS and 911 Medical Directors have been identified in the document “Advanced Automatic Collision Notification: A Comprehensive Education Strategy for Medical Directors.”

The goal of this Cooperative Agreement is to support a national organization to develop, solicit “buy-in” for, market, implement, and evaluate a sustainable education program for EMS and 911 Medical Directors on the potential benefits of AACN to improve the health outcomes for persons injured in motor vehicle crashes (the Project). Such a Project would support the organization in its efforts to develop a systematic process to educate the target audience about AACN and the science used to develop injury severity prediction algorithms, integration of AACN into local systems, and future opportunities for AACN to make dispatch more efficient, optimize the use of resources, and reduce the morbidity and mortality of seriously injured crash victims.

The tasks needed to accomplish the Project goals, including developing training materials, soliciting stakeholder buy-in, marketing the training to the target audience, managing for long-term sustainability, and timely completion and submission of all milestones and deliverables, form the foundation for activities that will be supported under this Cooperative Agreement.

B. Purpose

The purpose of this Cooperative Agreement is to assist a national organization (the Grantee) to further its mission of improving EMS medical direction in the United States by developing and implementing a sustainable training program to teach EMS and 911 Medical Directors and related EMS stakeholders (the target audience) about the benefits of AACN data for improving EMS system response. This Project will produce and promote the development of an educational product that teaches EMS and 911 Medical Directors the connection between motor vehicle crash kinematics and resultant injury, and the benefit of incorporating the use of AACN data into existing dispatch and triage protocols. NHTSA will support the Grantee in the implementation of that goal.

The desired immediate outcome is to assist the Grantee to accomplish their objectives to promote and advance the quality of EMS and 911 medical direction in the United States. Four (4) potential examples of accomplishing this could be:

1. Develop online training and related testing materials, based on the information contained in “Advanced Automatic Collision Notification: A Comprehensive Education Strategy for Medical Directors.”
2. Create and execute a marketing plan to reach EMS and 911 Medical Directors, to promote enrollment in the AACN training, and to make the Project financially self-sustaining.

3. Collaborate with an accredited Continuing Medical Education (CME) provider to provide CME credits to successful AACN training participants.
4. Integrate the AACN training into an existing learning management system or create an "in-house" online hosting capability.

Pending the availability of funding, this project may be extended for an optional third year to allow for support of the Grantee in evaluating the effectiveness of the program. During this time, the Grantee may choose to undertake activities such as:

1. Evaluate the effectiveness of the Project in changing the knowledge base of EMS and 911 Medical Directors about AACN; evaluate the effectiveness of the marketing plan and identify opportunities to expand the outreach and improve the financial sustainability of the Project.

III. SCOPE OF WORK

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 incidental to the performance of work, or as set forth below.

As a condition of the assistance agreement, NHTSA agrees to support the grantee in the following activities:

1. Assign a professionally qualified staff member, designated as the Contracting Officer's Representative (COR), to provide liaison and coordination between the Grantee and NHTSA;
2. Provide essential background information and technical assistance from government sources, available resources as determined appropriate by the COR;
3. Provide liaison with other government/private organizations (as appropriate);
4. Maintain ongoing contact with the Grantee regarding conduct of this Cooperative Agreement; and
5. Review and provide feedback on materials and planned activities produced under this Cooperative Agreement.
6. NHTSA reserves the right to terminate this agreement at any time, prior to its conclusion, for reason(s) that are in the best interest of either party.

