

plus four bound copies, should be submitted. All pages should be numbered at the top of each page. All documentation, attachments, or other information pertinent to the application must be included in a single submission.

Proposals should be submitted to: David Benton, LOSP Manager, Office of Small and Disadvantaged Business Utilization (S-40), U.S. Department of Transportation, 400 7th Street, SW., room 9414, Washington, DC 20590.

Proposals must be received by DOT/OSDBU no later than March 3, 1995 4:00 p.m., EST.

#### 4. Selection Criteria

##### 4.1 General Criteria

DOT will use the following criteria to rate and rank applications received in response to this announcement for the applicant's region. Applications will be evaluated for each region on a point system (maximum number of points = 100). The following five (5) maximum *weighted* categories will constitute DOT's selection criteria:

- Approach (25 points)
- Linkages/Networks (25 points)
- Organizational Capability (25 points)
- Staff Capabilities and Experience (15 points)
- Cost (10 points)

##### A. Approach and Linkages (50 Points)

###### 1. Approach (25 Points)

The applicant must describe the activities proposed to be implemented under the cooperative agreement and how the work will be accomplished across the LOSP regional area. Present a well-constructed plan of action. DOT will consider the extent to which the proposed objectives are specific, measurable, time-phased, consistent with LOSP goals and the proposed activities are consistent with the applicant organization's overall mission. DOT will give priority consideration to applicants that demonstrate innovation and creativity of approach in increasing the ability of DBEs to access information on DOT contracting opportunities and financial assistance programs. DOT will also rate the quality of the applicant's plan for conducting program activities and the likelihood that the proposed methods will be successful in achieving proposed objectives.

###### 2. Linkages (25 Points)

DOT will consider innovative aspects of the applicant's approach which build upon the applicant's strength(s) and facilitate and encourage linkages to existing resources available within the region. The applicant's structure for

linking urban and rural DBEs to the LOSP should be outlined. The applicant should describe support and intended collaboration on LOSP activities from DOT grantees, prime contractors, subcontractors, State DOTs, State highway supportive services contractors, SBDCs, MBDCs and colleges and universities serving minorities including Historically Black Colleges and Universities (HBCUs), Hispanic Association of Colleges and Universities' affiliations (HACUs) and Tribal-Affiliated Colleges and Universities (TACUs). DOT will also rate the effectiveness of the applicant's strategy to provide outreach, networking and liaison activities to the regional area to be served. In rating this factor, DOT will consider the extent to which the applicant demonstrates ability to effectively access and network supportive services to the broad and diverse range of DBEs within the applicant's regional service area. Emphasis will also be placed on the extent to which the applicant identifies a clear outreach strategy related to identified needs that can be successfully carried out within the period of this agreement and a plan for forming and involving an internal transportation advisory committee in the execution of that strategy.

##### B. Organizational Capability (25 Points)

The applicant organization must have outreach resources and relevant experience in carrying out the purposes of the LOSP. In rating this factor, DOT will consider the extent to which the applicant's organization has recent, relevant and successful experience in advocating for and addressing the needs of minority businesses in general and transportation-related DBEs in particular. The applicant must also describe technical and administrative resources it plans to use in achieving proposed objectives (i.e., computer facilities, voluntary staff time, space and financial resources).

##### C. Staff Capability and Experience (15 Points)

The applicant organization should provide a list of proposed personnel for the project with salaries, educational levels and previous experience delineated. The applicant's project team must be well-qualified and knowledgeable (ensuring diversity) which shows evidence of the ability to deal effectively with the broad range of DBE clients to be served. Resumes must be submitted for all proposed key personnel, outside consultants and subcontractors. Experience of key personnel in providing services similar

in scope and nature to the proposed effort must be presented in detail. The Project Director will serve as the responsible individual for the project a minimum of 50 percent of his/her time. He/she must be designated in the proposal and his/her resume must reflect appropriate knowledge of the regional area and supervisory experience.

DOT will consider the extent to which the applicant's proposed management plan (a) clearly delineates staff responsibilities and accountability for all work required and (b) presents a work plan with a clear and feasible schedule for conducting all project tasks.

##### D. Cost (10 Points)

The budget is the applicant's estimate of the total cost of establishing and administering its participation in the LOSP. The applicant's budget must be adequate to support the project and costs must be reasonable in relation to project objectives. Applicants are encouraged to provide in-kind costs and other innovative cost approaches.

##### 4.2 Scoring of Applications

A review panel will score each application based upon the evaluation criteria listed above. Points will be given for each evaluation criteria category not to exceed the maximum number of points allowed for each category. Applications which are not responsive to the established criteria above will be disqualified.

#### “Appendix A”

Application Form for Submission of Proposals for Department of Transportation, Regional Liaison Outreach and Services Program (LOSP)

#### Appendix A—Application Form For Proposals for the Department of Transportation, Regional Liaison Outreach and Services Program (LOSP)

Proposals for the DOT Regional Liaison Outreach and Services Program (LOSP) should contain all of the following information and should be submitted in the following format.

Applications should be double spaced and printed in a font size not smaller than 12 points. One unbound copy of the proposal with original signatures suitable for reproduction, plus four bound copies, should be submitted. Applications, excluding attachments, will be limited to 35 pages. All pages should be numbered at the top of each page. All documentation, attachments, or other information pertinent to the application should be included in a single submission, forwarded directly to the address listed below.

Proposals should be submitted to: David Benton, LOSP Manager, Office of Small and