General Requirements:

As a condition to this Assistance Agreement, the Grantee agrees to:

1. Designate a Project Manager to serve as a liaison and provide coordination between the NHTSA COR and the staff and membership of the Grantee organization and to manage all aspects of the Project and keep the NHTSA COR apprised of the progress being made under the Cooperative Agreement;
2. Carry out the Project as described in the Grantee's technical proposal and detailed final work plan, as coordinated with the COR. Submit the final work plan to the NHTSA COR, no later than three (3) months after the Cooperative Agreement award. The Grantee shall finalize the Project timeline as well as any remaining items necessary to carry out the Project into its work plan. The final work plan will serve to guide the Grantee's Project implementation;
3. Advise NHTSA's COR of any problems in implementing or making progress on any activities performed under this Cooperative Agreement, as well as recommended strategies or revisions to the Project description to permit successful performance;
4. Present to and receive approval from the NHTSA COR for any deviations from the procedures or objectives stated in this statement of responsibilities before such deviations are implemented. Deviations to the agreement should be presented in writing;
5. Participate in an initial kick-off meeting within thirty (30) days of the Cooperative Agreement award. Key Project team members and NHTSA staff will meet in an initial meeting to review the Project's objectives, planned course of action, responsibilities, and to begin finalizing the work plan which was submitted as part of the application. The meeting will also serve as a forum to resolve any questions regarding the Grantee's approach;
6. Prepare and submit monthly reports beginning one (1) months after the Cooperative Agreement award describing the status and progress of activities outlined in the Project work plan and include any resources developed and deliverables completed during the quarter. The reports will include an up-to-date summary of accomplishments by the Grantee; obstacles and problems encountered or foreseen, and proposed solutions; noteworthy activities, events, or successes; and a Financial Statement of funds expended to date;
7. Encourage stakeholder involvement in developing a relevant and informative training and testing materials to educate EMS and 911 medical directors about the benefits and uses of AACN data for allocating emergency care resources. Training programs should meet needs identified by stakeholders with respect to curriculum content, method of

presentation, and accreditation for continuing education. All contracts with stakeholders must conform with the requirements of the Paperwork Reduction Act of 1995.

8. Develop and promote a marketing plan for a sustainable process to ensure the likelihood that the training program will continue after the conclusion of government funding;
9. Participate in an annual briefing at NHTSA Headquarters or other designated location in Washington, DC. The grantee should be prepared to discuss the progress toward the Project goals;
10. Submit a final report to the NHTSA COR no later than 23 months after award. The final report that will include the following information: the background for the project, the purpose and objectives of the project, the methodology used to develop and promote the program, copies of all training and testing materials developed as part of the project, the results of the program including the number of medical directors receiving training, a description of the barriers faced and strategies used to overcome them, a description of actual and planned efforts to make the project self-sustaining, and a an assessment of the project's success
11. Participate in a final briefing at NHTSA Headquarters or other designated location in Washington, DC upon completion of the Project and prior to the end of the period of performance.

MILESTONES AND DELIVERABLES

The deliverable schedule and descriptions are provided below. With final deliverables, the Grantee shall provide a table detailing how each Government comment was addressed. Deliverables must be in electronic format and printable, unless otherwise specified.

Note: Several items may take place concurrently and do not need to be completed in the exact order listed below, provided due dates are still met.

ITEM #	MILESTONE (M)/ DELIVERABLE (D)	DUE DATE	# OF COPIES
1	(M) Participate in Kick-off Meeting	Within 30 days of award	N/A
2	(D) Submit Final Work Plan to NHTSA	Within 3 months of award	1
3	(D) Submit monthly progress reports to the NHTSA COR	The 15 th of each month after award	1
4	(M) Participate in Quarterly Conference calls	Quarterly, dates to be determined by NHTSA and Grantee	N/A
5	(D) Develop and submit a marketing plan	No later than 12 months after award	1
6	(M) Participate in a briefing at NHTSA Headquarters or designated location	Annually	N/A
7	(D) Develop and submit AACN training and testing materials	No later than 15 months after award	1
8	(D) Submit the FINAL Project Report	No later than 23 Months after award	1
9	(M) Participate in Final Briefing at NHTSA Headquarters	No later than 24 Months after award	N/A
10	(D) Conduct and submit project evaluation	Optional	1

IV. PERIOD OF PERFORMANCE

The period of performance (POP) of this Cooperative Agreement shall not exceed 24 Months. At the request of the government, the project may be funded for an optional 3rd year, pending the availability of funds.

PLACE OF DELIVERY/NUMBER OF COPIES

The item numbers shall be delivered in the number of copies and to the recipients at the addresses provided below:

Item no.	No. of Copies	Address
2, 3, 5, 8, (10)	1 Electronic Copy	Department of Transportation National Highway Traffic Safety Administration 1200 New Jersey Avenue, SE,NTI-121 Washington, DC 20590 Room: W42-342 Attn: Cathy Gotschall E-mail Address: cathy.gotschall@dot.gov Telephone Number: (202) 493-0143
7	1 DVD or CD	Department of Transportation National Highway Traffic Safety Administration 1200 New Jersey Avenue, SE,NTI-121 Washington, DC 20590 Room: W42-342 Attn: Cathy Gotschall E-mail Address: cathy.gotschall@dot.gov Telephone Number: (202) 493-0143
8	1 Electronic Copy	Department of Transportation National Highway Traffic Safety Administration Office of Acquisition Management NPO-320, W44-127 1200 New Jersey Avenue, SE Washington, DC 20590 Attn: Loverna Johnson, NHTSA Contract Specialist E-mail Address: Loverna.Johnson.Ctr@Dot.Gov Telephone Number: (202) 366-7204

V. **FINANCIAL ADMINISTRATION**

- A. **Approved Project Budget:** The Project Budget on *Standard Form 424 Application for Federal Assistance* dated 07/97, is incorporated herein and made a part of this cooperative agreement (Attachment 1). Any reallocation of funds among budget items which does not result in an increase to the current Federal funds available, or to the total amount of Federal funding provided, shall require only prior written authorization from the NHTSA Contracting Officer and the issue of a Revised Project Budget. Any reallocation of funds among budget items that will require an increase to the current Federal funds available, or to the total amount of Federal funding provided, shall require a formal modification to this Cooperative Agreement.
- B. The total not-to-exceed amount of Federal funding will be provided under this Cooperative Agreement upon award. A total of one grant will be awarded.
- C. Any revisions to the budget or program plans shall be required and approved in accordance with NHTSA's General Provisions for Assistance Agreements, dated 7/95.

D. Payments:

1. Minimum Requirements for Payment

All costs claimed for reimbursement and payment, including the final payment, shall be submitted on a *Standard Form 270 Request for Advance or Reimbursement* as either an attachment or as a selection within "eInvoicing" (see paragraph 2 and "Important Note" below.) The Grantee shall submit claims for reimbursement on a monthly basis. The information required for each reimbursement claim shall, at minimum, contain the following:

- a. Grantee's Name;
- b. Cooperative Agreement / Grant Number (beginning with "DTNH22-");
- c. If applicable, the Cooperative Agreement Project (CAP) Number;
- d. Invoice Number;
- e. Invoice Date;
- f. The NHTSA Contract Specialist or Contracting Officer's name, phone number, and e-mail address;
- g. The NHTSA Contracting Officer Representative's ("COR(AA)") name;
- h. If applicable, the name of the NHTSA COR for the CAP ("CTR(CAP)");
- i. Grantee's TIN
- j. Grantee's DUNS

- k. Direct Labor Cost, including hours and hourly rates
- l. The period of performance for the costs claimed
- m. Current and cumulative amounts of the following item costs: direct labor; fringe benefits; material costs; consultant costs; subcontractor costs; travel costs itemized including origin and destination; and any other supporting data for unusual expenditures.
- n. Any documentation which supports the costs claimed.

2. Procedure for Submitting Invoices

Beginning June 20, 2012, NHTSA began using the Department of Transportation's "eInvoicing" system for processing grantees' requests for reimbursement. The system takes full advantage of e-commerce and allows grantees to perform the following tasks electronically:

- Create standard invoice documents;
- Enter required information;
- Attach supporting documentation;
- Submit invoices for review and payment;
- Query the system to determine the status of individual invoices;
- Query the system to determine the total dollar amount of invoices submitted to date, the total reimbursements to date, and the total amount of federal funding still available for payment.

IMPORTANT NOTE: Prior to accessing the eInvoicing system, all grantees must complete the eAuthentication certification process. It ensures the identity of eInvoicing users external to DOT. The process can be time consuming; therefore, grantees should begin as soon as they receive award of grants, cooperative agreements or cooperative agreement projects (CAPs).

Detailed instructions on how to receive eAuthentication certification can be found at: <http://www.dot.gov/cfo/delphi-einvoicing-system.html>. Click on the "eAuthentication process tutorial" hotlink located under the banner "Steps to take Before Accessing the eInvoicing System." A PowerPoint briefing will then guide you through the process.

Once you have completed the eAuthentication process, you must then complete training on the eInvoicing System. To do that, go to the website cited in the previous paragraph and, under the "Training Materials" banner, click on "Click here to review all training materials by user role." You will need to familiarize yourself with the information accessible under the "Grant Recipient Users" banner located near the top of that page.

Please send any questions, or report any problems regarding eInvoicing to DOTeInvoicing@dot.gov.

3. Payment Approval

The NHTSA Contracting Officer or designee (Contract Specialist) shall approve all payments made under this Cooperative Agreement. Payments are subject to satisfactory progress and acceptance of the Quarterly Progress and Final Report by the NHTSA COR.

VI. NHTSA's PROJECT OFFICER

The NHTSA designated Project Officer for this Cooperative Agreement, who is also referred to as the NHTSA COR, is Catherine Gotschall. While this list is not exhaustive, some of the major responsibilities of the NHTSA Project Officer or the NHTSA COR are as follows. Specifically:

1. To provide information and technical assistance from available Government resources as determined appropriate by the NHTSA COR.
2. To provide liaison with other Government/private agencies as appropriate; and,
3. To stimulate the exchange of ideas and information among recipients of related projects through periodic meetings.

Cathy Gotschall's business information is provided below:

Dr. Cathy Gotschall
DOT/NHTSA
Office of Emergency Medical Services
1200 New Jersey Ave, SE, NTI-140
Washington, DC 20590
Telephone: 202-493-0143
E-mail: Catherine.Gotschall@dot.gov

Designation of "Alternate" COR: In the event that the NHTSA COR of record is unavailable for a period of time that would jeopardize the timely certification of incoming invoices, then the person indicated below has been designated by the NHTSA Contracting Officer to perform the functions associated with the certification of invoices ordinarily performed by the NHTSA COR. The "Alternate" COR shall have no other responsibility under the (Assistance Agreements) than to certify invoices in the absence of the NHTSA COR.

The official(s) designated below shall be responsible for reviewing and certifying invoices ***ONLY*** in the absence of the designated NHTSA COR:

Ms. Laurie Flaherty
DOT/NHTSA
Office of Emergency Medical Services
1200 New Jersey Ave, SE, NTI-140
Washington, DC 20590
Telephone: 202-366-2705
E-mail: Laurie.Flaherty@dot.gov

VII. GRANTEE'S PROJECT OFFICER

The ***Grantee's*** designated Project Officer for this Cooperative Agreement is **Insert Name**. The responsibility for the ***Grantee's*** Project Officer is as follows. Specifically:

To perform the activities as described in this Cooperative Agreement and do so in conjunction with the NHTSA COR's technical direction.

Insert Grantee Name information is provided below:

Mr./Mrs. _____
Address: _____
Insert Office Code
Telephone: _____
E-mail: _____

VIII. SPECIAL PROVISIONS

Seat Belt Use Policies and Programs

In accordance with Executive Order 13043, the recipient of this award is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. Information on how to implement such a program or statistics on potential benefits and cost-savings to companies or organizations, can be found in the Click It or Ticket section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in Washington, DC dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to help with technical assistance, a simple, user-

friendly program kit and an award for achieving the goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045, or visit its web site at www.trafficsafety.org.

This Special Provision shall be included in all contracts, subcontracts, and assistance agreements entered into by the recipient under this award.

IX. GENERAL PROVISIONS

The NHTSA General Provisions for Assistance Agreements, dated 7/95, as provided in Attachment 1, or the then-current NHTSA General Provisions, shall be applicable to this Cooperative Agreement. (See Section XI, Government Furnished Information).

X. ACRONYMS

The acronyms listed below are used during the performance of this Cooperative Agreement. If the *Grantee* is currently using, or has used any of the acronyms listed below differently, the *Grantee* shall use the acronyms listed below as defined under this Cooperative Agreement *only*.

- Advanced Automatic Crash Notification (AACN)
- Continuing Medical Education (CME)
- Contracting Officer's Representative (COR)
- Contracting Officer (CO)
- Department of Motor Vehicles (DMV)
- Department of Transportation (DOT)
- Emergency Medical Services (EMS)
- Office of Emergency Medical Services (OEMS)
- Office of Communications and Consumer Information (OCCI)

XI. GOVERNMENT FURNISHED INFORMATION

The Government Furnished Information listed below shall be provided to the Grantee as outlined under Section III, Scope of Work, Subsection D, Performance Milestones and Deliverables or at time of award.

1. The NHTSA General Provisions for Assistance Agreements dated 7/95.

XII. MODIFICATIONS

A. Unilateral

The NHTSA Contracting Officer (CO) has the right, under this Cooperative Agreement, to execute unilateral modifications for the following purposes:

- Provide incremental federal funding;
- Change the NHTSA Project Officer/Contracting Officer Representative; and
- Make other administrative changes, which do not affect the legal obligations of the Grantee.

B. Bilateral

Bilateral modifications to this cooperative agreement may be proposed by either party, at any time during the period of performance of this cooperative agreement, and shall become effective upon approval by both parties.

Note: When changes are made and when deemed appropriate, the Government may supply the Grantee with replacement pages to the cooperative agreement.

XIII. ELIGIBILITY REQUIREMENTS

The successful Grantee must demonstrate that they have the infrastructure in place, as well as the necessary staff and support to carry out the responsibilities in developing, administering/coordinating and implementing this agreement. Eligible applicants will include not-for-profit organizations academic institutions, state offices of EMS and Public Safety.

XIV. APPLICATION PROCEDURES

Each applicant shall submit:

One signed copy Office of Management and Budget Standard Form 424 (Rev 9-2003 including 424A and 424B), Application for Federal Assistance, including 424A, Budget Information Non Construction Program and 424B, Assurances Non-Construction Programs, with the required information provided and the certified assurances included. These forms are available at the following website: **www.grants.gov**.

A copy of the entire application to include the following: 1) signed **Standard Form 424 A & B**, 2) **Technical Work Plan**, and 3) **Cost Proposal/Budget** must be submitted via email to the following address: **nhtsaoam@dot.gov**. While Form 424A deals with budget information and Section B identifies budget categories, the available space does not permit a level of detail that is sufficient to provide for a meaningful evaluation of proposed costs.

Therefore, supplemental information must be provided which presents a detailed breakout of the proposed costs (detailed labor, including labor category, level of effort and rate, direct materials, including itemized equipment, travel and transportation, including projected trips and number of people traveling; subcontracts with similar detail if known and overhead) as well as any In-Kind contributions the Applicant proposed to contribute.

All estimated costs must be separated for each year of performance.

XV. APPLICATION REVIEW PROCESS AND EVALUATION FACTORS

1. EVALUATION FACTORS

Proposals from Grantees will be evaluated using the following criteria:

Factor	Weight
Factor 1. Project Description/Technical Approach, Work Plan, and Time Line	30
Factor 2. Collaboration with Stakeholders	30
Factor 3. Personnel Qualifications / Organization	30
Factor 4. Experience / Past Performance	10

Factor 1 - Project Description/Technical Approach, Work Plan, and Timeline (30 percent)

- The extent to which the applicant's goals are clearly articulated and the objectives are time-phased, specific, measurable, action-oriented and achievable.
- The degree to which the applicant has described and documented the rationale for each component of the proposed technical approach.
- The extent to which the applicant describes methods to include scientific evidence linking AACN data to injury severity
- The degree to which the applicant has identified and described potential methods for Project hosting and delivery.
- The degree to which the proposed curriculum would teach participants about the history and potential benefits of AACN; the science used to develop injury severity predictive algorithms; the information AACN can provide about a crash; how AACN is incorporated into the CDC field trauma triage guidelines; strategies for and barriers to implementing AACN in local systems; and the future potential of AACN.
- The degree to which the applicant has identified potential mechanisms for disseminating and marketing the Project and provided a rationale for selecting among competing alternatives.

- The extent to which the applicant has identified potential methodologies to evaluate the training materials and the success of the Project, such as the number of medical directors trained, or other evaluative criteria.
- The degree to which the applicant has identified and described methods to ensure the ongoing sustainability of the Project, including obtaining Continuing Medical Education credit for training participants and developing a process for future revisions in the training content, as new data become available.
- The degree to which the applicant has identified potential barriers to the Project and the provided plans for mitigating or eradicating those barriers.
- The feasibility of the applicant's plan to achieve the milestones and deliverables outlined in the request for proposal, including a proposed timeline.

Factor 2 – Collaboration with Stakeholders (30 percent)

- The extent to which the applicant demonstrates and documents prior involvement working with and providing services to EMS and 911 Medical Directors and related stakeholder organizations, especially on projects of a related nature.
- The extent to which the applicant clearly identifies and explains creative and effective strategies to successfully solicit the involvement of key EMS and 911 Stakeholders whose participation will be needed to achieve the goals of the Project in keeping with the Paper Reduction Act of 1995.
- The extent to which the applicant has demonstrated the interest for involvement of its membership and other potential EMS and 911 stakeholders.
- The extent to which the roles of potential stakeholders are clearly identified.
- The extent to which key stakeholders' willingness to participate in the Project is documented by letters of support clearly stating their potential contribution to the Project and the resources (financial and in-kind) that they would contribute to the effort. Letters should be signed by an organizational with appropriate signature authority.

Factor 3 - Personnel Qualifications / Organization (30 percent)

- 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 persons with credible expertise in AACN and Medical Direction are included as key personnel for the Project.
- The extent to which applicant documents well-established mechanisms for reaching the Project's target audience, e.g., publications, newsletters, well-trafficked Website, conferences, etc.
- The documented ability of the applicant organization to work closely and cooperatively with EMS and 911 m\Medical Directors and other potential stakeholders.

- The extent to which the Grantee demonstrates prior experience and success in developing and implementing educational training projects.

Factor 4 - Experience / Past Performance (10 percent)

- The degree to which the applicant documents their technical capability and experience in managing projects of similar scope and national significance.
- The applicant's documentation of satisfactory history of grantor/grantee relationships, as demonstrated by on-time and on-budget completion of past efforts, and reports indicating a high level of satisfaction from government agencies and other organizations.
- The extent to which the applicant documents 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.
- The extent to which the applicant demonstrates and documents prior experience in providing services to EMS and/or 911 Medical Directors.

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 grantees clarifying questions concerning their respective applications. NHTSA will ask specific questions relating to the application and expect clear answers in an expedited 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.

XVI. TERMS AND CONDITIONS OF AWARD

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

In addition, prior to award, each Applicant shall comply with the NHTSA General Provisions for Assistance Agreements, dated July 1995.